

APHA Executive Board Meeting – January 8 – 10, 2017

Agenda Item (Time)	Presenter	Action Items	Deadline
<u>Sunday, January 8, 2017</u>			
1. Welcome and Introductions: 1:30 – 2:30 p.m.	José Ramón Fernández-Peña, MD, MPA, Chair		
2. Approval of the Agenda: 2:30 – 2:40 p.m. The motion was approved by acclamation	José Ramón Fernández-Peña, MD, MPA, Chair		
3. Approval of the Consent Agenda: 2:40 – 3:00 p.m. <ul style="list-style-type: none"> Executive Board member B. Levin requested the October Executive Board meeting minutes be removed from the consent agenda and modified to capture additional information from the meeting. The Executive Board approved the remaining items on the consent agenda by acclamation 	José Ramón Fernández-Peña, MD, MPH, Chair	The October Executive Board meeting minutes will be amended and presented to the Executive Board for approval on Tuesday, Jan. 10.	Jan. 10, 2017
4. Understanding APHA's Financial Profile: 3:00 – 4:00 p.m. <p>Ms. Oluwafemi discussed the following items in her presentation to the Board:</p> <ul style="list-style-type: none"> The APHA Budget Process (described in detail how APHA crafts its annual budget) Financial Reports/Financial Information (provided an introduction to APHA's financial statements and a basic introduction to non-profit accounting) <p>Ms. Oluwafemi described the audit process and the role of the Finance and Audit Committee.</p>	Kemi Oluwafemi, CPA, Chief Financial Officer	Ms. Oluwafemi disseminated a book entitled Understanding Non-Profit Financial Statements to all new members of the Executive Board Ms. Oluwafemi sent the FY 2017 Budget Book to the Executive following her presentation	
5. Responsibilities of Nonprofit Directors and Officers: 4:00 – 5:00 p.m.	Jackie Henson, JD Baker Donelson Bearman Caldwell & Berkowitz, P.C.	J. Carbo to distribute Ms. Henson's presentation to the Executive Board	Jan. 10, 2017
6. Executive Board Committee Meetings Part I: 5:00 – 6:00 p.m. The members of the Governance and Finance & Audit	José Ramón Fernández-Peña, MD, MPH, Chair		

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<p>Committees met for an hour to discuss pending business and their 2017 work plan.</p> <ul style="list-style-type: none"> • Governance Committee • Finance and Audit Committee 		<p>R. Jones, Chair, Governance Committee, will present to Executive Board.</p> <p>B. Hernandez, Treasurer, presentation to the Executive Board.</p>	<p>Jan. 9, 2017</p> <p>Jan. 9, 2017</p>
<p>7. The meeting was adjourned until 9:00 am on Monday, Jan. 9, 2017</p>	<p>José Ramón Fernández-Peña, MD, MPH, Chair</p>		

Agenda Item (Time)	Presenter	Action Items	Deadline
<p><u>Monday, January 9, 2017</u></p> <p>Welcome/Recap and Introductions: 9:00 – 9:30 a.m.</p> <p>Old Business Parking Lot</p> <p>The Chair presented the list of old business before the Executive Board. The items on the list follow:</p> <ul style="list-style-type: none"> • APHA transitions document for Association-wide Boards and Committees. • Caucus Collaborative seat on the Executive Board. Over the past year, the Executive Board has discussed ways to engage the Caucuses in a more meaningful way. One idea is to add the Chair of the Caucus Collaborative as an ex-officio member of the Executive Board. <ul style="list-style-type: none"> ○ Ms. Greene-Moton was tasked with working with the Caucus Collaborative to gather their thoughts on having an ex-officio seat on the 	<p>José Ramón Fernández-Peña, MD, MPH, Chair</p>	<p>APHA transition document – A. Guest & J. Carbo</p> <p>Update on the Caucus Collaborative seat on the Executive Board/Role at Governing Council. Report from– E. Greene-Moton</p>	<p>March, 2017</p> <p>March, 2017</p>

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Executive Board and to discuss the Caucuses role in Governing Council. She was asked to keep B. Levin, B. Giloth, E. Ong, and H. McCabe apprised of the situation.

