



Executive Board Meeting Minutes  
Oct. 21-22, 2021

**I. Call to Order and Roll Call — Deanna Wathington, MD, Chair**

Dr. Wathington welcomed everyone, and a quorum was established.

Present

Brittany Marshall, DrPH  
Benjamin H. Hernandez, MBA  
Catherine L. Troisi, PhD, MS  
Charlene Cariou, MHS  
Deanna Wathington, MD, MPH  
Donna K. Beal, MPH  
David Reyes, DNP, RN, MN/MPH  
E. Oscar Alleyne, DrPH, MPH  
Georges C. Benjamin, MD  
Heather Walter-McCabe, JD, MSW  
Hope M. Rollins  
José Ramón Fernández-Peña, MD, MPA  
Jeanie L. Holt, MPH, MS  
Jeffrey E. Hall, PhD, MSPH, MA  
Kaye Bender, PhD, RN, FAAN  
Lisa M. Carlson, MPH  
M. Aaron Guest, PhD, MPH, MSW  
Nandi A. Marshall, DrPH, MPH  
Rachael N. Reed, DrPH, MPH  
Sarah Gareau, DrPH, MEd  
Shontelle L. Dixon, MPH  
Samantha H. Xu, MPH  
Teresa Garrett, DNP, RN, PHNA-BC

Unable to Attend

Anne E. Dressel, PhD

*Thursday, October 21, 2021*

## **II. Administrative Affairs — Deanna Wathington, MD, Chair**

- A. Approve the meeting agenda.
- B. Approve the consent agenda items:
  - 1. September Executive Board Meeting Minutes
  - 2. New Agency Members
  - 3. Leadership Appointments

**Motion: To approve the meeting and consent agenda items.**

**Outcome: Approved by acclamation.**

## **III. Discussion**

### **A. Association Update — Georges Benjamin, MD, Executive Director**

Dr. Benjamin began by providing a lengthy logistical overview and highlight of major in-person and virtual events for the 2021 APHA Annual Meeting. The board briefly discussed APHA's membership numbers compared to the registration numbers for the 2021 Annual Meeting.

Dr. Benjamin then discussed APHA's 150th anniversary celebration, which officially kicks off at the closing general session of the 2021 Annual Meeting in Denver. Various APHA departments have already begun working with various APHA leaders and member groups and planning year-long, monthly-themed activities that would conclude by the end of 2022. Additionally, APHA has hired a new staff archivist, Wendy Shay, and retained a Washington, D.C.-based communication firm, Social Driver, to help with the general communication, social media and website regarding APHA's 150th anniversary.

### **B. Treasurer's Update — Benjamin Hernandez, MBA, Treasurer**

Mr. Hernandez was delighted to share that APHA ended the fiscal year 2021 (July 2020 - June 2021) with a positive financial balance. The total (pre-audit) revenue was \$16,247,377 (over budget by \$1,657,185) and (pre-audit) expenses were \$16,823,002 (under budget by \$151,859), resulting in about \$575,625 loss from operations. However, the investment income and appreciation of \$1,543,600 led to an overall positive change in net assets. Mr. Hernandez then noted that APHA is currently undergoing its regular yearly financial audit, results of which will be shared when they are available.

He then discussed the status of fiscal year 2022. As a reminder, the fiscal year 2022 budget consists of



\$15,734,349 in proposed revenue and \$18,310,097 in proposed expenses, leading to a proposed deficit of about \$2.5 million. APHA will access its reserves as needed. As of Sept. 30, 2021 (25% of fiscal year), APHA reported revenues of \$7,136,583 (45% of budget) while total expenses were \$4,978,129 (27% of budget). He noted that it is too early into the fiscal year to read anything into the numbers, as some expenses and revenues are not included in the above numbers due to the timing of invoice receipts.

At the end of the treasurer's presentation, the board briefly discussed succession planning for the APHA treasurer's role.

**C. Joint Policy Committee Update — Jeffrey Hall, PhD, Science Board Chair & JPC Co-Chair; Shontelle Dixon, MPH, Education Board Chair & JPC Co-Chair; and Anne Dressel, PhD, Action Board Chair & JPC Co-Chair**

In September, the Joint Policy Committee reviewed 20 proposed policy statements of which 17 received positive assessment and three received negative assessment. Additionally, five latebreakers were also reviewed of which two were moved to the public hearings. The public hearings were held on Oct. 18 and Oct. 19 prior to the APHA Annual Meeting.

