



## **Executive Board Meeting Minutes**

**March 9, 2020**

**2 – 4 p.m. EDT**

### **Call to Order and Roll Call**

Chair Chris Chanyasulkit welcomed everyone, and a quorum was established.

#### **PRESENT:**

Melissa (Moose) Alperin, EdD, MPH

Emily Bartlett, MPH

Donna K. Beal, MPH

Georges C. Benjamin, MD

Lisa M. Carlson, MPH

Charlene Cariou, MHS, CPH

Chris Chanyasulkit, PhD, MPH

Eldonna J. Chesnut, MSN

Sarah Gareau, DrPH

Benjamin H. Hernandez, MBA

Rosie Mae Henson, MPH

Jeanie L. Holt, MPH, MS

Diana Kingsbury, PhD

Megan Latshaw, PhD

Amy Lee, MD, MPH, MBA

Brittany Marshall, DrPH, CPH

Heather A. McCabe, JD, MSW

Linda Rae Murray, MD, MPH, FACP

Hope M. Rollins

Catherine L. Troisi, PhD

Deanna Wathington, MD, MPH, FAAFP

#### **UNABLE TO PARTICIPATE:**

Pamela M. Aaltonen, PhD, RN

Betty B. Daniels, PhD, RN

José Ramón Fernández-Peña, MD, MPA

## **I. Administrative Affairs - Chris Chanyasukit, PhD, MPH, Chair**

### 1. Approve the Meeting Agenda.

**Motion:** To approve the Executive Board March 9, 2020 meeting agenda.

**Outcome:** Approved by acclamation.

### 2. Consent Agenda

- Executive Board January Meeting Minutes
- New Agency Members
- Leadership Appointments

**Motion:** To approve the consent agenda.

**Outcome:** Approved by acclamation.

## **II. Discussion**

### A. Member Code of Conduct Policy – Georges Benjamin, MD, Executive Director

Dr. Benjamin thanked board members for their feedback on the APHA Member Code of Conduct Policy document and asked the board to vote on it. Some board members provided editorial suggestions to APHA Governance Liaison Courtney Taylor prior to approving the document.

**Motion:** To approve APHA Member Code of Conduct Policy document.

**Outcome:** Approved by acclamation with minor edits.

The document will be presented to Governing Councilors for their approval and adoption at their mid-year meeting in June 2020. The document will be APHA's official policy on how members should interact with others while conducting APHA business or attending APHA-sponsored events, whether in-person, online or via written or verbal communication.

### B. Association Update - Georges Benjamin, MD, Executive Director

Dr. Benjamin began his presentation by praising the success of the [Policy Action Institute](#) held on Feb. 12, 2020 in Washington, D.C. The event drew 36.2 million social media impressions for APHA's #SpeakForHealth campaign. Thanks to the Executive Board and other leaders, 15 scholarships were offered to students and early-career professionals.

The next big event for APHA is National Public Health Week from April 6 -12, 2020. APHA will be celebrating NPHW's 25<sup>th</sup> anniversary. Board members are encouraged to get involved and share about NPHW on social media and with peers. More information can be found [at NPHW.org](#).

#### *APHA Coronavirus (COVID-19) Update*

Dr. Benjamin gave a comprehensive review on the COVID-19 pandemic and noted that APHA is considered one of the few credible resources regarding the virus. Dr. Benjamin and staff have been contacted by the media non-stop for interviews, including by *The Washington Post*, *The Guardian*, *BBC*, *MSNBC*, *The Huffington Post*, *Real Simple*, and *Kaiser Health*, to name a few. APHA has partnered with CDC to amplify the agency's COVID-19 public messaging as well as with the National Academy of Medicine to host public webinar series, "COVID-19 Conversations," titled "Responding to COVID-19: A Science-Based Approach." As the voice of public health professionals, APHA is committed to spreading science-based facts, public health awareness, and advocating for funding in congress in support of the outbreak. For additional details on COVID-19, [Dr. Benjamin's presentation can be found online](#). Board members are also encouraged to share the information on [COVID-19 found on the APHA website](#).

