



Executive Board Meeting Minutes
April 30- May 2, 2023

Present

Melissa (Moose) Alperin, EdD, MPH
Kaye Bender, PhD, RN, FAAN
Georges C. Benjamin, MD
Apryl Brown, MD, MPH
Bryan O. Buckley, DrPH, MPH
Charlene Cariou, MHS - *Chair*
Chris Chanyasulkit, PhD, MPH
Shontelle Dixon, MPH, CHES
Sarah Gareau, DrPH, MEd
Ella Green-Moton
M. Aaron Guest, PhD, MPH, MSW
Sandy-Asari Hogan, DrPH, MPH
Claude A. Jacob, MPH
Amy Lee, MD, MPH, MBA, CPH
Brittany Marshall, DrPH, CPH, CHES
Nandi A. Marshall, DrPH, MPH, CHES – *Vice Chair*
Shirley A. Orr, MHS, APRN, NEA-BC
David Reyes, DNP, RN, MN/MPH
Sarah A. Rines
Gopal Sankaran, MD, DrPH, MNAMS, CHES
Kusuma K. Schofield MEd, MPH
Veena Thamilselvan – *Chair Elect, Student
Assembly*

Unable to Attend

E. Oscar Alleyne, DrPH, MPH
Benjamin H. Hernandez, MBA
Lauren Ray, MPH – *Chair, Student Assembly*

Sunday, April 30, 2023

Call to Order, Welcome, and Land Acknowledgement - Charlene Cariou, MHS - Chair

The Chair called the meeting to order and read the land acknowledgement.

Administrative Affairs - Charlene Cariou, MHS, Chair

- A. Approve the meeting agenda.

The Chair called for a motion to approve the meeting agenda. The motion was moved and seconded and hearing no discussion the chair called for a vote.

Motion:	To approve the April/May Executive Board Meeting Agenda.
Outcome:	Approved by acclamation

B. Approve the consent agenda items

The Chair called for a motion to approve the items on the consent agenda. Items included the March 2023 Executive Board meeting minutes, new agency members, and one leadership appointment. The motion was moved and seconded, and the chair called for discussion. Dr. Alperin asked that the March meeting minutes be amended to include her name as a meeting participant. Hearing no further comments, the Chair called for a vote.

Motion:	To approve the amended March Executive Board meeting minutes, new agency members, and the leadership appointment.
Outcome:	Approved by acclamation

Report of the President - Chris Chanyasulkit, PhD

Dr. Chanyasulkit discussed her activities since the March 17, 2023, Executive Board meeting. She said she participated virtually in the Middle Atlantic Public Health Professionals Conference and has been a guest speaker at numerous public health related events across the country. Within APHA, she said she is serving on the Annual Meeting planning, nominations and awards committees. She also participated in National Public Health Week activities and continues to write her monthly column in *The Nation's Health* newspaper. Her most recent article focused on the importance of the collaboration of public health and libraries. She participated in the South Carolina and New Hampshire Public Health Association Annual Conferences in March.

In April, Dr. Chanyasulkit attended a ribbon cutting at University of Texas Medical Branch in Galveston, Texas. She participated in the Southern New Hampshire University Thought Leaders Conference, and virtually attended the Delta Omega Induction Ceremony with former APHA Board Chair, Dr. Lynn Short in Reno, Nevada. She said she was also pleased to be a guest speaker at Tufts University for the Committee Health Class.

She concluded her remarks by discussing her upcoming schedule, which includes visits to the Georgia, North Dakota, Missouri, North Carolina, Oregon, and Michigan Public Health Association meetings. She will also be speaking at the American Library Association's Annual Conference in September

Report of the Executive Director - Georges C. Benjamin, MD

Dr. Benjamin began his report by discussing APHA's Policy Action Institute, which will take place in June and brings together public health leaders, students and advocacy experts for a collaborative event to discuss proven and proposed policy solutions to tackle today's most pressing health treats at the local, state and federal levels. Dr. Benjamin said this year's API will include a second day entitled "Putting Policy into Action." The day is designed to make attendees better advocates for public health. Attendees will learn by hearing firsthand from experts in advocacy, lobbying and communications and by practicing skills in a small group setting. Confirmed speakers include Shelly Hearne (JHU SPH), Sarah deGuia (Change lab Solutions), Craig Andrade (BU SPH), and Greg Jackson (Community Justice Action Fund).

