

UPHA Board Meeting
Salt Lake County Government Center
September 5, 2012

Attendees: Eric Edwards, Lance Madigan, George White, Rebecca Giles, Janell Hall, Dexter Pearce, Meghan Arnold, Darrin Sluga, Linsey Miller, Heather Borski, Paul Wightman

Excused: Jeff Coombs, Dan Kinnersley, Len Novilla, Holly Budge, Audrey Stevenson, Stephanie Croasdell

Other Items: George White

Utah Marathon and State Festival

- Adopt a mile for the Utah Marathon and Fitness State Festival (Oct. 13th) – We need 5-10 people to position ourselves over the mile to encourage the runners and also maybe wear our UPHA T-shirts and represent UPHA to get exposure for our organization. Hold up signs to support and encourage marathon runners. Saturday probably around 7:30am-12:00pm. 2-3 hours or just depending on how many people volunteer to help out.
 - Contact information for Marathon: Beth Thomas beth7@yahoo.com
 - Motion: Eric made motion to move forward with adopting a mile
 - Dexter second the motion
 - Vote: Motion Passed
 - Committed: Darrin, Dexter, Paul
 - Tentative: Eric, Meghan
 - **Communications: Open the invitation up to membership as well. Have volunteers contact Darrin.**
 - *Linsey: Contact Beth to confirm and get details about the event.*

- *Communications Committee will work on the creation of a banner to hold up or hang during the marathon and reuse for future UPHA events. Linsey will ask Beth if there is a place to hang the banner if we want to hang it instead.*

Utah Association of Local Boards of Health

- UPHA will be sponsoring a door prize basket for the Utah Association of Local Boards of Health. The basket needs to be given to Audrey by September 19th **Contents:**
 - Water bottles from Westminster - George
 - Flash drives from UofU – Meghan?
 - UPHA T-shirts – Paul?
 - Walgreens – basket of healthy items - George
 - Give membership forms out at the event to encourage new membership

Executive Committee:

- **New Secretary:**

- Linsey Pearce Miller will be taking over as secretary for UPHA under Darrin's Presidency.
- **Event Planner Update:**
 - First conference planning meeting held last week and so far things look promising with having the conference planner this year. croberts@upha.org
 - *Paul will send requisition to Janell to begin paying the conference planner.*
- **Additional Affiliates:**
 - Draft MOU/ Women's Health Coalition:
 - Paul is working with Leann on the board of the Women's Health Coalition to draft MOU to incorporate our potential affiliates.
 - *Darrin will distribute the MOU to the board.*
 - *Board will review MOU and submit comments or changes that should be made to the MOU to Dan Kinnersley.*
 - The MOU will be reviewed by an attorney to make sure everything is in order for liability purposes.
 - Utah Council on Worksite Health Promotion (UCWHP)
 - Eric met with UCWHP. This group wants the continuity that UPHA can offer in addition to being an agent for 501(c)3 status. They are committed to joining UPHA contingent upon MOU language.
- **Board Liability insurance:**
 - Submitted for a bid this morning. Paul is waiting to hear back on the bid at this point. Originally thought liability was covered under APHA but found out that is not the case so we are pursuing that insurance now. We have never looked into it before so if anyone can and would be willing to help out with this process Paul would appreciate the help. *Dex has volunteered to contact Paul to discuss this process.*
- **Affiliate Representative Report: APHA conference (Affiliate Day)**
 - Anyone going to APHA conference is encouraged to support our affiliate by attending the affiliate meetings on Saturday, October 27.
- **GoTo Meetings:**
 - We will continue to try using GoTo Meetings. Currently no cost associated because we are still in test mode. Advantage to GoTo meetings is that no bridge is needed and you can connect via internet. This provides additional audio visual capabilities. Looking at cost – it appears that there is a discount for non-profits.

- **Other Items:**

- Paul: What ways can we look to recognize UPHA sponsors to thank them for their support? The Executive Committee will take the responsibility for addressing this issue.
 - Recognition at the Annual Meeting, taking the sponsor to lunch, sending thank you cards as soon as the support/money comes in. We should be doing more to recognize these donors.
- *Need a volunteer from the board to join the Executive Committee.* Role on the Executive Committee is to meet with approximately 1 week prior to the Board Meeting to help set the agenda items prior to the Board Meeting. Lance suggested that someone from the Communications be on the committee. *Darrin – contact Jenny to discuss further the roles of this position on the Executive Committee.*

Student Caucus:

- **University Presentations:**

- Presentations at the universities – The presentation at BYU they gave a brief history and benefits of joining UPHA. Positive feedback was given regarding the presentation and the enthusiasm was really good toward the organization.
- Darrin reported that the presentation at the UofU did not seem to have as much energy and excitement. The students seemed more serious.
- Westminster had a more intimate group and they discussed the benefits of the UPHA organization even as student.
- As a result of the presentations 6 new students have signed up thus far.