#### *Member Unit Effectiveness & Engagement Project*

Dr. Benjamin updated the board on the ongoing work of the consultants. Based on the discussion with the Executive Board in January 2020, interviews with staff and advisory committee members, and observations from the 2019 Annual Meeting, a survey was sent out to members for their input. The survey focuses on APHA's member structure, decision making, IT, communications, engagement and leadership. Next steps include scheduling focus groups for each member unit in April and May of 2020.

#### *APHA IT & Building Updates*

The iMIS upgrade was deployed on Feb. 12, 2020. New features of iMIS include enhanced member and staff experience and increased security. APHA staff continue to work on other IT and website-related technical issues to enhance member experience.

Dr. Benjamin reminded the Executive Board that the 6th floor tenant is ending their lease and will vacate on June 30. APHA has hired CRESA, a real estate broker in Washington, D.C. to

handle the listing and carry out the full real estate strategic plan from building evaluation and market review to identification of a tenant, leasing and other related services. APHA anticipates 10-12 months to get a new tenant. Therefore, there will be a revenue loss during a portion of the new fiscal year.

At the conclusion of his presentation, the board had a robust discussion on COVID-19, how the pandemic is evolving, the nation's response and how it would impact APHA's in-person meetings, investments, finances, and the Annual Meeting. At this moment, APHA is fully committed to holding the Annual Meeting in San Francisco, Oct. 24-28, 2020, as planned.

#### C. Treasurer's Report - Benjamin Hernandez, MBA, Treasurer

Mr. Hernandez provided a brief summary on the current fiscal year (July 2019 - June 2020). The year-to-date income from operations is \$12,556,967 (under budget by \$307,979) and expenses totaled \$10,638,496 (under budget by \$141,961). This results in income from operation of \$ 1,918,471 (under budget by \$166,018). The revenue from investment income and appreciation is \$462,296 (over budget by \$371,296) resulting in overall income of \$2,380,767 (over budget by \$205,278).

The following revenue streams have not met their targeted goals: membership (under budget by \$170,924 or 8%), subscription, fees and royalties (under budget by \$19,263 or 2%), advertising (under budget by \$108,572 or 65%), book sales (under budget by \$31,298 or 8%), and conventions (under budget by \$620,554 or 8%) which includes revenue from the Speak for Health Advocacy Bootcamp.

Additionally, due to the fluctuation of the stock market as a result of the COVID-19 pandemic, APHA's long-term and intermediate investments have been negatively affected. From the end of January 2020 through the first week of March 2020, APHA lost approximately \$256,000 in the long-term investments, and approximately \$345,000 in the intermediate investments.

#### D. Governance Committee Report - Deanna Wathington, MD, MPH, Committee Chair

Dr. Wathington provided a report of the Governance Committee, which met on Feb. 18, 2020. The committee worked on two agenda items: 1) analyzing the January 2020 Executive Board meeting survey results and action items resulting from the survey; and 2) discussing the Joint Policy Committee mark-up executive session at the Annual Meeting and whether those minutes should be made available to the public.

A majority of Executive Board members suggested that the board meetings should adopt more environmentally conscious practices such as using reusable water bottles instead of plastic ones and making electronic edits instead of printing copies for each board member. Additionally, board members would like to have an advocacy and policy discussion time in January with APHA Government Affairs and Policy staff.

The committee then discussed the Annual Meeting JPC mark-up executive session and decided that moving forward, brief minutes should be provided to include the total for/against vote counts for a policy statement that is being reviewed. However, the names of the reviewers and their votes will not be disclosed in the minutes.

E. Wrap Up - Chris Chanyasulkit, PhD, MPH, Chair

Dr. Chanyasulkit thanked board members for their meeting participation and shared the following action items:

- *Board members will be receiving more information on a Student Assembly leadership virtual event scheduled for April 9 from 2-3 p.m. ET.*
- *Complete the board meeting survey sent after this meeting. Feedback is greatly appreciated regarding a possible virtual May 2020 Executive Board meeting.*
- *Send Dr. Chanyasulkit agenda items by April 10, 2020 in advance of the May 2020 Executive Board meeting. Board committee chairs are encouraged to submit their written committee reports by April 10 as well.*

**Meeting adjourned at 4 p.m.**