Dr. Benjamin then discussed APHA's 2023 Annual Meeting and Expo. He noted that the association received 9,049 abstract submissions, which is on pace with previous years. He notified the Board that the exhibit hall is coming together, as of his report, APHA has sold 234 booths to 173 companies accounting for \$578,690 in revenue. Dr. Benjamin then discussed important upcoming milestones, May 3 – abstract review ends, May 12 –

invited abstracts submission deadline, May 31 – film festival and reviewer submission deadline, June 1 – abstract acceptance notice. Dr. Benjamin said APHA has contracted with 15 hotels with the rates ranging from \$189 - \$259 per night. Dr. Benjamin said, as of this report, APHA will require all meeting attendees to be up to date on their COVID-19 vaccines and that masks will be optional (Covid protocols could change based on the situation).

Dr. Benjamin then discussed APHA infrastructure matters and concluded his remarks by introducing his new Public Health Advisor Health and Medical Affairs consultant, Celeste Phillip, MD, MPH and his new Executive Assistant, Marlene Sue-Ling.

Report of the Student Assembly – Veena Thamilselvan – Student Assembly Chair Elect

Ms. Thamilselvan, the Chair Elect of the APHA Student Assembly, is a student at the Johns Hopkins University Bloomberg School of Public Health. She is planning to pursue a career in medicine. She said she is representing the Student Assembly on behalf of Student Assembly Chair, Lauren Ray, who was unable to attend the meeting due to medical school obligations.

Ms. Thamilselvan said she was pleased to report the Student Assembly recently updated its' mission statement. She said the Assembly currently has 7,712 members including, 22 co-chairs, 9 APHA board representatives, 19 campus liaisons, 25 membership ambassadors, a liaison assigned to each Section, and that the Assembly is restricting the regional student liaison program. Ms. Thamilselvan then provided the Executive Board with an overview of the structure of the Assembly and introduced the eight members of the Student Assembly Executive Council.

Ms. Thamilselvan then outlined the work of the Assembly's five main committees, they include communications, finance, membership, mentoring, and programming. She noted that each committee is chaired by one or more members of the executive council. She then discussed Student Assembly representation on APHA wide Boards and Committees, noting all student representatives have written reflections on the themes of the days of National Public Health Week which are shared in the Assembly's annual report.

She concluded her report by outlining the future activities of the Assembly. The following is a partial list of the activities she highlighted in her presentation. The Assembly's mid-year meeting will take place virtually in June; annual meeting scholarship applications will open in June; Assembly awardees will be selected over the summer, the annual meeting supplement will be available in November, and the Assembly year in review will be available in December. She said Assembly leadership is working with staff on revising the campus liaison program, more to follow later in the year.

Ms. Cariou thanked Ms. Thamilselvan for her report. The chair adjourned the meeting until 9am, on Monday, May 1, 2023.

Monday, May 1, 2023

Call to Order and Meeting Recap - Charlene Cariou, MHS - Chair

The Chair called the meeting to order and provided the executive board with a recap of the previous day's activities. Ms. Cariou thanked members of the board for their participation in the strategic planning workshop and highlighted the presentations by Dr. Chanyasulkit, Dr. Benjamin, and Ms. Thamilselvan. At the conclusion of her remarks, Ms. Cariou introduced the first item on the agenda.

The Executive Board then receiving a briefing from Catherine Oakar, MPH, who serves as a Special Assistant to the President for Community Public Health and Disparities at the White House.

At the conclusion of the briefing, Ms. Cariou thanked Ms. Oaker and introduced the next item on the meeting agenda.

Financial FY 2023 Budget – Kemi Oluwafemi, MBA, CPA, Chief Financial Officer

Ms. Oluwafemi provided the executive board with an update on APHA’s financial position as of the end of February 2023. She noted that APHA’s total net Assets are \$33,169,393. This is over the prior year by \$2,455,434. The net assets unrestricted and undesignated are \$20,737,180, and the total unrestricted net assets (including board-designated funds) are \$21,064,783.