After the public hearings, the JPC will meet in an executive session on Monday, Oct. 25, to review the 2021 proposed policy statements and proceedings from the public hearings and will recommend which proposed policy statements be added to the Saturday, Oct. 23 Governing Council consent agenda for approval and adoption.

From an archiving standpoint, Dr. Hall announced that the 26 policy statements adopted in 2002 are up for archiving this year.

**D. Bylaws Committee and Amendments — M. Aaron Guest, PhD, Governing Council Speaker**

Dr. Guest shared the upcoming changes that the Bylaws Committee will tackle in 2022: the Action Board composition, creation of Section Treasurer and Section Student Liaison position and creation of an Affiliate Representative-at-Large position, broadening of Affiliate secretary eligibility and setting terms and limits for those positions within the Council of Affiliates. Also, the Bylaws Committee will make editorial, numerical, grammatical and conforming changes to any of its amendments as discussed. At the conclusion of Dr. Guest's presentation, the board had a robust discussion regarding the Caucus Collaborative and Student Assembly



Sectional Liaison positions.

**E. *American Journal of Public Health* Update — Hae Ra Han, PhD, *AJPH* Editorial Board Chair; Alfredo Morabia, MD, *AJPH* Editor-in-Chief; and Brian Selzer, APHA Deputy Director of Publications**

Dr. Morabia, Dr. Han, and Mr. Selzer provided a summary of the work and achievements of the *AJPH* journal and the *AJPH* board for fiscal year July 2020 through June 2021. The pandemic has impacted new journal subscriptions while renewals remained consistent despite losing some subscribers. Dr. Morabia mentioned that in 2021, *AJPH* had 3,574 submissions, about 1,700 fewer submissions than 2020. However, it is important to note, there were almost 1,500 submissions related to COVID-19 just in 2020. Of 3,574 submissions, about 12% overall were accepted for publication in the journal.

Mr. Selzer was excited to share that the journal impact factor (measures citations against number of articles published) went up from 6.5 to 9.3. A high impact factor makes the journal a coveted publication home for researchers looking for tenure and promotion. Additionally, one *AJPH* article published in May 2021 called “Association of “#covid” Versus “#chinesevirus” With Anti-Asian Sentiments on Twitter: March 9-23, 2020” by Hswen Yulin et al, was the most circulated article, ranked 4,001 out of 19 million tracked articles by Altmetrics.

For fiscal year 2021-2022, the journal has seven special funded issues and is expecting to bring in \$596,000 in revenue. APHA is also investigating how to make the journal more user-friendly such as a single sign-on system. Overall, *AJPH* continues to evaluate opportunities for practice-based issues and implement tools to help better understand the reach and influence of the journal’s content.

**F. Development Committee Update — Donna Beal, MPH, Vice Chair and Committee Chair**

Ms. Beal summarized the Development Committee’s 2021 accomplishments, which included the following: committee expansion, educational planned giving series for the Executive Board, increased donor relationship events, integration of online donation software on the APHA website and continued promotion of leadership giving and fundraising activities.

**G. Executive Session**

The board went into a closed executive session to discuss personnel committee items and board chair and vice chair election.



*Friday, October 22, 2021*

**H. APHA Your Way Implementation Update — Elizabeth Scott, PhD, CEO, and PayalMartin, MPH, Managing Director, Brighter Strategies**

As announced at the September 2021 Executive Board meeting, the APHA Member Unit Effectiveness and Engagement project was rebranded to “APHA Your Way.” Three of the five committees consisting of staff, volunteer leaders and members have begun working on implementing the following three priorities: updating APHA data systems and technology, creating a mentoring program, and, finally, enhancing the new member onboarding process. These three priorities are part of the top 10 priorities that the board approved at the May 2021 Executive Board meeting.

**I. Governing Council Agenda — M. Aaron Guest, PhD, Governing Council Speaker**

Dr. Guest directed the board to the 2021 Governing Council Annual Meeting agenda. He pointed out that there will be two fully virtual Governing Council sessions on Saturday and Tuesday morning of the 2021 Annual Meeting.

