

MINUTES ~ Utah Public Health Association Board Meeting
Date & Time: May 7, 2014 ~ 11:30 AM Location: SLCoHD, Room S3800
Phone In: 435-986-2400 - Participant Pin #7333 - Bridge Sponsor Pin #7222

05/07/2014 DRAFT

<i>Set up</i>	Set up – Conference Phone, Projector, etc	<i>Approx Times</i>
<i>Preliminaries</i>	Copies of Agendas, Attendance sheet	11:15 AM

AGENDA ITEMS

Attendees: Anna Dillingham, Jenny Johnson, Patty Cross, Paul Wightman, Jamie Pluta, Tania Charette, Jeff Coombs, Phil Bondurant, George White, Dexter Pearce, Dan Kinnersley, Kathryn Marti, Stephanie Hart Guests: Holdunn Rutkoski, Darrin Sluga Excused: Rebecca Fronberg, Gary Edwards, Dean Penovich	<i>Approx Times</i>
---	---------------------

Begin Meeting	Call Meeting to Order, Recognize Visitors, Introduce New Board Members Confirm Quorum: 8 voting Officers & Board members present and phone-ins Approve Minutes: April minutes <i>Motion to Approve and Second; Discussion; All in Favor / Opposed</i> Corrections to April minutes, suggested by Kathy Marti: <ul style="list-style-type: none"> • Theodore Beatty Award Nomination, <i>Neiger</i>- Corrected name spelling. • Article 4- Added g) <i>Nutrition and Dietetics</i> George White made a motion to approve April minutes with above listed corrections. Dan Kinnersley seconded. Motion Passed.	Audrey 11:30 10 Min
----------------------	--	---

Reports From Management Units

		11:40
	Communications	
	<input type="checkbox"/> Job Board <ul style="list-style-type: none"> • Mr. Teeth/Holdunn has been doing the Utah Public Health Job Board for two years. The job board has a short summary, and an events section when applicable. The applicable information listed on the board is: job title, location, county/department, hours, salary, application closing, and requirements. The jobs are split up between the Utah Public Health Jobs, Utah Nonprofit PublicHealth jobs as well as an intership section. Also included on the Job Board is Public Health Job Board Statistics and UPHC Membership Center. • Link to join is on facebook: https://www.facebook.com/UPHCareers • Individuals can submit suggestions, jobs, etc. • Mr. Teeth spends approximately 7 hours per week on this site not counting his time spending compiling data/statistics information. • The link to the job board where information is posted changes every week as it's kept in a google.doc form. • The link to the online form to sign up for the job board is: https://docs.google.com/forms/d/1XwtopwGDfpCmJ4FysevMjsf3OdBtchnRkxqXJjib2LY/viewform (This link doesn't change.) • Currently those who get the job board updates are those who have signed up for it. The board discussed how to better utilize this service and communicate it to the membership. <ul style="list-style-type: none"> ▪ The communication group can share the postings that he posts on above listed facebook page. ▪ The link to sign up can be posted on UPHA's page dedicated to job information. 	Holdunn Rutkoski 10-15 min 5 min

- Communications group to work with Holdunn: uphcareers@gmail.com and come up with a recommendation on how to better utilize this resource to be shared at next meeting. The recommendation should include sustainability/budget required to keep it going.

□ Enews

- Stephanie Croasdell sent in a student highlight.
- Highlights for the next few months:
 - May- Tania
 - June- Phil
 - August- Patty
 - September- Stephanie
- Dex will send conference wrap up.
- Mr. Teeth to send information about Job Board.
- Kathy to write article about the bylaws/changes. (Next month a more in depth one to be written after bylaws are finalized.)
- Anna will write up something about Golf Tournament.

Member Services

□ Conference update

- Dex gave kudos to Audrey and team. Haven't seen evaluations yet, but feedback sounded positive. Any interested parties, please contact Dex. Audrey would like someone from each subcommittee to be on the conference planning committee.

Dexter

12:00
5 min
10 min
10 min
5 min

□ Set date for Board Retreat (Take place of June meeting)

- The retreat will most likely take place at the Viridian Center, 8030 South 1825 West, West Jordan, UT 84088
- Jenny will send out a meeting doodle poll with suggested dates. (Monday 23rd AM, Wednesday 25th AM, Thursday 26th AM and PM)

Audrey

10 min

□ Golf Tournament

- Monday June 30th, 7:30am, Valley View Golf Course, 2501 E Gentile St, Layton, UT 84040. Proceeds to benefit UPHA Endowment Fund and community and public health projects.

□ Photo's of Board Members - Web Sites

Board Site: <http://board.upha.org/board/officersboard.html>
Public Site: <http://www.upha.org/board.html>

- New board members or those missing photos, please email: secretary@upha.org with headshot for website.

Audrey

□ Communications List

- Each member needs to review their information and correct if needed.

Audrey

□ Conflict of Interest

- Each member needs to review and sign.

