



HPHA Board of Directors Meeting

Date: Tuesday, July 20, 2021

Time: 11:00 am to 12:30 pm

VIA ZOOM

DRAFT #1

Meeting Minutes

Board Member	Present	Not Present
Pedro Haro	X	
Holly Kessler	X	
Camonia Graham-Tutt	X	
Michelle Tagorda	X	
Vanessa Buchthal	X	
Bryan Talisayan	X	
Colby Takeda	X	
Donna-Marie Palakiko	X	
Gillian Dunn	X	
Jessica Yamauchi		X
Jill Tamashiro	X	
Stephanie Moir		X
Leocadia Conlon		X
Juval Tomas		X
Trisha Kajimura	X	
Claire Ing		X
Tenaya Jackman	X	
Amanda Martinez	X	

Meeting call to order: 11:03 am

- **Call to Order & Welcome-** Pedro
- **Review & Approval** of May 2021 Meeting Minutes- Camonia
 - Minutes from the May 2021 Board Meeting approved by unanimous support.
- **Committee Reports**

Fund Development & Finance

- i. Financial report- Michelle & Holly
 - YTD Financials reflecting budget and actuals (attached) shows \$43,636 in FHB bank as of June 30th, Actual expenses YTD are \$15,105 and budgeted expenses YTD are \$15,740 so are expenses are a bit lower than projected. The actual income YTD is \$13,441 and budgeted income is \$18,500 and you can see the main line item where we are not meeting the goal is in Organizational memberships. We are \$4,500 off

budget on this income line, however, because our actual expenses are lower than budgeted, our bottom line net is only negative \$1,664. More about this topic of organizational memberships in a moment.

- **Good news!** HPHA's PPP loan has been fully forgiven in the amount of \$3,100. Official letter from FHB was shown to the group.
- **The DCCA annual report** was due July 1st – and it was prepared and filed on time
- **Our annual Liability insurance has been renewed** – we are under the APHA umbrella policy, cost is only \$150 per year, this is one of the perks of being an APHA affiliate.
- **APHA membership reporting has been submitted** – this report is the basis of our dues to APHA, and the invoice is expected to be received this month. FYI, we are charged LESS for those folks who are both HPHA and APHA members – there are 30 of them.

iii. Grants report- Holly

- **APHA \$5,000 grant opportunity** - APHA has a grant opportunity funded by Thermo Fisher Scientific, which is seeking affiliates to disseminate information regarding COVID-19 safety and precautions for advocacy and education purposes. Funds are available for up to 14 Affiliates to be granted \$4,000 each, and all affiliates in good standing will receive \$1,000 (we are in good standing) (the \$1000 is not a competitive grant) So the \$1000 is guaranteed, but the \$4000 we have to write a proposal for these funds, proposal is due July 30. Pedro and Holly were thinking we could work with some of our partners to reach a larger audience. If anyone is interested in working with me on this, please let me know.
- **Grant proposals submitted since our last meeting include proposals to the following foundations:** Since the last meeting, Holly has submitted grant proposals to United Healthcare Community Plan Hawaii, UHA Foundation Fund, the APHA grant, and two prior funders: Sidney Stern Memorial Trust and the Kosasa Family Foundation. Holly is hopeful these two foundations will support us again in 2021.

iv. Discussion on fund development- Pedro

- Nothing to report at this time.

Governance- Trisha

- i. Replacing Hauoli's seat, no updates
 - Need to locate someone on the neighbor islands perhaps, Maui County and Hawai'i County. Please continue to send information to Trisha with your suggestions.
 - Pedro will reach out to Jenny regarding an interest in an appointment for Hauoli's seat.