Concerning the current FY 2023, Ms. Oluwafemi said as of the end of March, total revenue for the association was \$19,451,754 (101% of the annual budget), and total expenses were \$18,651,844 (84% of the annual budget). Ms. Oluwafemi noted that total revenues were over budget by \$3,116,892 and that total expenses were over budget by \$1,039,681. As a result, she said the association is projecting a \$1,118,568 deficit at the end of the fiscal year. Ms. Oluwafemi noted that the projection is just that and the senior management team will closely monitor the situation and keep the Finance and Audit Committee informed. She reminded board members they approved a deficit budget for FY 2023.

Ms. Oluwafemi then discussed the FY2024 proposed budget. She noted that it was still under construction and that there will need to be a special meeting of the executive board to approve the proposed budget in June.

At the conclusion of her report, Ms. Oluwafemi and Dr. Benjamin took questions from the board. Hearing no further questions Ms. Cariou thanked Ms. Oluwafemi for her report and introduced the next item on the meeting agenda.

Social Capital Training - Bryan O. Buckley, DrPH, MPH

Dr. Buckley provided the executive board with a training related to relationship networking to build social capital.

Report of the Speaker of the Governing Council – M. Aaron Guest, PhD, MPH, MSW

Dr. Guest began his presentation by sharing the nearly final agenda for the Governing Council’s mid-year meeting taking place on Monday, June 12, from 2 p.m. to 4:30 p.m. eastern time. Highlights include the reports of the Executive Director, Treasurer, Joint Policy Committee, and Nominations Committee, and updates concerning the APHA Your Way project and Strategic Planning Committee.

Dr. Guest said that the deadline to submit a proxy is June 2. He then asked executive board members to contact him by Sept. 1 if they would like time on the November Governing Council Meeting agenda. Concerning the Annual Meeting, he noted that the format of the Governing Council meetings will remain unchanged from Nov. 2022; that the Governing Council Roundtables will be used as an additional candidate's forum; and that there is the possibility of an amendment to the APHA bylaws. At the conclusion of his report, Dr. Guest took questions from the board.

Dr. Guest then introduced two motions for Executive Board consideration. The first motion asked the Executive Board to affirm their support for not accepting on-site Governing Council proxy registrations except in the instance of an emergency. Dr. Guest noted that finding Governing Council proxies is becoming more difficult and annual meeting onsite proxy registrations present a particular challenge. The motion was moved and seconded and hearing no discussion, the chair called for a vote.

Motion:	That the Executive Board affirms their support for not accepting on-site Governing Council proxy registrations except in the instance of an emergency.
Outcome:	Approved by acclamation

Dr. Guest then introduced his second motion. The motion was to modify the approved November 2022 APHA Annual Meeting theme development process. Dr. Guest then outlined the following process for Executive Board approval:

1. APHA Staff Generate Annual Meeting Themes for Selection by the Executive Board
2. The Executive Approves proposed themes to be submitted for member feedback (July)
3. The Themes are posted on APHA Lead for member feedback for 1 month (August)
4. The Staff collect comments related to the Annual Meeting themes and present to comments to the Executive Board (September)
5. The Executive Board selects the Annual Meeting Theme (September)

Dr. Guest noted that the Annual Meeting themes for 2023 and 2024 have already been identified and that the amended process will affect the 2025 annual meeting in Washington, DC. The chair then called for a motion, the motion was moved and seconded and hearing no discussion, the chair called for a vote

Motion:	To modify the approved November 2022 APHA Annual Meeting Theme Development Process.
Outcome:	Approved by acclamation

At the conclusion of the vote, Ms. Cariou thanked Dr. Guest for his report and introduced the next item on the meeting agenda.