**J. Council on Education for Public Health Update — Laura Rasar King, EdD, CEPH Executive Director**

Dr. King provided a brief overview of The Council on Education for Public Health, an accrediting body for higher education in public health for schools and degree programs. APHA used to be the accrediting body for higher public health education from 1946 to 1974 until it partnered with ASPPH to create CEPH. She then gave a summary of CEPH’s mission, financial outlook, strategic plan, its 2021 activities and 2022 plans. Following the presentation, the board discussed with Dr. King the need for project and fiscal management skills, and competencies for budding and current public health professionals.

**K. Planned Giving Session #4 — Creative Ways to Support APHA — Jennifer Ostberg, CFP, Director of Wealth Strategies, Bernstein Private Wealth Management**

Ms. Ostberg discussed with the board various giving strategies such as direct gifts, pledges, tax-efficient charitable options, donor advised fund accounts and bequests. The goal of these planned giving sessions is to involve the board in development campaigns and equip them with talking points as APHA nears its major fundraising effort for the 150th Anniversary in 2022.



#### **L. Student Assembly Update — Samantha Xu, MPH, Student Assembly Chair**

Ms. Xu provided an overview of the work of the Student Assembly and its members in 2021. Some notable Student Assembly activities: monthly mentoring opportunities, networking events during major APHA events such as the National Public Health Week and the Annual Meeting, and informative newsletters connecting student members to each other and to various grants, scholarship and job opportunities.

*Meeting adjourned at 4 p.m. ET*

**The next meeting of the Executive Board (2021-2022 board cohort) will be on Oct. 27 from 1-3 p.m. ET via Zoom.**



Executive Board Meeting Minutes  
Jan. 9-10, 2022

**I. Call to Order and Roll Call - Hope Rollins, Chair**

Ms. Rollins welcomed everyone, and a quorum was established.

*Present*

Amy Lee, MD, MPH, MBA, CPH  
Brittany Marshall, DrPH, CPH, CHES  
Bryan O. Buckley, DrPH, MPH  
Celeste A. Monforton, DrPH, MPH  
Charlene Cariou, MHS, CPH, CHES  
Chris Chanyasulkit, PhD, MPH  
Danielle M. Campbell, MPH  
David Reyes, DNP, MN/MPH, RN, PHNA-BC  
E. Oscar Alleyne, DrPH, MPH  
Elaine Archie-Booker, EdD, RN  
Georges C. Benjamin, MD  
Heather Walter-McCabe, JD, MSW  
Hope M. Rollins  
José Ramón Fernández-Peña, MD, MPA  
Jeanie L. Holt, MPH, MS  
Jessica M. Boyer, MPH, MSW  
Kaye Bender, PhD, RN, FAAN  
Moose Alperin, EdD, MPH, MCHES  
M. Aaron Guest, PhD, MPH, MSW  
Nandi A. Marshall, DrPH, MPH, CHES  
Sarah Gareau, DrPH, MEd, MCHES  
Thomas Jeffrey Doker, DVM, MPH

*Unable to Attend*

Benjamin H. Hernandez, MBA  
Haley Moss, MPH

*Sunday, Jan. 9, 2022*

## **II. Administrative Affairs - Hope Rollins, Chair**

- A. Approve the meeting agenda.
- B. Approve the consent agenda items:
  - 1. October Executive Board Meeting Minutes.
  - 2. New Agency Members.
  - 3. Approval of the APHA Parliamentarian.
  - 4. Approval of the Governing Council Seat Allocation.

**Motion:** To approve the meeting and consent agenda items.

**Outcome:** The board added an executive session on the 2nd day of the agenda. The board approved the remaining agenda and consent agenda items by acclamation.

## **III. Discussion**

### **A. Executive Board Governance & Fiduciary Responsibilities - Georges Benjamin, MD, Executive Director**

Dr. Benjamin provided the Executive Board with an overview of their fiduciary responsibilities under Massachusetts state law where APHA is incorporated. Board members are subject to three fiduciary duties: duty of care, loyalty, and mission. Under these duties, board members should review all board materials with specific attention to financial documents, stay informed on the organization's bylaws and policies, vote and attend all meetings to the best of their abilities. Board members should treat all information with confidentiality while putting the interests of APHA first, and are obliged to disclose any conflict of interest. He noted that board members are not the spokespersons of the Association and should exercise caution when speaking on behalf of the organization. Only an officially appointed staff/spokesperson of APHA should discuss matters with the public/media. Dr. Benjamin also briefly discussed APHA's lobbying communication activities and expenditures.

