

**HPHA Board Meeting  
Hawai'i Public Health Institute Conference Room  
December 7, 2018**

**Attending:** Ethan Allen, Vanessa Buchthal, Jessica Yamauchi, Hali Robinett, Margaret Walkover, Keala Patterson, Holly Kessler

**Phone:** Michelle Tagorda, Jill Tamashiro

**Absent:** John Tomoso (excused), Cheryl Soo Hoo (excused), Lyndall Ellingson (excused), Colby Takeda (excused), Christian Gloria (excused)

**Meeting called to order:** 11:18 AM

**Minutes from September 2018:**

Circulated and approved as presented

- Motion to approve the minutes, motion seconded
- 8 votes in support – Jill Tamashiro, Ethan Allen, Vanessa Buchthal, Jessica Yamauchi, Hali Robinett, Margaret Walkover, Michelle Tagorda, Keala Patterson

**Board Member Updates:**

- ARGC Membership
  - Hali Robinett summarized the nomination process that occurred during the annual meeting and confirmed Tenaya Jackman as the HPHA ARGC.
  - Discussion occurred regarding possible review and edit of by-laws regarding nomination of ARGC position vs. elected and voting process for available board members.
- Vacant Director At-Large
  - Discussion occurred regarding whether the board should have one or two board members representing neighbor islands. Focus on position expectations and having the right people for the position. Seek highly motivated people, academic/institution partners, and recent graduates who can possibly bring a positive energy to support the board.
  - Neighbor islands have opportunity to utilize program budget to hold events or implement activities regarding a public health issue on their respective island.
  - Hali Robinett will follow-up with a potential candidate for the vacancy position.

**APHA Report- Hali Robinett:**

- APHA San Diego had 13,000 attendees this year. Governing council discussed policies that were passed. Hali Robinett will send out those policies to the board. Candle light vigil for health equity was a successful event.
- University of Hawaii representation was strong with an exhibit booth. There is possibility for UH and HPHA to have joint representation.

### **Debrief HPHA Annual Meeting - (Hali/Jessica/Holly):**

- Attendance: 105, which included 34 students
- Finances: \$4,000 income \$2,000 expenses
- Activity facilitated by Jeanie Holt was great to get the meeting attendees engaged.

### **Debrief Strategic Plan and Next Steps:**

- The working sub-groups from the planning meeting will reconvene to contribute to the three-year HPHA work plan.
- Hali Robinett to work on recruitment of student interns to help build HPHA capacity. An overview of the UH practicum and applied learning experience with their graduate and undergraduate students respectively was provided to see how students could integrate into supporting HPHA.
- Initial discussion on the planning of the 2020 conference to celebrate 75<sup>th</sup> years of HPHA and potential conference chairs.
- Utilize the HPHA newsletter for membership recognition, and to encourage and highlight student success.

### **Committees:**

- Fund Development & Finance
  - As of November 31, 2018 -- \$34,631 in First Hawaiian bank account; Income for month of Nov. was \$135 (membership dues), Expenses in month of Nov. were \$1,547 (baseline monthly expenses)
  - Grant update – Received \$5,000 from Sidney Stern Foundation.
  - Legislators contacted for GIA application support
- Legislative & Gov't Relations
  - Hali, Colby, Claire, and Holly met to brainstorm, discuss and identify HPHA priorities for the 2018 legislative session including.
  - The five HPHA priorities include:
    - Healthy Foods
    - Climate and Health/Community Resilience
    - Behavioral Health
    - Oral Health
    - Workforce Development & Training
  - Motion to approve the HPHA legislative priorities by Ethan Allen, motion seconded by Jessica Yamauchi
  - 8 votes in support – Jill Tamashiro, Ethan Allen, Vanessa Buchthal, Jessica Yamauchi, Hali Robinett, Margaret Walkover, Michelle Tagorda, Keala Patterson
  - Discussion on whether HPHA should include priorities of other organizations to help educate lawmakers of what public health is.
  - Discussion will take place with Joy Gold re: LegTrax service. Jess explained the time consuming part of bill tracking on our own is combing through the hundreds of bills at the beginning of the session to locate bills that align with our priorities. The free service does not do this, and this task is what makes up the bulk of Joy's fee.
- Member Services
  - Organizational memberships:
    - New organizational member: Blue Zones Project – Thank you Colby!

- Currently HPHA has the following organizational members whose logos appear on our homepage: UH, HPU, HPHI, Blue Zones, Papa Ola Lokahi
  - Total membership: 479
    - 50 new members in 2018 year-to-date
    - 40 members have not yet renewed from September to November.
    - 2020 HPHA conference announcement will help to boost membership.
- Programs
  - Mentorship Program
    - Michelle Tagorda met with Emily Goulet (New Hampshire Public Health Association, Workforce Development Coordinator) for insight into to their mentorship program.
    - Michelle Tagorda and Colby Takeda to work on materials to use in promoting recruitment of mentors in January and mentees in February for 2019 roll out of the HPHA pilot mentoring program.
- Governance
  - New board terms to take effect on January 1, 2019.
  - Task to work on orientation of the structure and background of HPHA for new members.
  - Option to forgo retreat for the full board in place of individual orientation with each new member.
- Marketing & Public Relations
  - Social Media
    - FB – 561 followers
    - Twitter – 402 followers, up 6
    - IG – 385 followers, up 48 – most gain in follows from the prior period
- Conference Planning – Hali held discussions with James Rarick, Clifford Chang, Vicky Rayle and Don Hayes re: 2020 conference. Trying to build capacity and interest at this point.

**Executive Session (Board Members Only):**

- Motion to approve the HPHA Executive Director contract for 6 months, motion seconded
- 8 votes in support – Jill Tamashiro, Ethan Allen, Vanessa Buchthal, Jessica Yamauchi, Hali Robinett, Margaret Walkover, Michelle Tagorda, Keala Patterson

**Other Business:**

None

**Next Meeting:** TBD

**Meeting End:** 1:08 pm

Respectfully submitted by  
Michelle Tagorda  
HPHA Oahu Director At-Large  
December 7, 2018