

**UPHA Board Meeting
Salt Lake County Government Center S2400
August 1, 2012**

Attendees: Len Novilla, Holly Budge, Jeff Combs, Dexter Pearce, Lance Madigan, George White, Audrey Stevenson, Darrin Sluga, Rebecca Giles, Heather Borski, Linsey Pearce, Jenny Johnson, Stephanie

Excused: Dan Kinnersley, Paul Wightman, Meghan Arnold, Eric Edwards

Review Meeting minutes from retreat in May.

- Rebecca has questions about the meeting minutes specifically about the conference planner. Table motion to approve minutes until everyone can submit changes to the meeting minutes.

Executive Committee

Communication List – updates

- **Contact Information:**
 - Review contact information and add your contact information if your information is not listed. Send corrections to Darrin.

Event Planner

- **Conference Planner:**
 - Kari Roberts – has worked as an event planner for the last 12 years. Salary will be paid for by the conference fees. Has a marketing background and she will get a portion of the conference registrations that she helps to increase with her efforts.
 - Conference Planner is going to be integral to negotiate the venue, food, and AV and other logistical portions of the conference.
 - We believe that we can pay for this position with conference fees, registration, exhibitors and sponsors.
 - Paul says that the position fits under Section 7 Article 5 of the bylaws.
 - Staff vs. contract employee. We need clarification as to where this position will fall under the bylaws.
 - Does this affect the 501C3 status? Probably not.
 - Dexter: Suggested to ratify budget for conference including salary and whether or not this position is staff vs. contract employee.
 - Concern is not for it to move forward it is more the logistics of a contract.
 - George feels confident that the organization will not be negatively impact the organization with taking on a conference planner.
 - Rebecca is curious if we will need to revise the budget for this year to account for this new position.
 - **Action Item: Send sample of contract to board members, feedback and go ahead in moving forward.**
 - Table discussion and give feedback through email. However, we do need to get moving so the conference planning can begin.

- In order to allow George to raise funds for the Endowment Fund Sharon Talboys is going to be conference co-chair this year with Audrey.

Women's Health Coalition

- This group would like to be an affiliate partner with UPHA to be able to use the 501C3 status for grant writing purposes. The goals and missions of the two organizations align well. This has been in the works for about a year.

Utah Council on Worksite Health Promotion

- Another group has also inquired about becoming an affiliate.
 - The Utah Council on Worksite Health Promotion.
 - This is a sign of our organization growing.
 - Heather mentioned that the group started as a governor appointed body and was through the UDOH and lost support from the governor's office when Governor Leavitt was in office and eventually became their own body as a 501C3. They are struggling as their own 501C3 and are looking at UPHA for possible collaboration.
 - This may be a good move to attract more worksite wellness into UPHA.
 - We should try to bring more groups like this into the organization and remain a neutral party in regards to politics and support best practice for Public Health.
 - Keep in mind adding affiliates could increase attendance at the conference and we need to consider the kickbacks that the event planner gets for the additional attendance. If the group is increasing the attendance at the conference should the event planner get the benefits of that?

Affiliate Representative Report – Affiliate Reception (vote)

- **APHA - Funding for the state affiliate reception. \$250.00**
 - Audrey made the motion, George second the motion
 - Motion approved unanimously
 - Support Joyce Gaufin running for APHA president

Membership, Endowment Fund Support

- Slow, tedious process but things are looking promising. We should be able to reach our \$80,000 goal or more by the end of the year next year.
- **Action Item: Exec. Committee should come up with ways to recognize our sponsors. If anyone else wants to suggest ideas send them to Darrin.**

Student Caucus

- UPHA will be attending the MPH programs orientations to build relationships with students and faculty.
- Building a good relationship with BYU and Westminster
 - Carl Hanson - at BYU is especially interested in getting faculty involved. Leading by example.

