



Executive Board Meeting Minutes September 12, 2022

Present

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

Unable to Participate

Kaye Bender, PhD, RN, FAAN
Danielle M. Campbell, MPH

Call to Order/Welcome

Executive Board Chairperson Hope Rollins called the meeting to order and read the role. A quorum was present, and the Chair made brief welcoming remarks and asked that the meeting agenda be amended to include a discussion concerning the selection of Annual Meeting themes. Next, the Chair called for a motion to approve the amended meeting agenda. The motion was moved and seconded, and hearing no discussion, the Chair called for a vote.

Motion:	To approve the amended September 2022 Executive Board meeting agenda.
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Outcome:	Approved by acclamation.
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The Chair then called for a motion to approve the consent agenda. Items on the consent agenda included The July Executive Board meeting minutes, the proposed agency members list, and leadership appointments to APHA Boards and Committees. The motion was moved and seconded, and the Chair called for discussion. There being no discussion, the Chair called for a vote.

Motion:	To approve the consent agenda, items on the consent agenda include the July Executive Board meeting minutes, the list of proposed agency members, and leadership appointments to association-wide boards and committees.
Outcome:	Approved by acclamation.

2022 APHA Annual Meeting Discussion

Ms. Rollins said the purpose of this agenda item was to discuss the 2022 Annual Meeting speaker issue for those with questions or concerns. Ms. Rollins then asked Dr. Benjamin to share his thoughts before opening the floor to discussion. Dr. Benjamin shared the process by which APHA speakers are chosen and vetted, noting that plenary session speakers are thoroughly reviewed by staff. He said the number of speakers at the meeting doesn't allow for a comprehensive review by APHA staff.

Ms. Rollins thanked Dr. Benjamin and opened the floor for discussion. Executive Board members shared their perspectives on the matter, and hearing no more comments, Ms. Rollins introduced the next item on the meeting agenda.

Report of the Speaker of the Council

Dr. Guest's presentation focused on the annual meeting activities of the Governing Council. Dr. Guest said the Governing Council meeting agenda includes proposed bylaws amendments, member and agency dues votes, the election of officers and members of the Executive Board, oral reports from the Executive Board Chair, President, Treasurer, and Executive Director, and that the Council will vote on the 2022 list of proposed policy statements. Dr. Guest said the Council is scheduled to meet on Saturday afternoon and Tuesday morning, with the possibility of a third emergency session of the Council meeting on Tuesday afternoon. Dr. Guest noted other Governing Council activities include Speaker office hours, a Governing Council orientation, and the leadership roundtables. Dr. Guest concluded his presentation by discussing the annual meeting proxy process, noting that proxies need to be identified before the meeting because it will be difficult to register a proxy on-site.

Hearing no questions for Dr. Guest, Ms. Rollins introduced the next item on the meeting agenda.

Report of the Ad Hoc Committee Addressing Industry Influence at APHA

Dr. Alleyne began by outlining why the ad hoc committee was created and its charge. He said the Chair of the Executive Board asked the Committee to explore the issues brought forth by the Alcohol Tobacco and Other Drug Section to better understand their concerns and possibly provide the Executive Board with recommendations on how to address the issues moving forward. He



said since July, the ad hoc committee has met two times. During those meetings, the Committee understood the issues better and explored how to address them using a systematic process. The Committee also discussed the September Executive Board meeting report and what needs to be done in preparation for a comprehensive report and discussion at the November Executive Board meeting.

Dr. Alleyne said the Committee primarily focused on the tobacco industry's influence at APHA but that the group also discussed other sectors. He said the group has come up with a preliminary list of recommendations that are outlined below:

- Conflict of interest, the Committee developed a flowchart ensuring each annual meeting abstract is thoroughly reviewed by the Sections with any conflict of interest identified before the abstract is accepted.
- Another option is to add specific, tobacco-related industry language to the abstract submission process to identify any potential conflict of interest before Sections review the abstract. Dr. Alleyne noted that this option might be optimal because an abstract could be rejected quickly, freeing up time for abstract reviewers to address other submissions.

Dr. Alleyne then discussed the American Journal for Public Health. He said the Committee is reviewing what other journals do to exclude/prohibit tobacco-industry-related article submissions and advertisements. Dr. Alleyne also acknowledged the importance of preserving the journal's editorial independence and the role the Journal's Editor-in-Chief plays in accepting articles.