### **B. Executive Board Business - Hope Rollins, Chair**

Ms. Rollins briefly reshared the five 2022 board goals that were discussed in detail at the Oct. 27, 2021, board meeting.

### **C. APHA President's Update - Kaye Bender, PhD, President**

Dr. Bender discussed her recent activities since October 2021 which included visiting one in-person state Affiliate in Rhode Island and two virtual Affiliate meetings in Ohio and Illinois. She will be attending a few more in March and April when many Affiliates begin to have their Annual Meetings.

During her presidency, she will focus on public health workforce infrastructure and rural health by working with member Affiliates.

#### **D. Association Update - Georges C. Benjamin, MD, Executive Director**

Dr. Benjamin was happy to announce that the number of registrants for the 2021 hybrid Annual Meeting met expectations, however revenues didn't. APHA is planning for an all in-person 2022 Annual Meeting in Boston. He then discussed a few upcoming APHA webinars and major events such as the APHA/YouTube Series, National Public Health Week in April, the Policy Action Institute in June, and [APHA's 150th anniversary](#) yearlong celebration with monthly themed activities.

He then briefly discussed a few of APHA's initiatives funded by various external organizations, such as the [Healing Through Policy Initiative](#), the [Alliance for Disease Prevention and Response](#) and its [resource navigator](#), and the Robert Wood Johnson Foundation grant-funded Addressing Challenges to Public Health Authority Initiative. At the conclusion of his presentation, he discussed APHA membership numbers as of November 2021 and the status of the Membership Committee of the Executive Board, which is tabled until further notice.

#### **E. Understanding APHA's Financial Profile - Kemi Oluwafemi, MBA, APHA Chief Financial Officer**

APHA uses a zero-based budgeting system in which all expenses are justified and approved for each period. Ms. Oluwafemi emphasized that APHA budgets expenses and revenues conservatively (on the lower side for revenue and higher side for expenses) and accounts for any unexpected expenses while ensuring some amount is put aside for reserves every month. APHA uses an accrual method to keep financial reports in balance, recognizing expenses when committed, not when paid.

For the fiscal year July 1, 2021, to June 30, 2022, major sources of APHA funding comes from membership (22%), conventions/Annual Meeting (38%), publications (21%), government and contracts (17%) and from other various sources (2%). Ms. Oluwafemi noted that APHA balances its budget sheet every month by maintaining its main funds: operations (unrestricted), Section enrichment funds, awards, (temporarily restricted) and endowments (permanently restricted). The organization also balances its budget sheet with monthly summary financial analyses and goes through its statement of income activities. APHA finances are audited annually as required by the federal government.

The upcoming 2023 fiscal year (July 1, 2022, to June 30, 2023) budget process has begun and will be presented to the Executive Board for approval during the May 2022 board meeting.

## **F. Treasurer's Report - Georges C. Benjamin, MD, Executive Director**

As of the end of Nov. 30, 2021, APHA's total revenue was \$9,452,709 while expenses were \$8,215,240, resulting in a net income of \$1,237,469 from operations, including investment appreciation. The following notable revenue streams haven't met their targeted goals: membership (under by \$30,845); Books (under by \$144,265), Convention (under by \$641,251) and interest (under by \$3,463). Revenue from contracts/grants (over by \$746,319), subscription, fees, and royalties (over by \$2,893), advertising (over by \$50,216) and miscellaneous revenues (over by \$30,853) have exceeded expectations.

Dr. Benjamin noted that the federal Paycheck Protection Program loan forgiveness request is still pending. However, once approved, it will help offset the proposed 2022 budget deficit. The FY 2021 financial audit is still underway. The completed audit report will be shared with the board at the March 2022 Executive Board meeting.

## **G. Committee Breakout Session I**

The Governance, Development and Finance & Audit Committees met to work on their committee agendas and work plans.

## **H. Executive Session**

The board went into a closed executive session to discuss Personnel Committee items.

*Monday, Jan. 10, 2022*

## **I. APHA Your Way - Demond McWilliams, APHA Director of Membership Services**

As part of the APHA Your Way project implementation effort, five committees are working on each of the following five priorities:

- A) Updating APHA data systems and technology.
- B) Creating a mentoring program.
- C) Enhancing new members' onboarding process.
- D) Developing an efficient process for leadership transition and engagement.
- E) Providing a measurement and reward system for member units promoting APHA's mission.

Regarding the first priority, the organization will replace APHA Connect with the Higher Logic online community platform and has hired DelCor Technologies as the project manager for this implementation.