- Trying to get the graduate programs involved. Then afterward move onto undergraduate student.
- Len suggested talking with Michael Barnes to get undergraduate students involved.
 - BYU is supportive of HEAU and UPHA. Help by paying fees for the conferences.
 - BYU's undergraduate program is excited to work with UPHA especially in regards to interns and moving forward with policy
- If resources are available we should reach out to graduate and undergraduate students.
- Fall Social of some kind at for students in the MPH programs at the different universities in the state. Encourage board members to attend this event. Looking at a Friday evening BBQ at a park.
- Stephanie mentioned the caucus is working on creating a budget proposal for student activities for UPHA. Suggested the possibility of using student funds specifically for Student Caucus activities.

Policy PHACT

- Paul has put together a list of activities for the summer activities. In the next few weeks you will be receiving emails to contact congressional delegates especially in regards to Public Health Funding. These emails will be to inform you of what and the how of advocating for public health policies. While the congressional delegates are on break this is a good time to reach out to get their support of public health funding. We need support from the board.
 - Link on the UPHA website for the campaign and putting up fact sheets on the website.
 - Right now the information is on the board side of the website but not yet on public side of the UPHA homepage.
 - **Action Item: Len will talk to Paul about why the campaign is not on the public site and do we really need the duplication.**
- Dr. Kevin Nelson – Pediatrician against secondhand smoke, coalition for tobacco free Utah (CTFU). University of Utah Hospital. Commonalities in interest. Discuss in a meeting about a potential partnership.
 - Legislation?
 - Work out some the details with a partnerships
 - Could this fall under the normal process for supporting a bill that they might be writing?
 - Maybe we should be proactive about reaching out to other groups as well. i.e MD/MPH professionals.
 - Agenda item next time? Looking at groups that would be a natural fit to partner with. Is this going beyond the strategic plan? Let things naturally migrate to the top.
 - Pick the top 3 priorities for the organization. Get input from the membership of what the priorities should be.

- **Action Item: Let Len explore the possibilities and present to the board next month.**
- **UPHA Interns:**
 - **Action Item: Heather: will have a draft by the next meeting of something that can be used for the organization.**

Member Services

- **2012 Public Health Conference**
 - Only 6 people have not paid
 - Need to reimburse the UofU.
 - Darrin will have a final budget number in upcoming board meetings.
- **2013 Conference Planning**
 - If you are interested or have recommendation to serve of the conference planning committee talk to Audrey. Talk to Audrey by next Monday if you are willing to serve or if you have any recommendations. Darrin will reach out to last years' conference planning committee to see if they are willing to serve on the committee again.
- **Golf Tournament**
 - Looking at what totals were made from the event.

Communications

- **Convio**
 - Transitioning to Convio for all communications. Especially with moving in the policy/advocacy direction.
 - 1 member from the policy group
 - 1 member from the communications group
 - Paul as a backup
 - Look at ways to prevent duplication of emails being sent or no emails being sent out.
 - Need to have a designation of tasks so some people aren't overwhelmed and others are not doing anything.
- **E-newsletters:**
 - Friday after board meeting
 - Board Member spotlight – Darrin
 - Topics for Holly to put in the e-newsletter:
 - PHACT campaign – Holly will get it off the website
 - Whopping cough – going back to school
 - I AM PUBLIC HEALTH section – what health professionals are doing (Stephanie said Meghan was interested in doing something with this. Would the e-newsletter be an appropriate section for this?)
 - Joyce Gaufin running APHA president- Holly will contact her. Darrin will gaufin646@yahoo.com

- Board Pictures: Two sections of the website: Updated on both websites now.
- **Action Items: Each committee needs look at the website to make updates to their committee pages.**
- Advocacy Page:
 - Heather would like to add RSS feed from the legislative website. She has a contact of how to get the code.

Financial

- **Action Item: Suggestions of who to could replace Nathan Peterson on the board?**
 - Matt Ferguson
 - Leslie Workman
 - Ralph Clegg (probably wouldn't accept)

Next Meeting: Wednesday, September 5th, 11:30am-1:30am