□ Membership Committee Help on New Sections

- Committees will need to be formed to help with the new sections. This will be discussed further at the retreat.
- Re: changes to webpages. Group decided to have the sections listed on a separate page or section, and later add it as a member benefit as it becomes a more regular part of the organization. Jenny will update the webpage when the

Paul/
Darrin

final decision is made on what to do with it.

- | | | |
|---|---------|--------------|
| Policy / Advocacy | | 12:40 |
| <input type="checkbox"/> Status of Bylaws Update | | 5 min |
| <ul style="list-style-type: none">Bylaw updates were passed at the business meeting. All done. Heather working on the final changes. | Kathryn | |
| Financial | | 5 min |
| <input type="checkbox"/> Reminder: Need financial report and audit report (even if not complete) | | |
| <ul style="list-style-type: none">The final reports are not done yet. Brian is going to get his orientation from Paul. He doesn't have full access to the books yet. Preliminary data supplied to group (see attachments). Audit still need to be performed by David Rabiger. Hoping for final report and audit by June retreat. | Jeff | 5 min |
| Student Caucus | | |
| <input type="checkbox"/> Discuss and vote on new Co-President | Jamie | |
| <ul style="list-style-type: none">Jamie told the group about Constance (Coni) Westmoreland. Senior at U of U, double Masters student, Public Health Community Engaged Scholars Chair. | | |
| Other Business | | 12:50 |
| <input type="checkbox"/> Election of Board Member to Executive Committee | All | 5 min |
| <ul style="list-style-type: none">Audrey nominated Kathryn Marti, Dex seconded. Motion passed. | | |
| Executive Operations | | |
| <input type="checkbox"/> Smith's Community Rewards Program | Paul | 5 min |
| <ul style="list-style-type: none">Audrey briefly described Smith's Community Rewards Program. This program is essence a fundraiser that doesn't take away from your fuel points or coupons. When members link their rewards card to our nonprofit organization, they donate money to the organization. At some point this information will need to go into enews. Paul will discuss further at the retreat. | | |
| <input type="checkbox"/> Orientation of new Board Members | | |
| <ul style="list-style-type: none">Paul has been setting up the orientations, and will continue to do so. | | |

Next Board Meeting: TBD

ADJOURN

1:00 PM

ACTION ITEMS:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

ATTENDANCE:

Officers, Board & Staff Attending:

Excused

Not attending:

By Class / Cost Center	Utah Public Health Association FY 2013 P									
Ordinary Income/Expense	1.3.4 Public Seminars	1.5.1 Advocacy Conference	1.5.2 Day at the Legislature	2.1 Public Health Conference	2.2 Educational Forums	2.3 Membership	2.5 APHA Affiliate Relationship	2.9 Golf Tournament	3.1 Expand Resource Developomen	3.2 Establish Revenue Base
Income										
Golf Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,120.00	\$0.00	\$0.00
GOLF SPONSORSHIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
Interest Inc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MEMBERSHIP DUES RECEIVED										
Individual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,040.00	\$0.00	\$0.00	\$0.00	\$0.00
Student	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00
Total MEMBERSHIP DUES RECEIVED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,400.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER RECEIPTS	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REGISTRATION, SPONSORED MTGS										
Advocacy Summit	\$0.00	\$497.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conference - Main	\$0.00	\$0.00	\$0.00	\$34,445.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Luncheon	\$0.00	\$0.00	\$0.00	\$184.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total REGISTRATION, SPONSORED MTGS	\$0.00	\$497.00	\$0.00	\$34,629.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SPONSOR	\$0.00	\$0.00	\$0.00	\$22,175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income	\$0.00	\$497.00	\$0.00	\$56,844.00	\$0.00	\$3,400.00	\$0.00	\$2,020.00	\$0.00	\$0.00
Expense										
Association Staff	\$0.00	\$490.00	\$0.00	\$4,865.00	\$35.00	\$702.50	\$0.00	\$0.00	\$0.00	\$0.00
Awards, Contributions, Membersh	\$0.00	\$158.82	\$0.00	\$1,181.28	\$0.00	\$0.00	\$0.00	\$560.00	\$0.00	\$0.00
Bank Charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Communications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Food, Luncheons, Catering	\$255.54	\$757.45	\$496.29	\$16,714.96	\$592.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies, Printing, Post	\$0.00	\$92.33	\$0.00	\$2,476.78	\$0.00	\$278.03	\$0.00	\$0.00	\$84.98	\$0.00
Other Expenses	\$0.00	\$15.00	\$0.00	\$962.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pass Through Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,593.00	\$0.00
PROFFESIONAL										
Legal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Memberships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$163.00	\$0.00	\$0.00	\$0.00
Professional	\$0.00	\$0.00	\$0.00	\$11,350.05	\$0.00	\$0.00	\$0.00	\$987.00	\$0.00	\$0.00
Total PROFESIONAL	\$0.00	\$0.00	\$0.00	\$11,350.05	\$0.00	\$0.00	\$163.00	\$987.00	\$0.00	\$0.00
Rent	\$0.00	\$0.00	\$0.00	\$3,830.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$969.51	\$0.00	\$0.00	\$8,155.45	\$0.00	\$0.00	\$0.00
Unclassified	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expense	\$255.54	\$1,513.60	\$496.29	\$42,349.85	\$627.80	\$980.53	\$8,318.45	\$1,547.00	\$22,677.98	\$0.00
Net Ordinary Income	\$255.54	\$1,016.60	\$496.29	\$14,494.15	\$627.80	\$2,419.47	\$8,318.45	\$473.00	\$22,677.98	\$0.00
Other Income/Expense										
Other Income										
Donation to Endowment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$40.00
Total Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$40.00
Net Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$40.00
Net Income	\$255.54	\$1,016.60	\$496.29	\$14,494.15	\$627.80	\$2,419.47	\$8,318.45	\$473.00	\$20,177.98	\$40.00