#### **J. Overview and Discussion of APHA's 2022 Advocacy Priorities - Don Hoppert, APHA Director of Government Relations**

Mr. Hoppert provided a brief overview of APHA's current advocacy priorities for the 117th Congress and the Biden Administration. They are:

- Increase and protect funding for vital public health agencies and programs and strengthen the nation's public health infrastructure.
- Uphold the Affordable Care Act and expand access to health coverage and services.
- Address the health impacts of climate change.
- Uphold critical public health laws and regulations and reverse damaging rollbacks.
- Address the nation's gun violence epidemic.
- Advance racial equity.

He discussed each priority in detail and discussed how APHA is advocating for these policies and funding in Congress. A detailed report on [APHA's current advocacy priorities](#) can be found online.

#### **K. Executive Session and Voting During the non-Executive Session - Personnel Committee - Heather Walter-McCabe, JD, Committee Chair**

The board went into a closed executive session to discuss Personnel Committee items. After a lengthy discussion, the board exited the executive session to approve the following Personnel Committee action plan:

- Motion:**
- 1. Approve implementation of a staff climate assessment for 2022.**
  - 2. Approve creation of a profile of skills and attributes for the Executive Director Position, results of which will be presented at the May 2022 Executive Board meeting for approval.**
  - 3. Approve the Executive Board to review the Executive Director's contract and vote on its renewal each year at the Executive Board meeting prior to the Annual Meeting.**

**Outcome:** Approved by acclamation.

#### **L. Governing Council and Bylaws Change Update - M. Aaron Guest, PhD, Governing Council Speaker**

Dr. Guest provided an overview of the 2021 virtual Governing Council Annual Meeting survey results. Feedback showed that the most informative parts of the meeting were the reports from the Executive Director and the Treasurer, the Speaker's management of the meeting and explanation of the process, and the update on the strategic plan and APHA Your Way project. Members would also like to continue "speaker's office hours" during the Annual Meeting, as well as the two-day Governing Council Session format compared to the three sessions in the past. Members didn't find the policy debate and process as helpful and suggested simplifying the process, not wordsmithing policies at the Governing Council sessions and receiving information earlier in the day.

#### **M. Joint Policy Committee Update - Elaine Archie-Booker, EdD, Education Board Chair and JPC Co-chair; Danielle M. Campbell, MPH, Science Board Chair and JPC Co-chair; Celeste Monforton, DrPH, Action Board Chair and JPC Co-Chair**

Dr. Monforton discussed an action step request from the author of A5 policy received in November 2021 after the Governing Council adopted the policy at the October 2021 Annual Meeting. A board member made a motion to not accept the request for the amendment to the policy from the author of the policy in question.

**Motion: To not accept the policy amendment request regarding the A5 policy statement.**

**Outcome: Approved by acclamation.**

Following the vote, the JPC co-chairs, in agreement with the Speaker and the Executive Director, agreed with the board to not make changes beyond minor copyediting post-Governing Council adoption of any policy.

Ms. Campbell then provided upcoming deadlines regarding the 2022 proposed policy statement development process. Detailed information on the procedure and deadlines is on the [APHA Policy Statements and Advocacy webpage](#).

#### **N. Committee Breakout Session II**

The Committee on Social Responsibility, Personnel Committee and the Strategic Planning Committee met to work on their agendas and work plans.

## **O. Committee Reports - Committee Chairs**

### **1. Governance Committee - Charlene Cariou, MHS, Committee Chair and Executive Board Vice Chair**

Ms. Cariou announced a new survey at the beginning of the year to understand individual board members' experiences, expectations and whether their time serving on the board is useful or not. This is similar to the exit interview survey for the departing board members at the end of their terms. On the exit interview survey, the committee learns about what "could" have been done better, what they had hoped to accomplish during their terms versus what they actually did, what went well etc. The Governance Committee believes collecting similar information at the beginning of the year with current board members is equally important.

Ms. Cariou then discussed changes to the liaison program. The goal of the program is to increase bi-directional communication between the APHA Executive Board and various components/units/groups within the organization. The committee found overlap and redundancy in the program. For example, regular board members do not need to liaise with each Section, Affiliate and the Student Assembly. These member units already have a representative that sits on the Executive Board, such as the Intersectional Council, Council of Affiliates and Student Assembly chairs. These chairs are essentially the Executive Board liaison for their member units. Many board members commended this change. The committee still needs to finalize the program and will provide a final version for approval at the March board meeting.

