



## **HPHA Board of Directors Meeting**

Date: Tuesday, March 16, 2021

Time: 11:00 am to 12:30 pm

### **Meeting Minutes**

#### **Participating:**

<b>Board Member</b>	<b>Present</b>	<b>Not Present</b>
Pedro Haro	X	
Holly Kessler	X	
Camonia Graham-Tutt	X	
Michelle Tagorda	x	
Vanessa Buchtal	X	
Bryan Talisayan	X	
Colby Takeda	X	
Donna-Marie Palakiko	X	
Gillian Dunn	X	
Jessica Yamauchi	X	
Jill Tamashiro	X	
Stephanie Moir	X	
Tenaya Jackman	X	
Hau'oli, John A. H. Tomoso	X	

- 1. Call to Order & Welcome- 11: 02pm** Pedro
- 2. Introduction of new board members:** Bryan and Donna - Pedro
- 3. Review & Approval** of January 2021 Meeting Minutes- Camonia
  - i. Minutes from the January 2021 Board Meeting approved with corrections by unanimous support.
- 4. Fund Development & Finance**
  - i. Financials, 2021 Budget (10 mins)- Michelle
    - 1) As of February 28, 2021 there was \$42,619 in First Hawaiian bank account; compared to Feb 28, 2020 where we had \$31,097 in the bank, so we are in a much better financial position this year compared to last year.
    - 2) In looking at the P&L statement, we see our normal operating expenses were recorded for the months of Jan/Feb.

- 3) Income streams for Jan & Feb include one org member renewal (HIPHI, thank you!) and regular membership dues of \$280, and deposits in the amount of \$659 from our annual fund donations that hit in January.
  - 4) The beginning of the year we usually run at a net negative, until programs and grant income is received. It's a timing issue.
  - 5) 2020 tax filings: since our income for the year is less than \$50k, we can file IRS FORM 990N, which Holly will do.
  - 6) The IRS Form 1099s has been filed.
  - 7) Financials from the January through February 2021 time frame approved by unanimous support.
- ii. Grant applications (5 mins)- Holly
    - 1) Grants will continue to be pursued by Holly in the coming months.
  - iii. Discussion on fund development (5 mins)- Pedro
    - 1) Discussion occurred related to setting a goal for a \$6,000 to 8,000 increase in organizational dues. Board members are asked to open the door to new connections with organizations to facilitate new organizational members.
    - 2) Budget for the FYE 2021 was approved by unanimous support.

**Governance** (5 mins)

Trisha

- i. Nothing to report, Chair not present for the March meeting.

**Membership** (5 mins)

Holly

- i. Membership totals
  - 1) total members: 420, includes 12 new in Jan/Feb. 2 regular, 10 students
  - 2) Org member drive – the EC has polished our Org membership materials. We have created a google doc with potential targets. Holly will be sending the materials out, please take a look at the google doc and identify any partners and/or leads you may have to invite them to join HPHA as an org member. All of the details about Org membership will be in the packet. We appreciate your help with this initiative as increasing our organizational members is a major goal for this year.
  - 3) Social media update- Facebook 649 followers no change from last report. Twitter we have 490 followers up 8: Instagram we have 979 followers up 16. Note-if everyone could please follow us at @hipublichealth
  - 4) Spring Newsletter – Call for articles went out, several of you will be submitting articles, thank you! There is still time to submit an article if you would like.

**Organizational membership drive** (5 mins)

Holly

- i. Organizational membership documents
  - 1) Documents have been created for the organizational membership drive. Board members are asked to look at the google document and organizational target list.

- 2) The organizational document will be shared with the marketing committee.
- 3) Ideas to include the organizational drive on social media were suggested.

ii. Spring newsletter

- 1) Mahalos were extended to those who have emailed Holly that they will participate in the newsletter set to be completed at the end of this month.

**Marketing & Public Relations** (5 mins)

Colby

- i. The Marketing & Public Relations Committee Plans to revise the current social media, web presence and marketing aspects of HPHA. New members have been recruited to join the committee. Data will be assessed to better understand communications to members.