By Class / Cost Center

Utah Public Health Association
FY 2013 P

Bookkeeper	3.7 3.8 Provide Admin & Infrs.	3.8.1 Biz Plan & Systems	3.8.3 Business / Office	3.8.4 Info Tech Systems	Awards	Indirect	Miscellaneous	Sponsor	Telehealth Site	Unclassified	TOTAL
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	\$1,160.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,403.67	\$1,403.67
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,040.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$380.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$3,420.00
\$0.00	\$0.00	\$0.00	\$225.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,763.00	\$72,028.11
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$497.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$34,495.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$184.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$35,176.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,175.00
\$0.00	\$0.00	\$0.00	\$225.11	\$0.00	\$0.00	\$0.00	\$40.00	\$50.00	\$0.00	\$73,186.67	\$136,262.78
\$1,201.25	\$133.00	\$0.00	\$0.00	\$0.00	\$0.00	\$528.53	\$0.00	\$0.00	\$0.00	\$986.18	\$8,941.46
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$916.11	\$0.00	\$0.00	\$0.00	\$0.00	\$420.00	\$3,236.21
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00	\$60.00
\$0.00	\$333.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$270.00	\$603.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,760.00	\$21,577.04
\$88.66	\$0.00	\$22.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49.00	\$3,092.28
\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,132.70	\$7,149.97
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,593.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$10.00
\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$173.00
\$0.00	\$0.00	\$0.00	\$150.00	\$14.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,501.15
\$0.00	\$10.00	\$0.00	\$150.00	\$14.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$12,684.15
\$0.00	\$0.00	\$0.00	\$1,560.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,390.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,124.96
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$65.00	\$235.00
\$1,329.91	\$476.00	\$22.50	\$1,710.00	\$14.10	\$916.11	\$528.53	\$0.00	\$0.00	\$300.00	\$10,752.88	\$94,217.07
\$1,329.91	\$476.00	\$22.50	\$1,484.89	\$14.10	\$916.11	\$528.53	\$40.00	\$50.00	\$300.00	\$62,433.79	\$42,045.71
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$380.50	\$2,159.50
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$380.50	\$2,159.50
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$380.50	\$2,159.50
\$1,329.91	\$476.00	\$22.50	\$1,484.89	\$14.10	\$916.11	\$528.53	\$40.00	\$50.00	\$300.00	\$62,053.29	\$44,205.21

Ordinary Income/Expense	TOTAL
Income	
Golf Fee	\$1,160.00
GOLF SPONSORSHIP	\$900.00
Interest Inc	\$1,403.67
MEMBERSHIP DUES RECEIVED	
Individual	\$3,040.00
Student	\$380.00
Total MEMBERSHIP DUES RECEIVED	\$3,420.00
OTHER RECEIPTS	\$72,028.11
REGISTRATION, SPONSORED MTGS	
Advocacy Summit	\$497.00
Conference - Main	\$34,495.00
Luncheon	\$184.00
Total REGISTRATION, SPONSORED MTGS	\$35,176.00
SPONSOR	\$22,175.00
Total Income	\$136,262.78
Expense	
Association Staff	\$8,941.46
Awards, Contributions, Membersh	\$3,236.21
Bank Charge	\$60.00
Communications	\$603.00
Food, Luncheons, Catering	\$21,577.04
Office Supplies, Printing, Post	\$3,092.28
Other Expenses	\$7,149.97
Pass Through Funds	\$22,593.00
PROFFESIONAL	
Legal	\$10.00
Memberships	\$173.00
Professional	\$12,501.15
Total PROFFESIONAL	\$12,684.15
Rent	\$5,390.00
Travel	\$9,124.96
Unclassified	\$235.00
Total Expense	\$94,217.07
Net Ordinary Income	\$42,045.71
Other Income/Expense	
Other Income	
Donation to Endowment	\$2,159.50
Total Other Income	\$2,159.50
Net Other Income	\$2,159.50
Net Income	\$44,205.21