- Moratorium on Sections:
 - H. McCabe said the ISC is looking at the issue, and a recommendation is forthcoming. She said the recommendation includes the agreement that membership services couldn't take on additional components, but that staff could make it possible for new groups to have a presence at APHA through online communities that offer a list serve, library, calendar, bulletin board and blog. She said setting up the online community shouldn't be time consuming for staff, and that the leader of the group would serve as the moderator of the online community. She said groups wouldn't receive oral or scientific sessions at the Annual Meeting, but would be encouraged to collaborate with existing Components. The Chair asked that Ms. McCabe lead a Subcommittee of the Executive Board charged with looking into the proposed recommendations of the ISC. The Chair recommended B. Levin, G. Bellamy and G. Benjamin be included in the discussion

- Decreasing Governing Council costs to attend the Annual Meeting
 - B. Giloth reported that she received the draft report from the Governing Council's ad hoc Committee on Financial Assistance, and that the report needs to be rewritten and sent back to the Committee for approval,

Written report on moratorium on Sections – H. McCabe

March, 2017

Report from B. Giloth.

March, 2017

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<ul style="list-style-type: none"> • The Chair discussed the importance of participating in Board Committees • The Vice Chair discussed the newly revamped EB mentor/mentee and APHA liaison programs. • The Chair discussed the 2016 – 2017 EB meeting schedule. • The Chair then introduced APHA President, Tom Quade to discuss activities surrounding APHA's development program. 			
<p>Report of the Governance Committee 9:50 – 10:20 a.m.</p> <p>Dr. R. Jones discussed the work of the Governance Committee since the 2016 Annual Meeting.</p> <ul style="list-style-type: none"> • The Chair asked EB members to read, sign, and return the APHA conflict of interest form to James Carbo before the end of the meeting. • The Chair discussed the EB's use of an abbreviated version of Robert's Rules of Order developed and adopted by the 2015 – 2016 Executive Board. • The Chair discussed the importance of completing the EB meeting evaluation, and discussed the Governance Committee's creating an evaluation for webinar meetings. • The Chair discussed the status of the exit interview process for EB members who rolled off the Board in 2016. • The Chair discussed the Committee's commitment to update the EB handbook. 	<p>Resa Jones, PhD, MPH, Vice Chair (the Vice Chair of the Executive Board serves as the Chair of the Governance Committee)</p>	<p>Return the completed Conflict of Interest for to James Carbo</p> <p>Dr. R. Jones will send the meeting survey before end of the EB meeting</p> <p>Dr. R. Jones will report the finding of the exit interviews at the March meeting.</p> <p>All Governance Committee members.</p>	<p>Jan. 10, 2017</p> <p>Jan. 10, 2017</p> <p>March, 2017</p> <p>Summer, 2017</p>

<p>Report of the Speaker of the Governing Council 10:20 – 10:50 a.m.</p> <p>The Speaker discussed the following:</p> <ul style="list-style-type: none"> • The Speaker discussed the results of the November Governing Council survey from the Annual Meeting. Dr. Giloth shared the following information: <ul style="list-style-type: none"> ○ Respondent data: 77 respondents, 68 attended the meeting; 38% from Sections, 25% from ARGC, 13% from the EB ○ Attendance information: 82% of respondents attended the Saturday session; 30% attended the GC breakout session on Sunday morning; 50% attended the policy hearings; 95% attended the Tuesday a.m. session; and 85% attended the Tuesday p.m. session ○ The only real technical glitch was the sound system. • The Speaker then discussed the findings of the questions related to the creation of an online community for Governing Councilors using social media, the following is a breakdown of the results: <p>Interest in Facebook for Governing Councilors:</p> <ul style="list-style-type: none"> • Very Interested 13% • Interested 19% • Maybe/Neutral 29% • Not Interested 26% • No Way/Never 13% <p>Most Important Reason for Response:</p> <ul style="list-style-type: none"> • Positive—use Facebook regularly 29% • Positive—would like to get to know GCs 31% • Positive—could accomplish more 14% 	<p>Barb Giloth, DrPH, MPH, Speaker</p>		

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<ul style="list-style-type: none"> Negative—only use for family and friends 38% Negative—privacy concerns 20% Negative—not appropriate role for APHA 13% <p>Any other social networking option?</p> <ul style="list-style-type: none"> NONE 62% Twitter 11% <p>(Linked-In mentioned in comments several times)</p> <ul style="list-style-type: none"> The Speaker then shared some of the open ended feedback on the meeting, and asked EB members to comment. 			
<p>Executive Board Committee Meetings Part II: 11:00 a.m. – 12:00 p.m.</p> <p>The members of the Strategic Planning Committee, Development Committee and Personnel Committee met for an hour to discuss pending business and their 2017 work plan.</p> <ul style="list-style-type: none"> Strategic Planning Committee Development Committee Personnel Committee 	<p>José Ramón Fernández-Peña, MD, MPH, Chair</p>	<p>Jeff Hallam, Chair, Strategic Planning Committee presentation to the EB</p> <p>Tom Quade, Chair, Development Committee presentation to the EB</p> <p>Gail Bellamy, Chair, Personnel Committee presentation to the EB</p>	<p>Jan. 10, 2017</p> <p>Jan. 10, 2017</p> <p>Jan. 10, 2017</p>
<p>Working Lunch 12:00 – 1:30 p.m.</p> <p>Navigating the Political Landscape; Strategies for Working</p>	<p>José Ramón Fernández-Peña, MD, MPH, Chair</p>		