At the conclusion of Dr. Alleyne's presentation, Executive Board members had a robust conversation related to the work of the Ad Hoc Committee and the next steps. The Chair introduced the next item on the meeting agenda without further discussion.

Report of the Strategic Planning Committee

Ms. Holt began her presentation by reintroducing the Executive Board-approved five-year strategic planning cycle. She notified the Board that the Association had initiated the strategic planning cycle and that a request for proposals (RFP) was created and sent to several organizations for consideration. The Association received three proposals based on the RFP. Ms. Holt said the proposals are under review by the Strategic Planning Committee and APHA staff members. Based on that review, potential consultants will be selected and present their proposal to APHA staff and members of the Committee in early to mid-October, with the selection of the consultant taking place before the Annual Meeting.

Ms. Holt then outlined the process moving forward. Once a consultant is selected, APHA staff will negotiate the contract with them in the short term. She said the consultant would present their strategic planning strategy to the Executive Board and lead a discussion with APHA leaders at the Governing Council Round Tables.

Between Nov. 2022 and May 2023, the consultant will gather information and synthesis data collected to draft the strategic plan, there will be a period for gathering input from the members of the strategic planning committee and staff, and the finalized proposed plan will be presented to the Executive Board



for approval at the May meeting. The plan will then be presented to the Governing Council at their mid-year meeting for final adoption.

Ms. Holt concluded her presentation by discussing budgetary and timeline concerns, which might impact the process. Ms. Holt then opened the floor for discussion, hearing none. The Chair thanked Ms. Holt for her presentation and the strategic planning committee members for their work and introduced the next item on the meeting agenda.

Report of the Governance Committee

Ms. Cariou began by summarizing the Governance Committee and Executive Board's work regarding the Caucus Collaborative's request for a non-voting ex officio seat on the Executive Board. Since the July Executive Board meeting, the Collaborative submitted the answers to the subsequent questions from the Executive Board, and the members of the Governance Committee reviewed the answers at their September meeting. She said the Governance committee is bringing forth two motions for Executive Board approval, they are:

- The Governance Committee recommends not moving forward with creating an executive board seat for the caucus collaborative at this time.
- The Governance Committee recommends the Executive Director to direct staff to continue working with the CC to identify solutions to address the needs of the collaborative.

Ms. Cariou then opened the floor for discussion. The Executive Board had a thoughtful discussion concerning the matter and, through the discussion, identified an additional action for Executive Board approval:

- The executive board requests bylaws change to include an annual report from the caucus collaborative to the executive board.

Hearing no further discussion, the Chair asked for the motions; Ms. Cariou read the motion for action 1. The motion was moved, and hearing no discussion, the Chair called for the vote.

Action 1:	The Governance Committee recommends not moving forward with creating an executive board seat for the caucus collaborative at this time.	
Outcome:	11-yes	6-no

The motion was approved, then the Chair called for the second motion. Ms. Cariou read the motion for action 2. The motion was moved, and hearing no discussion, the Chair called for the vote.

Action 2:	The Governance Committee recommends the Executive Director to direct staff to continue working with the CC to identify solutions to address the needs of the collaborative.	
Outcome:	17 – yes	0 – no



The motion was approved, the Chair called for the third motion, Ms. Cariou read the motion for action 3, the motion was moved, and hearing no discussion, the Chair called for the vote.

Action 3:	The executive board requests bylaws change to include an annual report from the caucus collaborative to the executive board.	
Outcome:	17 – yes	0 – no

The motion was approved; Ms. Cariou then briefly discussed the activities of the Governance Committee concerning the close of this Executive Board term and plans for the incoming Executive Board cohort. Hearing no further comments, the Chair thanked Ms. Cariou and the members of the Governance Committee for their efforts and introduced the next item on the meeting agenda.

When reviewing the vote totals above, please note there are twenty-four members of the Executive Board; four members of the board are ex-officio without a vote, two members of the Executive Board were unable to participate in the meeting, and one member of the board had to leave the meeting due to another commitment.

Report of the Treasurer

Mr. Hernandez began his presentation by discussing the FY2023 budget through July 2022. He noted that APHA has revenues of \$3,066,483 (\$357,159 over budget), expenses of \$1,802,321 (\$61,865 over budget), with the change in net assets at \$1,264,161 (\$295,293 over budget). He said the Board approved a deficit budget of \$2,910,681. He said while the numbers look good, it is hard to project anything with only one month of data. He also said that APHA brings in most of its revenue at the beginning of the fiscal year due to Annual Meeting.