Membership- Holly

- i. Membership report

- Holly added a pop up box to the homepage of our website for folks to opt in to our listserv. Hopefully this will grow our list!
 - Total membership is at 439. We are up 5 new members from the last report, which include one lifetime member as previously mentioned, and 2 regular and 2 new student members.
 - Social media update- all of our social assets had slight increases in followers. Facebook we are now at 653 followers, Twitter we have 506 followers, and Instagram we now have 1,011 followers. Note- reminder to please follow us at @hipublichealth
- ii. Organizational membership drive
- This process and documents have been shared two times so far with the board along with the google drive link with information. Thank you to Michelle and Hauoli who have copied me on email asks they have sent out to their contacts. Holly has not received any other board member updates. We want to remind everyone the board agreed that the Organizational Membership drive would be one of the major funding initiatives this year, and YTD, we are \$4,500 below budget in this line item. Your help with recruiting new organizational members is really appreciated.
 - For her part, Holly has the following to report on Organizational Memberships:
 - Holly has reached out to our newest Lifetime member (Dr. Rhoberta Haley) as a new contact at Chaminade and invited her to join as an Org member. Holly also sent 2021 org member dues invoices to OPHS (thank you - this \$1000 payment is being processed) and Papa Ola Lokahi. Holly has re-sent the Org member packet to you all last week. If you need it to be re-sent or you did not receive it, please let Holly know.
 - Pedro reiterated the need for board members to check the organizations that they listed to contact, board members are asked to make the connect of the organization with Holly.

Marketing & Public Relations- Colby

- i. Marketing Status
- Attempted to have a meeting, members may have been lost, due to maternity, and leaving the board.
 - There was an ask for more members to join the committee.
 - Bryan offered to joined the committee which will reconvene soon.

Relations- Pedro

- i. Rep Marten Meeting
- We are working on having a meeting with Rep. Marten. However, there was a special legislative session called so the meeting will be rescheduled. The hope is that this meeting will lead into some sort of summer activity. There are current bills that were being discussed that relate to public health that we as a nonprofit organization should

be aware of.

- Representative Lisa Martin DrPH has a perspective on what might be beneficial going forward for HPHA, presenting what we have done and understanding her ideas on how we might be able to move forward.
- A suggestion is also to build awareness around HPHA among the state legislators.

Programs- Bryan/Amanda

- i. Annual Meeting- date & topic discussion
 - Date has been set – November 18th from 3-5pm. Event will be held virtually. The APHA president elect Dr. Kaye Bender will be keynote speaker.
 - Vision is going to be related to the path way of systems that affect individuals. The speaker will be asked to speak on the gaps between mental health and public health. Mental Health of America will be able to assist with breakout rooms at the event.
 - Amanda is the current co-chair to assist with planning the annual meeting.

Ad-Hoc: Equity, Diversity, and Inclusion- Tenaya

- i. Equity, Diversity and Inclusion (EDI) plans
 - The committee has discussed trying to hone in on the scope and focus of the committee's objective. The committee is suggesting to focus on: providing resources, and training to our members which can be used to build within their own various organizations.
 - The committee has sought speakers for webinars regarding EDI. There was a discussion regarding cost of the speakers.
 - The committee is also interested in providing a resource guide or center, that would be available to HPHA member organizations which could assist them with their EDI efforts.
 - The discussion concluded to hold off on moving forward with EDI speakers.

Student Representatives- Vanessa/Camonia

- i. Committee report
 - Pedro noted that we could move forward with creating a prototype internship, rather than to change bylaws at this time.
 - The committee will follow up with a larger meeting to move forward with this endeavor.

v. ARGC's APHA Report- Tenaya

- Affiliate Day is Saturday, October 22nd, 2021, a gathering of all of the members of affiliates who are at APHA, any members, focused on talking about issues at that affiliates face, best practices are shared, membership ideas, research is shared, and opportunities are shared for affiliates to participate. This day is also considered a forum for other affiliates to meet in person. (Affiliate Day is in-person)
- In person ARGC Meeting- October 23rd-27th, 2021 (hybrid and in-person, governing

council is in-person). This meeting will include policy information and the new APHA board members getting acquainted.

vi. News/Announcements

- Next meeting: Sept 21 at 11am
- Annual meeting: Nov 18th 3-5pm

Adjournment

- **Meeting adjourned: 12:30 pm**