

# **MEETING MINUTES – Utah Public Health Association Board Meeting**

**Date:** Wednesday, November 7, 2012 **Time:** 11:30am

**Location:** SLVHD, Room S3800

**ATTENDEES:** Darrin Sluga, George White, Linsey Miller, Lance Madigan, Paul Wightman, Dan Kinnersley, Dexter Pearce, Rebecca Giles, Audrey Stevenson, Holly Budge, Heather Borski, Stephanie Croasdell, Meghan Arnold

**EXCUSED:** Jeff Coombs, Len Novilla, Janell Hall, Jenny Johnson, Eric Edwards

## **PREVIOUS MEETING MINUTES APPROVAL:**

### **Motion to approve:**

- Audrey made motion to approve minutes
- Dexter? made second motion

### **Vote:**

- All present voted in favor of approval of the minutes

### **MINUTES APPROVED**

## **POLICY:**

### **UPHA Advocacy Summit:**

- January 18<sup>th</sup>, 2013
  - 8:30am-1:00pm
  - State Office Building Auditorium (450 North State St.)

### **Weight of the Nation Screening:**

- Air one segment and panel discussion following the viewing
- Tentatively looking at an evening during the first or second week in January
- Suggestions from the board for locations:
  - Larry H. Miller Complex in Sandy
  - Intermountain Medical Center

### **Budget for Policy group:**

- Still need to meet and establish a budget within the next couple weeks

### **Interns:**

- Will be covered under the D&O liability insurance?
  - Yes they will be covered. They are listed under the volunteer category.
- Heather will work with Darrin and Linsey to get the intern guidelines out to the board members

## **FINANCIAL:**

### **Replacement for Nathan:**

- Tracy Randall – is not able to accept the position for this year
- Tracy Richardson – have not heard back from him yet.
  - Next prospective would be Leslie Workman
  - Last suggestion Ralph Clegg

### **Strategic Plan:**

- One objective per budget as long as there is not more than one committee working on the same objective.
- Paul will send Linsey a copy of the budget worksheet to be sent out with the meeting minutes.
- 3.6 should be moved to the policy instead of financial since it deals with advocacy.
- Can someone volunteer to edit the strategic plan so it is more uniform in voice, etc.?
  - Lance and Holly on will review and edit the strategic plan.

### **Budget:**

- **Final Budgets are due by November 21<sup>st</sup>**
- Dexter has volunteered to help with preparing the IRS tax forms.

### **COMMUNICATIONS:**

- We need to consolidate our communication so all information sent out from UPHA has been cleared by the board first. This will prevent duplication or other sending out misinformation.

### **Convio:**

- Everyone will be transferred over from the listserv by end of December

### **Listserv:**

- Once the transition to Convio is complete the listserv will be deactivated
  - There have been several delays in the transition but those have been worked out and we are ready to move forward.

### **E-news:**

- **SEND ALL INFORMATION TO HOLLY BY FRIDAY, NOVEMBER 9<sup>TH</sup>**
  - [hbudge@brhd.org](mailto:hbudge@brhd.org)
- Member spotlight – George
  - Holly send spotlight form to [gkwhite7@msn.com](mailto:gkwhite7@msn.com)
- Weight of the Nation Screening (Heather)
- I am public health – article from students (Meghan and Stephanie)
  - Photo voice project - students
- Policy Article – Dexter
- Save the Date for the conference – Stephanie will send the save the date card to Holly
- Write up from the adopt a mile for the marathon – Darrin and Linsey
- Suggestion: Include video clips for future additions of E-news

## **Job Listings:**

- **Website:**
  - Passive on our end – becomes stagnant quickly
  - Passive for our members – we are not a job board nor do we have job openings so they won't be coming to our website to find this information.
    - Instead we can list permanent places where to look for jobs on the website as a resource for those that visit our website
  
- **Social Media:**
  - Sends the information out to people
  - Others can add information
  - More instant communication and makes the information very easily accessible.
  
- Suggestion: Potentially highlight this feature in an upcoming E-news as a member benefit

## **STUDENT CAUCUS:**

### **Specific Student Caucus Webpage:**

- Within the UPHA website or a separate website?
  - Separate domain or a webpage within the UPHA website
    - Could potentially list the job board within this portion of the website and could be maintained by the student caucus
    - Would like to be able to share calendaring items that are occurring monthly.
    - Potentially utilize a blog to list calendaring for the student caucus

### **Student Caucus Survey:**

- Ready to be sent out
- Survey Content– what should UPHA be doing to help students?
  - What do they expect from a professional organization?
    - Will be sent out to approx. 150 individuals
    - As well as all university contacts
    - The goal is to get approx. 100 responses
    - Thinking of offering a drawing for a \$25.00 dollar gift certificate to Amazon or iTunes for those that fill out survey
      - The board offered T-Shirts as well to be added to the drawing.

## **MEMBER SERVICES:**

### **Conference:**

- Save the Date has been sent out
- Top keynote speakers have been selected. Conference planner is working to secure and negotiate these speakers.
- Darrin and Audrey need to discuss the conference budget.

**\*Note: The calendar on the UPHA website should be maintained by Linsey and Darrin**

## **EXECUTIVE COMMITTEE:**

### **Walgreen's PH Promotion Opportunity:**

- They recently promoted a flu shot campaign with the Halloween holiday. Darrin has pictures to share.

### **Dashboard/Membership Requirements:**

- Dashboards
  - Monthly reports for the board could potentially include:
    - Financial information
    - Membership information
    - Attendance at events
    - Associate membership
    - Top 3 pages that are visited on the website
    - Newsletter information
    - Graphically showing objectives of the strategic plan

### **Additional Affiliates:**

- Draft MOU
  - Has been sent to the attorney that helped us with establishing our 501(c)3
    - Waiting to hear back from legal council
  - This could potentially be pretty pricey are hoping some of the work can be done pro bono
- Interested groups:
  - Women's Health Coalition
  - Utah Council on Worksite Health Promotion
  - Centro Hispano - Hispanic tobacco prevention group in Utah County

### **D&O insurance:**

- Paul will send it out if someone wants a copy of it. It is also available on the board website.

### **Adopt a Mile: Utah Marathon**

- Had a good time, pictures to share

### **Golf Tournament:**

- Currently only an in-house fun event
- We may want to look at this event as a potential fundraiser

### **Public Health Week**

- Possibly use info-graphics to promote public health week.

**NEXT MEETING: Date: Wednesday, December 5, 2012 Time: 11:30am**

**Location: Salt Lake County Government Complex 2001 S. State St., S3800**