Report of the Joint Policy Committee

Apryl Renee Brown, MD, MPH – Science Board Chair and JPC Co-Chair
Shirley A. Orr, – MHS, APRN, NEA-BC – Action Board Chair and JPC Co-Chair
Kusuma K. Schofield, MEd, MPH – Education Board Chair and JPC Co-Chair

The Joint Policy Committee co-chairs, Apryl Brown, Shirley Orr and Kusuma Schofield, provided the Executive Board with an update on the work of the JPC since the beginning of the year and shared the results of the meeting of the JPC which took place on April 27 and 28. The co-chairs reported that 13 proposed policy statements, including the 1 late-breaker policy statements were submitted in this cycle. The proposed statements were placed into three overarching categories, Access to Care and Education, Conflict and Health and Human Rights, and Prevention

The co-chairs reported that 8 proposed policy statements received a conditional assessment, and the remaining 5 proposed policies received a negative assessment. JPC assessments and comments will be relayed to authors by May 24 with instructions to resubmit their proposed policy statement by Aug. 24. Science Board, and JPC assessments and comments will be uploaded to the APHA website towards the end of May.

The co-chairs then discussed policy statements set to be archived in 2023. They noted that 22 policy statements adopted in 2003 are set to be archived this year and that members have until June 1 to notify APHA if they recommend the policy remain active. Additionally, members attempting to remove something from the archiving list must provide a rationale for keeping the policy statement active. The Science Board will review all requests and make recommendations to the JPC.

The JPC made several changes to the proposed policy statement review process including, but not limited to JPC members are no longer permitted to author a proposed policy statement while serving on the JPC; comments submitted on behalf of the section require the signature of the section chair or policy chair for section comments; the page limit has been switched to a word count; and authors will be sent all member comments received by the JPC. The changes will take effect during the 2024 policy statement development process. Additionally, a workgroup has been established to review author guidelines, including an assessment of the Spring review designations of positive, conditional, and negative.

The JPC will meet on or around May 15 to ensure consistency among reviews and to fully integrate of all JPC member and Science Board member comments to the authors.

At the conclusion of their report, the JPC co-chairs took questions from the board. Hearing no further questions, Ms. Cariou, thanked Apryl Brown, Shirley Orr and Kusuma Schofield for their report and introduced the next item on the meeting agenda.

Report of the Governance Committee – Brittany Marshall, DrPH, CPH, CHES

Dr. Brittany Marshall, Chair of the Governance Committee began her presentation by sharing the updated APHA Code of Conduct Policy and Procedures document with the board.

Dr. Marshall noted that in 2020 the Governing Council adopted a code of conduct, however, the document didn't outline how to address a code of conduct violation. Over the past several months, APHA staff worked with APHA's attorneys to develop a fair and reasonable process and procedures for addressing violations.

Dr. Marshall then outlined the proposed policy and made a motion that the executive board approve the updated Code of Conduct Policy. The board then discussed the matter and hearing no further discussion, the chair called for a vote.

Motion:	That the Executive Board approve the amended APHA Code of Conduct Policy.
Outcome:	Approved by acclamation.

At the conclusion of the vote, Dr. Marshall informed the board that APHA staff will update the APHA website and begin notifying the membership. She also suggested that an announcement be made during the mid-year meeting of the Governing Council.

Hearing no further discussion, Ms. Cariou, thanked Dr. Marshall for her report and introduced the next item on the meeting agenda

APHA Membership Report – Demond McWilliams, Director of Membership Services

Demond McWilliams, APHA’s Director of Membership Services, provided the executive board with a membership update and a status report of the APHA Your Way initiative.

Beginning with the APHA Your Way initiative, Mr. McWilliams highlighted the work of the five staff-led APHA Your Way committees, Data System and Technology, Mentoring, Onboarding New Members, Leadership Transition & Engagement and Measurement and Rewards. He also noted that all updated concerning the APHA Your Way initiative can be found on www.APHA.org (you must be logged into the website to view the page).

Data Systems and Technology – APHA Launched APHA LEAD on August 3, 2022, and has 24,349 active members accounts, 3,800 new users since November 2022, 1,600 new users since January 2023, 400 unique visitors per day vs 200 unique visitors daily on APHA Connect. He said there are 209 active communities, with 30 posts per day. Mr. McWilliams said in March 2023 mentor match launched and there are currently 200 mentors and 209 mentees registered with 85 active relationships. He concluded by saying APHA LEAD demos will return to the 2023 Annual Meeting.