- **Current Projects:**

- Student Social: Saturday, September 29th 5:30pm or 6:00pm Student Social
 - Meet somewhere between I 2-15 and the point of the mountain to include BYU. At a park or restaurant somewhere near South Jordan area.
 - Provides an opportunity to meet the board of UPHA.
 - Have UPHA provide some food for the event. Is this a UPHA funded event or personal contribution? Paul will contribute \$100. Dex will also contribute some money. Darrin will contribute \$100.
 - Ideas for food: Pizza place or BBQ somewhere. Meghan will send out an RSVP to be able to have a food count. There is no student caucus budget in 2012.
 - At a minimum, the Board will be able to meet Holden and Logan from BYU and Westminster.
 - *Meghan will work with the Student Caucus to invite professors to the event as well.*
 - Survey to get a feel for the demographics of the student caucus.

- Photo Contest: Find your favorite photo of public health. Run the contest for about a month.
- Public Health Site Visits:
 - Utah County Health Department site visit this Fall.
 - Salt Lake County site visit in the Spring 2013 (Feb.?) Meghan will contact Dan to schedule the visit.
- Policy Advocacy conference – January 18th 8:30am-1:00pm (time is tentative)
- Meet a grad student in February

Policy:

- **PHACT Campaign – update**
 - The campaign is winding down with the Republican and Democratic Conventions. This year has been an experience on learning on how things work.
 - Only 4 responses were received when the information was sent out. Our membership wants us to be more politically active but measurably we are not very politically active as an organization. We may need to explore how to get our board and membership involved more politically.
 - *Policy: Look at key issues to be more proactive of what platforms we want to highlight as an organization.*
 - Discuss this in more detail at December board meeting after the November election is over.
 - How do we get the membership more involved even after the election and develop a platform of what the organization would like to push as the key issues?
 - The board could be an initial focus group to determine the barriers of membership not being politically active.
- **Coalition for Tobacco Free Utah**
 - CTFU: Len was supposed to meet with CTFU but due to her being unable to join the call, no further information is available. Table this item for now.
- **Internship Guidelines and Expectations**
 - UPHA Internship: Guidelines and Expectations for internships through UPHA.
 - UPHA is working on developing rules for the internships for UPHA.
 - Paperwork is being developed.
 - Do we have liability for the student by taking them on as interns or are they covered under the university they are attending? Paul and Dex will explore this issue further. Once this is resolved, the Board will proceed with implementing this tool.

Member Services:

- **2013 UPHA Conference**
 - April 8th-10th, 2013
 - A lot of the conference planning committee from last year will be returning again this year to help plan the conference.
 - Potential Conference Site Locations: Utah Co. Conference Center, South Towne, Davis Co. Conference Center
 - Brainstorm Potential Keynote Speakers
 - Potential Speakers: Eric Heiden, Andy Goodman (storytelling), Governor Herbert, potential APHA president Joyce Gauffin.
 - *Send Audrey or Sharon your suggestions of potential speakers*
 - Suggestion from Eric - SOPHE has a radio button during registration that enables the professional to volunteer to be paired with a student with similar interests. The professional will act as a mentor to the student during the conference. Darrin has asked Eric to present this concept to the conference planning committee to let them decide if this is an idea they would like to pursue for our conference.
- **Member Benefits**
 - Have the board review the document that Eric created and have the board provide additional benefits.
 - *Eric will post the list of member benefits to the UPHA website for Board review.*
 - *Assignment: Each board member should suggest 1 additional member benefit that can be added to the list.*

Communications:

Transition to Convio:

- The listserv is going away; no more duplicate or triplicate communications.

Board Member Info correct?

- Send corrections to Linsey Miller at lpearce@slco.org

E-news (new officers, conference summary, and PH week summary)

- Topics are always needed for the e-newsletter.
- Suggestion is to maybe have each committee have something ready each board meeting to add something to e-newsletter.
- Suggestion would be to have the membership submit things to be in the e-newsletter as well.
- Another option would be to assign different board members to provide articles each month.

- Topics for this month's e-newsletter
 - *Marathon – Linsey write up a small blurb with the information about the marathon and send to Jenny*
 - *Board Member spotlight – Linsey*
 - Elicit the membership about the keynote speakers for the conference.
 - Save the Date for Advocacy Conference and Public Health Conference.
 - *Student Social – Meghan write up*
 - *Summer Study Abroad at the University of Utah – Meghan will write this up.*
 - *Event Planner hired for the Conference and Conference save-the-date – Darrin will write up this blurb.*

Financial:

Treasurer Report

- Nothing really to report.

Replacement for Nathan

- 4 recommendations
 - Leslie Workman
 - Ralph Clegg – probably would not accept
 - Tracy Richardson
 - **Tracy Randall**
- *Darrin will contact Tracy Randall first.*
- The financial group will be meeting with each management unit to discuss their budgets and help them brainstorm what items need to be considered on the budget.
 - 1 budget per management unit (the individual budgets can be further broken out, but a single, combined budget must be submitted to the Financial Unit).
 - During the September, management unit meetings should have a member of the financial unit attend to discuss that budget.
 - The budget will be presented in the November meeting.
 - ***Committees need to contact the financial committee rep to invite them to their management unit meeting.***

Financial Unit Contacts

- ***Policy – Rebecca Giles***
- ***Communications – Rebecca Giles***
- ***Student Caucus – Rebecca Giles***
- ***Operations – Janell Hall***
- ***Member Services – Jeff Coombs***

Next Meeting: Wednesday, October 3rd, 2012 – Salt Lake County Government Complex 2001 S. State St., S3800