



HPHA Board of Directors Meeting

Date: Tuesday, January 17, 2023

Time: 11:00 am to 12:30 pm

VIA ZOOM

Meeting Minutes

Board Member	Present	Not Present
Holly Kessler	X	
Camonia Graham-Tutt	X	
Bryan Talisayan		X
Alexis Charpentier	X	
Michelle Tagorda-Kama	X	
Tenaya Jackman		X
Colby Takeda	X	
Leocadia Conlon	X	
Lana Sue Ka'opua	X	
Anika Martin	X	
Katie Folio		X
Jill Tamashiro (DOH)		X
Vanessa Buchthal (UHM)	X	
Derek Cegelka (HPU)		X
Jessica Yamauchi	X	
Donna-Marie Palakiko		X
Vacant – Director – Neighbor Island (2 yrs)		

Meeting call to order: 11:00 am

I. Call to Order & Welcome – Camonia

II. Review & Approval of November 2022 Meeting Minutes – Alexis

- Minutes from the November 2022 meetings postponed for approval at the next meeting.

III. President's Update – Camonia

- Committee Chairs Announced
 - i. Please see attached HPHA 2023 Committee Chairs.
 - ii. Funds Dev co-chairs are by de facto – Treasurer and President are co-chairs (Camonia & Michelle)
 - iii. Governance co-chairs are by de facto – President & President-elect (Camonia & Bryan)



- iv. Other committee chairs – We have confirmed the following Chairs for 2023: Programs (Amanda & Bryan), Marketing (Colby), Legislative (Leocadia), Membership (Holly), Student fellows (Vanessa)
- v. We encourage all board members to join a committee. The full committee listing can be found on the website. Holly will send an email to inquire which committee each board member wishes to serve on.

IV. Committee Reports

Governance – Camonia

- Welcome two new board members (Lana Sue Ka’opua and Anika Martin)
 - Please see the attached 2023 HPHA Board of Directors Listing.
 - Conflict of Interest forms have been distributed, if new board members can please fill them out and if any there are updates for existing board members, please send those to Holly.
- Camonia made a motion to appoint Michelle to the vacant treasurer seat from Bryan’s 2-year term which expires on 12/2023. Motion seconded, and passed unanimously.
- We have a vacancy for Neighbor island at large. It will remain vacant until a potential candidate is identified, then the process is the president can appoint to the vacant seat. This is a 2-year term.
- Ex-officio board members remain unchanged, as they are not elected, they are appointed (Jess and Donna).
- Propose Chaminade Ex-Officio - they have a bachelor’s level PH program and have been incredibly supportive of our past several events. Per our bylaws: “Directors of academic institutions that offer graduate-level public health” OR Others invited by a majority vote of the Board of Directors. Motion made to appoint Chaminade to Ex-Officio board seat, seconded, and passed unanimously.
- The HPHA website has been updated with the 2023 directors and terms for your reference.

Fund Development & Finance - Holly

Financial Report and Fund Development

- **Financials** –As of Dec 31, 2022, we had \$47,337 in the FHB bank account. Looking at the highlights, sponsorships exceeded our budget goals, which helped offset other income categories such as the Annual Fund and Org memberships (which is a timing issue as two organizations renewed in Dec and checks have not yet been received). Expenses were very accurately projected in the 2022 budget, and as you can see, the net effect was a balanced budget in 2022.



- **Annual Meeting** – quick overview on the financials for the AM: Overall 119 registered, including 25 virtual which is represented in the registration income line item. 14 organization sponsors plus 5 individual sponsors (represented in the Sponsorship line item) As you can see, we exceed sponsorship income for this event, which is great, and equated to an overall \$5,800 profit for this event. The two meetings we hold each year (NPHW and AM) are the main opportunities we have to raise funds for the year to achieve a balanced budget.
- **2023 Budget Project** – the 2023 budget is in line with 2022 with a slight bump in revenue to keep us on our toes with regard to fundraising. Motion made to accept the 2023 budget as presented, seconded, and passed unanimously.

Membership – Holly

Committee Report – Total membership is 449, with 16 pending renewals. Since last fall when we started promoting the AM, we gained 25 new members, 10 students, 2 lifetime members, and the rest were regular members.

Social Media Update

- All social assets had some increases in followers:
 - Facebook at followers 663
 - Twitter at followers 543
 - Instagram at followers 1,052
- Board members were reminded to follow HPHA at @hipublichealth
- Weekly eBlasts open rates range from 44 to 49%.

Marketing & Public Relations – Colby

- We will need help with the National Public Health Week (NPHW) marketing & graphics and other ad hoc activities that arise during the year.

Legislative & Government Relations – Leocadia

- Session starts Jan 18th and Leocadia and Holly have been working to activate a plan to outreach to the organizations that HPHA collaborates with.

Programs – Bryan (absent)/Holly

- Bryan was not present; however, Holly covered program updates in the Annual Meeting update earlier. **NPHW event date was selected for Thursday, April 6, 2023, via virtual format.**



Student Fellowships – Vanessa

- We received 7 applications for the Spring 2023 fellowship and the committee evaluated them. A fellow has been chosen, JANNE Julian from Chaminade studying PH expected to graduate in May 2024. Vanessa is mobilizing the committee meetings and Janne has signed her commitment papers. Her stipend will be made in two payments end of January and the end of May.
- The Fall 2023 flyer has been created and we will send out an eBlast this week to announce it. Please encourage your students to apply. Information can also be found on the HPHA website with instructions, etc.

V. ARGC's APHA Report – Tenaya (absent)

- No report was made as Tenaya was absent from this meeting.

VI. News/Announcements

- Lana shared that this is Kalaupapa month and there are folks who can conduct educational presentations. If interested, please let Lana know and she can setup those meetings.

VII. Calendar Review

- Google Invites have gone out for all 2023 BOD meetings
- The next board meeting will be Tuesday, March 21, 2023, at 11am
- Please mark NPHW on your calendar – April 6, 2023

Adjournment – Meeting adjourned: 11:46 am