**Programs** (10 mins)

Steph

i. National Public Health Week

- 1) Scheduled event: Thursday, April 8<sup>th</sup>, 2021 4:00- 5:30pm
- 2) Theme: Communities Navigating Change
- 3) 3 Speakers have been secured from West Hawaii Community Health Center, KKV, Hawaiian Resiliency Project Crisis Line.
- 4) Live Music will be included in the event.
- 5) Attendees are asked to submit photos on what kept them sane during the pandemic.
- 6) A lesson on relaxation will also be concluded at the end of the event
- 7) The cost is \$5 for members, \$15 for non-members, \$0 for retired/students
- 8) Flyer will be drafted and shared with Holly hopefully today.

ii. Annual Meeting – APHA pres-elect invite

- 1) The request for the APHA president elect needs to go out now.
- 2) Discussion occurred regarding bringing a speaker in-person or virtual.
- 3) HPHA is interested in having someone speak for our annual meeting, with the possibility for funding up to \$600 for travel and hosted accommodations.
- 4) Event logistics need to be discussed.

**Ad-Hoc: Equity, Diversity, and Inclusion** (15 mins)

Tenaya

i. Discussion on how to approach the work

- 1) Discussion included recruiting board members to participate in this committee, attend upcoming webinars and trainings on cultural diversity, highlighting current work that is already being done in this area.
- 2) Reference APHA EDI Toolkit- [https://www.apha.org/-/media/Files/PDF/affiliates/equity\\_toolkit.ashx](https://www.apha.org/-/media/Files/PDF/affiliates/equity_toolkit.ashx)

**Student Representatives** (5 mins)

Vanessa

i. Student Representation in HPHA

- 1) The committee is working to link board engagement with an internship, shadowing opportunity for students to learn from board members. The committee is working on figuring out how to support student participation in HPHA as a learning experience

with their education.

- 2) The committee is seeking to identify value for student representatives in HPHA. Perhaps in learning about serving on boards, board management and linking students across programs.
  - a. Ideas include making this a semester-based obligation (i.e. Fall and Spring or just Fall or Spring).
  - b. The committee is still in the thinking phase and have been asked to present a proposal at the next HPHA board meeting.

#### **Legislative & Government Relations** (5 mins)

Claire (Holly)

- i. Claire and Leocadia were not present, Holly provided the report.
  - 1) First some housekeeping, we need to put into the minutes the email vote on the MOTION that passed on February 12: **HPHA's Legislative Priority Area for the 2021–2023 legislative session “Diversity, Equity and Inclusivity”**
    - a. Email MOTION: HPHA's Legislative Priority Area for the 2021–2023 legislative session “Diversity, Equity and Inclusivity” - passed
  - 2) Holly reports that several testimonies have been submitted, and that the established process seems to be working well which includes, supporting existing legislation that fits into the area listed in item #1. HPHA has engaged Joy Gold as HPHA's legislative liaison and our bill tracking is in full swing. The committee will go through the legislative report with Joy Gold, targeting issues related to item #1 and submit testimony to support the legislation. Submitted testimony can be viewed on the HPHA website.
  - 3) The committee is waiting to see if an issue/topic rises to the forefront and they will use that to work with legislators over the summer. Leocadia has already reached out to Rep. Lisa Marten who is interested. The committee also talked about working with Tenaya's group to do a round table with legislators and/or build on her activities.
  - 4) Legislative agenda was approved via email vote on February 12<sup>th</sup> and approved at the March 2021 Board Meeting by unanimous support.

#### **5. ARGC's APHA Report**(1 min)

Tenaya

- i. Reminder: APHA Annual Meeting abstract deadline is March 21

#### **6. News/Announcements**

- i. UH Manoa, OPHS Undergraduate Summit- April 28<sup>th</sup>, 2021 and April 29<sup>th</sup>, 2021; 4-5pm

#### **7. Adjournment: 12: 26 pm**

**Next meeting: May 18 at 11am**