She then briefly made the board aware of all the changes to the [Executive Board handbook](#) which will be updated on the website and the dropbox after the March board meeting.

### **2. Development Committee - Bryan O. Buckley, DrPH, Committee Chair**

Dr. Buckley provided an overview of the committee's fundraising tools and all the ways board members can provide their resources whether it is their time, donation, or expertise to the Association. He encouraged board members to donate whenever they can and especially prior to the end of APHA's fiscal year June 30, 2022.

### **3. Strategic Planning Committee - Jeanie L. Holt, MPH, Committee Chair**

Ms. Holt reiterated the 2021 committee recommendations which the committee is excited to work on in 2022. She then proposed a revised Strategic Planning Committee description to be adopted in the board handbook. The full language of the proposed description can be found under the Jan. 10, 2022, Strategic Planning Committee Dropbox folder and in the [Executive Board handbook](#) once it is updated on the APHA website.

**Motion: To approve the revised Strategic Planning Committee description.**

**Outcome: Approved by acclamation.**

**4. Committee on Social Responsibility - Sarah Gareau, DrPH, Committee Chair**

Dr. Gareau provided an overview of the committee’s purpose and responsibilities. She was happy to announce that since last year, the committee has streamlined the review process for evaluating prospective corporate, foundation and large individual donors with \$25,000+ donation. In 2022, the committee plans to work closely with member Affiliates as they fundraise at the local level on behalf of APHA. She then encouraged the board to let the committee know of any prospective public health funding companies that would like to donate to APHA.

*Meeting adjourned at 3:30 p.m. ET*

**The next meeting of the Executive Board will take place from March 14, 2022,  
via Zoom**

## Call to Order and Roll Call - Hope Rollins, Chair

Ms. Rollins called the meeting to order, and a quorum was established.

### *Present*

Amy Lee, MD, MPH, MBA, CPH  
Brittany Marshall, DrPH  
Bryan O. Buckley, DrPH, MPH  
Benjamin H. Hernandez, MBA  
Celeste A. Monforton, DrPH, MPH  
Charlene Cariou, MHS  
Chris Chanyasulkit, PhD, MPH  
David Reyes, DNP, RN, MN/MPH  
Elaine Archie-Booker, EdD, RN  
Georges C. Benjamin, MD  
Heather Walter-McCabe, JD, MSW  
Hope M. Rollins, BS  
José Ramón Fernández-Peña, MD, MPA  
Jeanie L. Holt, MPH, MS  
Jessica M. Boyer, MPH, MSW  
Kaye Bender, PhD, RN, FAAN  
Melissa (Moose) Alperin, EdD, MPH  
M. Aaron Guest, PhD, MPH, MSW  
Nandi A. Marshall, DrPH, MPH  
Sarah Gareau, DrPH, MEd  
Thomas Jeffrey Doker, DVM, MPH

### *Unable to Attend*

Danielle M. Campbell, MPH  
E. Oscar Alleyne, DrPH, MPH  
Haley Moss, MPH

## II. Administrative Affairs - Hope Rollins, Chair

- A. Approve the meeting agenda.
- B. Approve the consent agenda items:
  - 1. January Executive Board Meeting Minutes
  - 2. New Agency Members
  - 3. Leadership Appointments

**Motion:** To approve both the meeting agenda and consent agenda.

**Outcome:** The leadership appointment was pulled from the consent agenda while the rest of the items were approved by acclamation. The board then briefly discussed the new composition of the Action Board and the leadership appointment nomination list after which they also approved it unanimously.

### III. Discussion

#### A. APHA President's Update - Kaye Bender, PhD, APHA President

Dr. Bender discussed her recent activities since January 2022. She will be attending twelve Affiliate in-person meetings and two virtual ones in the next few months. She also recently led an APHA 101 webinar for APHA members.

#### B. Policy Action Institute Scholarship and Governing Council Update - M. Aaron Guest, PhD, Governing Council Speaker

Dr. Guest reminded the board regarding the Governing Council mid-year meeting, which is on June 13 from 2-4:30 p.m. ET and the April 1st deadline to request agenda times for that meeting. He asked board members to consider sponsoring an Early-Career Professional or Student member to attend the Policy Action Institute on June 14 in Washington DC or online. Forthcoming communication will come from Susan Polan on how to financially support.