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<p>with the Next Congress and Administration</p> <ul style="list-style-type: none"> Executive Board members were briefed on the current political landscape in Washington, DC, and what to expect from the next Congress and the incoming Administration. The presentation focused on the important topics like the ACA, women's reproductive rights and climate change. 			
<p>Report of the APHA Executive Director 1:30 – 3:00 p.m.</p> <p>The APHA Executive Director discussed the following with the Executive Board:</p> <ul style="list-style-type: none"> Membership growth activities, specifically the programs adopted by the Governing Council at the 2016 Annual Meeting. Those programs are the revamped agency membership model and schools and programs of public health initiative. The Executive Director addressed APHA's retention strategy, challenges and opportunities. The Executive Director discussed APHA's Year of Climate Change and Health initiative. He said the year will be used to raise awareness and mobilize APHA members and leaders on the effects of climate change on health. He then highlighted some of the activities the Association will focus on over the next several months. He said the activities will lead-up to APHA's Annual Meeting where the theme is Creating the Healthiest Nation: Climate Changes Health. Dr. Benjamin then discussed potential general session speakers for the 2017 Annual Meeting, and the cost to attend the Annual Meeting for APHA 	<p>Georges Benjamin, MD, Executive Director</p>		

Committee of the EB, and reported the status of FY 2017 through November 30, 2016.

- Mr. Hernandez introduced the members of the Finance and Audit Committee, and outlined the Committee’s role and responsibilities.
- The Treasurer outlined how and when APHA receives and spends its money. He noted the majority of APHA’s revenue is received from July to November (due to the Annual Meeting) and the majority of APHA expenses occur from December to June. He noted that membership; book sales, and development activities do not end at the conclusion of the Annual Meeting, but continue throughout the year.
- Mr. Hernandez discussed current revenue shortfalls in membership (\$92,551), advertising (\$21,883), book sales (\$173,157), and conventions (\$870,910).
- Mr. Hernandez then discussed revenue gains interest income (\$1,998), rent/sublease (\$2,725), subscription fees (\$84,288), and grants and contracts (\$405,169)
- The Treasurer then discussed expenses. Noting that printing, consulting/temporary services, and onsite convention costs spent less than anticipated, while subcontractor and salaries and benefits spent more than expected.
- Mr. Hernandez summarized his presentation by saying as of Nov. 30, 2016, overall revenues are below expectation, and overall expenses are below expectation. He said APHA’s CFO will begin the process of projecting where the Association will be at the conclusion of FY 2017 at the end of

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December.			
Executive Board Committee Meetings Part III: 4:30 p.m. – 5:30 p.m.			
<p>The members of the Committee on Social Responsibility and Membership Committee of the Executive Board met for one hour to discuss pending business and their 2017 work plan.</p> <ul style="list-style-type: none"> • Committee on Social Responsibility • Membership Committee of the Executive Board 	<p>José Ramón Fernández-Peña, MD, MPH, Chair</p>	<p>Barb Levin, Chair, Committee on Social Responsibility presentation to the EB</p> <p>Ella Greene-Moton, Chair, Membership Committee of the Executive Board presentation to the EB</p>	<p>Jan. 10, 2017</p> <p>Jan. 10, 2017</p>
The meeting was adjourned until 9:00 am on Tuesday, Jan. 10, 2017			
	<p>José Ramón Fernández-Peña, MD, MPH, Chair</p>		
<u>Tuesday, January 10, 2017</u>			
<p>Welcome/Recap: 9:00 – 9:15 a.m.</p>	<p>José Ramón Fernández-Peña, MD, MPH, Chair</p>		
Report of the Strategic Planning Committee: 9:15 – 10:30 a.m.			
<p>The Chair of the Strategic Implementation Committee discussed the work of the Committee since the 2016 Annual Meeting.</p>	<p>Jeffrey Hallam, PhD, Chair</p>		