Mentoring – Mr. McWilliams said the distinguished leaders mentoring series launched in April 2022; mentoring match launched on APHA LEAD in March 2023; a speed mentoring model was tested during National Public Health Week in April 2023 and speed mentoring will be available at the Annual Meeting. Mr. McWilliams said staff is evaluating a cohort style mentoring program that will be rolled out at the appropriate time.

Onboarding New Members – Mr. McWilliams noted several initiatives under this area, APHA introduced quarterly new member webinars; live chat is available on select membership pages on the APHA website; staff is in the process of redesigning the membership pages on the APHA website; staff are creating a series of member benefit videos; and investigating the possibility of creating a “buddy system” at the Annual Meeting.

Leadership Transition and Engagement – Mr. McWilliams reported that the leadership handbook is complete and being reviewed by ISC leadership, and that staff is developing a series of leadership trainings to be launched in late 2023.

Measurements and Rewards – Mr. McWilliams said that this committee hasn’t been activated yet, and that he would provide more information once it is available.

Mr. McWilliams then shared data related to APHA’s membership, as of Feb. 2023 APHA has 24,115 members which is a 9% increase over Feb.2022. He noted that overall membership numbers are at their highest point since Aug. 2019 and that every membership category has increased in number in FY2023 over FY2022. He said that year to date membership is 5% over budget for FY2023 and that he hopes to continue that trend. He said that agency and student and school sponsored membership continue to grow; regular and agency individual memberships are experiencing modest growth, and that regular member 2 and early career professional memberships are still below pre-covid levels and struggling a bit.

Mr. McWilliams concluded his presentation by discussing APHA’s strategies for attracting new and lapsed members through digital and other outreach opportunities. Mr. McWilliams then took questions/comments from the board.

Hearing no further questions, Ms. Cariou, thanked Demond McWilliams for his report and introduced the next item on the meeting agenda.

Executive Session – To discuss personnel matters – Nandi Marshall, DrPH, CHP, CHES

The executive board entered a period of executive session to discuss APHA personnel matters. When the board exited the period of executive session, Dr. Marshall made a motion that the personnel committee provide Dr. Benjamin feedback regarding his mid-year evaluation. The motion was moved and seconded, and the chair called for discussion. Hearing no discussion, the chair called for a vote.

Motion:	To have the Chair of the Personnel Committee provide Dr. Benjamin with feedback from the executive board related to his mid-year evaluation.
Outcome:	Approved by acclamation.

At the conclusion of the vote, the chair adjourned the meeting until 9 a.m. on Tuesday, May 2, 2023.

Tuesday, May 2, 2023

Call to Order and Meeting Recap - Charlene Cariou, MHS - Chair

Ms. Cariou, called the meeting to order and provided brief welcoming remarks, and provided a brief recap of Monday's meeting.

Report of the Strategic Planning Committee - David Reyes, PhD, MA, CFPH, Chair

Dr. Reyes began by thanking the members of the executive board for participating in the 2-day strategic planning workshop. He then briefly summarized the strategic planning process to date.

Dr. Reyes then discussed the activities under phase two of the strategic planning process. He said the team at Davidoff Strategies will provide the framework document to the members of the strategic planning committee for discussion at their May meeting. He said the strategic plan workgroups will be organized and that they will refine the strategic priority areas in June and July. Davidoff Strategies will draft the strategic plan in August integrating the outcomes from the working groups.

Dr. Reyes then discussed phase three of the strategic planning process, review, and approvals. He said Davidoff will share the final plan with the strategic planning committee; the plan will be vetted by sharing it with APHA leaders, the membership, and APHA staff. Dr. Reyes said he anticipates board adoption of the strategic plan in either September or November. Finally, Dr. Reyes said the plan will be unveiled at the 2023 annual meeting in Atlanta.

At the conclusion of his report, Dr. Reyes thanked the members of the strategic planning committee for their efforts and took questions and comments from the board.

Hearing no further comments, Ms. Cariou thanked Dr. Reyes and the members of the strategic planning committee for their work.

There being no more business before the board, the chair adjourned the meeting.

At the conclusion of the meeting, the executive board hosted an APHA staff appreciation event and engagement activity.

Meeting Adjourned at 11:30 am ET

The next meeting of the Executive Board will take place on Monday, June 26, 2023, from 2 – 4 p.m. eastern via Zoom.

DRAFT