Mr. Hernandez then discussed the FY2022 pre-audited financials. He reminded the Board that APHA approved a deficit budget of \$2,410,747 for FY2022. Mr. Hernandez said APHA ended the fiscal year 2022 with a surplus income from operations of \$297,618. Investment appreciation/depreciation resulted in the association's overall loss of \$750,300 (saving APHA \$1,660,447). Mr. Hernandez then highlighted the key variances in the FY2022 pre-audited numbers and noted that the PPP loan and interest were forgiven in late June, which helped tremendously. Mr. Hernandez thanked Kemi Oluwafemi, APHA's Chief Financial Officer, for her efforts to ensure the loan was forgiven.

Mr. Hernandez then opened the floor for discussion, hearing no further comments. The Chair thanked Mr. Hernandez and introduced the next item on the meeting agenda.

Association Update

Dr. Benjamin began his presentation by discussing the 2022 Annual Meeting. He said as of the September meeting, APHA has met 66% of its registration goal, exhibits have completed 71% of its



revenue goal, and sponsorships are 27% over its revenue goal. Dr. Benjamin then shared information related to the scientific sessions, health, and safety information (vaccination requirements and mask mandate), security matters, new programming, and 150th-anniversary activities at the meeting.

Dr. Benjamin then discussed APHA operational matters, including 150th anniversary planning for Sept. through the end of the calendar year, the staff salary study, and the elevator refurbishment project. He then discussed the publications modernization project, which will deemphasize print moving forward. By moving away from printing, APHA will use less paper, reduce carbon emissions from mailing, and provide an overall cost saving to the Association by producing fewer hard copies of the Journal, which will allow APHA to reinvest savings into digital editions and offerings.

He said the staff had developed a communications strategy for notifying the membership. Beginning January 1, 2023, print copies for the Journal will no longer be an option for new and renewing members of the Association. The last print issue for the membership will be the December 2023 issue, and beginning on January 1, 2024, print subscriptions and single issues will only be available at market rates.

Dr. Benjamin then discussed the work of the Alliance for Disease Prevention and Response. He highlighted two new efforts with the CDC Foundation, the W.K. Kellogg Foundation, and COVID Collaborative. He said the goal of the initiatives is to advance cross-sectoral collaboration for a strong, resilient, and equitable public health system. The first project will define a public health platform and develop an action plan. The second project is devising a plan to support community coalitions to advance health and equity.

Dr. Benjamin then discussed the Helen Rodriguez-Trias Social Justice Award, noting that action will be needed at the November Executive Board meeting. He concluded his presentation by sharing the names of the recipients of the APHA President's Citation and the APHA Executive Director Citation. He then asked Don Hoppert, APHA's director of Government Relations, to introduce the candidate for the APHA Distinguished Legislator of the Year Award. Dr. Benjamin said voting for the legislator of the year would take place virtually after the meeting. Dr. Benjamin took questions and comments throughout his presentation. Dr. Benjamin then introduced Demond McWilliams, APHA's Director of Membership Services, to discuss the status of the APHA Your Way initiative.

APHA Your Way – APHA LEAD Update

Mr. McWilliams announced that APHA LEAD (APHA's new and greatly improved online member community) was launched on August 3, 2022, and that over 24,000 members have profiles, over 4,000 members have activated their accounts, there are 191 unique communities for member engagement, and that the Affiliate communities have been integrated and are active. Mr. McWilliams then shared several metrics related to the launch. Finally, he shared plans for the future related to the Annual Meeting, mentoring match, the expert's directory, and the volunteer management module. He said the team will focus on increasing member engagement through various methods now that the platform has launched.



After his remarks, Mr. McWilliams briefly addressed the work of the APHA Your Way staff committees and took questions and comments from the members of the Executive Board. Hearing no additional comments for Dr. Benjamin and Mr. McWilliams, the Chair thanked them for their reports.

There being no new business before the board, Chairperson Rollins made brief concluding remarks and adjourned the meeting.

The Executive Board's next meeting will occur on Thursday, November 3, and Friday, November 4, in Boston, Massachusetts.