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<ul style="list-style-type: none"> • The Chair of the Strategic Planning Committee informed the Board the Committee held an organizational meeting in January. • Dr. Hallam introduced the strategic plan infographic and outlined next steps for fully implementing the strategies and tactics adopted by previous members of the Executive Boards. • Dr. Hallam said a great deal of effort will be made to work with Components on how they can align their work plans with the strategic plan. • Next steps for the Committee include determining intended outcomes for the strategies; creating common definitions of leading health indicators; and creating a crosswalk between the strategies and the leading health indicators. • The Chair concluded his presentation by outlining the frequency of Committee meetings; he outlined the how the EB will receive Committee updates (written reports for meetings and a metrics update at the Annual Meeting); He said Governing Council will receive updates at their mid-year and annual meetings; and APHA members will receive updates on the Strategic Plan via Inside Public Health and The National's Health newspaper. 			
<p>New Business: 10:45 – 11:30 a.m.</p> <ul style="list-style-type: none"> • The Chair discussed the questions submitted by the LGBT Caucus related to gender neutral bathrooms at the annual meeting and APHA's signing on to an Amicus brief concerning a gender neutral bathroom case going before the Supreme Court. • Dr. Giloth discussed her concern with the way APHA 	<p>José Ramón Fernández-Peña, MD, MPH, Chair</p>	<p>Dr. Benjamin will report back on both issues at the March meeting</p>	<p>March, 2017</p>

of the EB, and is working on a strategy to engage Governing Councilors (and/or their surrogates) to give before or during the APHA Annual Meeting.

- The Committee will work to assist APHA staff on cultivating relationships with potential funders.
- Build an Effective working relationship with CSR and the Finance and Audit Committee.

Committee on Social Responsibility

- Dr. Levin reported that the CSR has four main initiatives for 2017, they include reviewing four new companies for their Feb. 6 meeting; putting the finishing touches on the criteria for reviewing corporate foundations by the March meeting (unclear if Dr. Levin was referring to the EB or CSR March meeting); putting the finishing touches on the quick review tool for APHA Components; and the final initiative is developing a collaborative relationship with the Development and Finance & Audit Committees.

Finance and Audit Committee

- Mr. Hernandez reported that the Finance & Audit Committee will focus on five main areas they include, revamping the way financial reports are written and reported to the EB; review the list of unfunded APHA projects and initiatives; educate the members of the F&A committee on how APHA convention and membership departments operate; look at the APHA budget more realistically, not aspirational/as optimistic; and to build a closer relationship with the CSR and Development Committee.

Governance Committee

- Dr. R. Jones reported that the Governance Committee will focus on reviewing the EB handbook; implementing changes to the meeting minutes; adding expected outcomes to each meeting agenda item; and distributing the EB meeting survey and assessing the results to make meetings more effective.

Personnel Committee

- Dr. Bellamy reported that the Personnel Committee will focus on the evaluation of the Executive Director of APHA. The Committee will develop the evaluation tool in March, send to the members of the 2015 – 2016 and 2016 – 2017 EB, the results will be analyzed in April and the results distributed to the EB for discussion at the May meeting.

Executive Committee

- Dr. Fernández-Peña reported that the Executive Committee has been activated to meet in between the meeting of the EB. The first meeting of the Executive Committee will take place in February.

Membership Committee of the Executive Board

- Ms. Greene-Moton reported that the Membership Committee of the Executive Board discussed the Early Career Professional initiative and recently adopted Agency and schools and programs of public health initiatives; Committee members held a brainstorming session to capture their thoughts, suggestions and ideas about membership and created a parking lot to address those items throughout the year; working to clarify and understand the Committee’s role in supporting the Membership Services department; and

Each EB member report how many individuals they recruited to join APHA

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<p>listened to staff on what they are focused on and how the Committee can support their efforts.</p> <ul style="list-style-type: none"> The Membership Committee of the Executive Board requested that each member of the EB agree to recruit three individuals to join APHA. 			
<p>Concluding Remarks/Adjourn 12:30 p.m.</p> <ul style="list-style-type: none"> The Chair made concluding remarks and the Vice Chair hearing no further business called for a motion to adjourn the meeting. <p>The motion to adjourn the meeting was approved by acclamation</p>	<p>José Ramón Fernández-Peña, MD, MPH, Chair</p> <p>Resa Jones, PhD, MPH, Vice Chair</p>	<p>EB members were asked to review the APHA strategic plan and discuss what the plan means to them, as an icebreaker at the May meeting.</p>	<p>May, 2017</p>
<p>The next meeting of the Executive Board will take place on Monday, March 13, 2017 via conference call.</p>			