#### C. Governance Committee Update - Charlene Cariou, MHS, Vice Chair and Committee Chair

The committee met with the Caucus Collaborative Immediate Past Chair Dr. Dan Duquette to hear the Caucus Collaborative group's proposal on adding an Executive Board seat to represent them. The committee will compile recommendations and present them to the Executive Board for general discussion or action during the May Executive Board meeting. Following the May board meeting, the proposal can go to the Bylaws Committee and then to the Governing Council at the Annual Meeting. Ms. Cariou then discussed final changes to the liaison program as outlined on page 22 in the [Executive Board handbook](#). The committee found an overlap and redundancy in the program. For example regular board members do not need to liaise with each Section, Affiliate, and the Student Assembly. These member units already have a representative who serves on the Executive Board, such as the Intersectional Council, Council of Affiliates, and Student Assembly Chairs. Additionally, for any committees of the Governing Council, the Speaker of the Governing Council will be the liaison. For Caucus Collaborative and the Publications Board, the chair will assign a board member based on their relevant experience with those groups. Ms. Cariou then asked the board to approve the updated liaison program.

**Motion: To approve the updated guidance on the liaison program.**

**Outcome: Approved by acclamation**

#### **D. Association Update - Georges Benjamin, MD, Executive Director**

Dr. Benjamin gave an overview of the status of COVID-19 and shared public health recommendations. He discussed APHA programs and events such as membership numbers, 150th anniversary monthly themes, APHA/YouTube Series, National Public Health Week in April, [Alliance for Disease Prevention and Response](#) and its [resource navigator](#), grant-funded Public Health Authority Initiative, Healthy Cities and Counties Challenge session, Policy Action Institute in June, and finally the 2022 Annual Meeting in Boston. Following Dr. Benjamin's presentation, the board had a robust discussion around COVID-19 variants, mask policies, vaccines, long-term impact of COVID, and public health messaging around the disease.

#### **E. Treasurer's Update - Benjamin Hernandez, MBA, Treasurer**

Mr. Hernandez thanked the board for reviewing the Association's tax return 990 form. He thanked Jeanie Holt for providing a checklist tool to use in reviewing the form. He provided an overview of the completed financial audit for fiscal year 2021. The board discussed the auditor's findings, recommendation and the corrective action plan arising from the finding. He then made a motion for the board to accept the fiscal year 2021 audited financial report which can also be found on the [APHA financial statements webpage](#).

**Motion: Approve APHA's fiscal year 2021 audit report.**  
**Outcome: Approved by acclamation.**

Mr. Hernandez provided a brief financial summary of the current 2022 fiscal year. The year-to-date income from operations is \$11,648,845 (over budget by \$654,951) while expenses totaled \$10,915,468 (under budget by \$83,317) and with investment appreciation, the overall income is \$733,682. He then discussed the rest of the 2022 fiscal year projection, which ends on June 30, 2022. The committee predicts that the Association, despite its positive revenue during the last two years of the COVID-19 pandemic, may be \$2 million in deficit. The predicted deficit is within the budgeted amount from reserves that the Association projected and was approved by the board at the May 2021 board meeting. It also does not include the final resolution of the Paycheck Protection Program loan, which, if accepted for conversion to a grant, would reduce the deficit further. The Association has projected deficits a few times in the last few years at this point in the fiscal year, which fortunately haven't materialized, and the Association has managed to end each year in positive.

#### **F. Development Committee Update - Bryan O. Buckley, DrPH, Committee Chair**

Dr. Buckley discussed the committee's development fundraising challenge and ways board members can provide their resources whether it is their time, donation, or expertise, to the Association. He

encouraged the board to participate in these development fundraising challenges throughout the year. He also highlighted the upcoming National Public Health Week [donation campaign](#) and asked the board to promote the page and all the week's events.

**G. Committee on Social Responsibility - Sarah Gareau, DrPH, Committee Chair**

Dr. Gareau discussed the committee's current work plan. The committee is working closely with member Affiliates to provide them with best practices and tools for evaluating potential funders for APHA at the local level. Recently, the committee evaluated CVS Health Foundation and looks forward to continuing to assess prospective companies and corporate foundations based on the committee's evaluation tools.

*Meeting Adjourned at 4 p.m. ET*

**The next meeting of the Executive Board will take place May 1-3 in Washington D.C.**

DRAFT