



SOUTH CAROLINA PUBLIC HEALTH ASSOCIATION GOVERNING COUNCIL MEETING

President Katy Wynne opened the **November 21, 2008** meeting of the Governing Council (GC) of the South Carolina Public Health Association. The meeting was held at 10:00 a.m., 1st floor conference room, Heritage Building, Columbia, SC. An asterisk (*) indicates those present [*or represented by proxy*]. Members who have voice and vote are elected officers, section chairs, and Association representatives.

SCPHA Elected Officers (10)

Katy Wynne*	President
Dennis Thompson* (via conference call)	President-Elect
Otis Outing*	Immediate Past President
Blake Faulkenberry* (via conference call)	Vice President
Leah Dorman*	Secretary
Yolanda Kennedy*	Treasurer
Lillie Hall* (via conference call)	Member-at-Large (<i>Year 2 of 2</i>)
Mike Turner* (Proxy ó Richard Funderburk)	Member-at-Large (<i>Year 2 of 2</i>)
Keisha Adams*	Member-at Large (<i>Year 1 of 2</i>)
Deborah Early* (Proxy ó Leslie Hipp)	Member-at Large (<i>Year 1 of 2</i>)

Section Chairpersons (10)

Leslie Hipp*	Alcohol, Tobacco & Other Drugs
	Disease Control
Jim Woods*	Environmental Health
Mike Turner*	Health Administration
Meredith St. Louis*	Health Education
Jennifer Lynch	Health & Human Services
Leah Dorman*	Management Support
Mitzi Grappone* (via conference call)	Nutrition
Michelle Myer	Public Health Nursing
Jim Allen* (Proxy ó Robert Carlton)	Social Work

Association Representatives (2)

Priscilla White* ó APHA (Proxy ó Yolanda Kennedy)
Richard Funderburk* ó SHA & Parliamentarian

Queen Communications, LLC (Assoc. Management)

Michael Stalnaker*

Standing and Convention Committee Chairs/Co-Chairs Present:

Mary-Kathryn Craft, Co-Chair, Program Committee; Jan Cooke, Co-Chair, Convention Coordinators

Other Attendees/Visitors/Guests:

Leanne Bailey, Chair-elect, Nursing Section

President Katy Wynne called the November meeting to order and recognized Richard Funderburk, Association Parliamentarian, to establish a quorum.

Minutes: A motion to accept the October minutes as written was made by Richard Funderburk and seconded by Otis Outing. Motion passed.

GOVERNING COUNCIL OFFICER REPORTS

Treasurer's Report: Yolanda Kennedy reported the following:

Yolanda reported the budget that was e-mailed last night and distributed this morning had small posting errors. She and Michael Stalnaker will go back, make corrections, and send out corrected copies to Governing Council members.

For the report period January 2008 through November 20, 2008 ó Income of \$114,015.55 and Expenses of \$109,554.81 for an ending balance of \$ 4,460.74.

Fundraiser- Judy Jarrett Prints

- Income = \$4,025.00
- Expense = \$5,003.75
Net income = (\$978.75)

Golf Tournament

- Income = \$5,611.00
- Expense = \$2,766.67
Net income = \$2,844.33

Balance Sheet

Total Assets - \$121,984.58
Total Liabilities - \$83,905.04
Equity - \$38,079.54

The following report was also presented from the Finance Committee:

The Annual meeting budget has been revised and is based on 100 attendees. Meals included in the cost are lunch and dinner on Wednesday and lunch on Thursday. Overall, each area of the association needs to be mindful of spending this next year. The budget will be reviewed again in March.

A motion was made by Yolonda Kennedy from the Finance Committee to accept the 2009 Annual Meeting 2009 Association budgets as presented. Since the motion comes from a committee it does not need a second. During discussions, the Winter Conference was discussed. It was noted that a Winter Conference is not planned for 2009, but there may be a Fall Conference for workforce professional development in conjunction with the golf tournament. It was discussed and decided to leave that line item as is in the budget. Without further discussion, the motion passed.

A motion was also made by Yolonda Kennedy for the Management Support Section to carry forward unspent funds from 2008 to 2009. The motion was seconded by Richard Funderburk and passed unanimously.

Katy Wynne mentioned she will be composing a letter to be sent out to the membership suggestion year-end contributions, which will be tax-deductable.

Association Management Company Update/Executive Director's Report: Michael Stalnaker reported the following:

Membership:

- SCPHA's current membership count is 411.
- 28 renewal invoices to be sent out to individuals coming due within the next 90 days
- 9 renewals were confirmed with membership cards since September 25, 2008.
- 2 new members since September 25, 2008
- A list of individuals whose membership has expired for more than 120 days has been provided to the President and section chairs for follow up contact. There were 88 names on this list.
- A listing of sectional membership with totals for each section will be generated and sent to the membership committee chair.
- A current membership listing will be sent as an MS Excel file to each section chair.

Financial:

- Recorded deposits and responded to check requests from external accounts and internal customers
- Generated monthly financial reports
- Worked with External Account representatives and SCPHA leadership regarding deposits, check requests, etc
- Met with Finance Committee to discuss 2009 budgets.
- Met in November with Fiscal Review Committee. Reports and physical financial records are being delivered to Reviewer on November 20th following Governing Council meeting.
- Have received edits from the Constitution and Bylaws Chair for the template policies to be considered in light of the IRS's new 990 questions.

- Met with NBSC Branch Manager and Cash Management Analyst to review options for maximizing interest review via adding a sweep function between the checking and money market accounts. In addition, our office also received information from the bank concerning remote deposit of checks received in our office. This information will be shared with the President and Treasurer.

General Support:

- QC staff entered and updated membership changes, renewals, etc. Generated and mailed invoices for dues, renewal acknowledgement letters and new member packets. E-mailed updated listing of volunteer contact information as requested.
- Responded to questions and requests from general membership by e-mail and phone.

President's Report: Katy Wynne reported the following:

Kellogg Grant: A copy of the Annual Narrative Report for Year 1 of the Affiliate Capacity-Building Initiative (Kellogg Grant), which was sent to APHA on October 30, 2008, was distributed to Governing Council members. Governing Council members and standing committee chairs were given the opportunity to respond about our first year's activities under the Kellogg Grant, but no comments were received. Katy gave a few of the highlighted accomplishments and said that a summary of these will be printed in the next newsletter. Year 2 budget will be \$33,374.37 (\$29,728.00 + \$3,646.37 carryover from Year 1). A draw down of this amount should be received from APHA by the end of November.

APHA Annual Meeting: While attending the APHA Annual Meeting in San Diego, Priscilla White and Katy attended the Affiliate Day meeting and evening awards reception on Saturday, October 25 with other state affiliate leaders and APHA staff. A technical assistance training for grantees was held on Tuesday, October 28, and Linda Jacobs attended on behalf of SCPHA. Linda reported that the session was good and it covered the following topics:

- Identify ways to promote our mission and ourselves.
- Determine how to make a case for funding - preparing our "story" - How do we change lives? Who will care if we disappear? Who will care if we succeed?
- Think about diversifying our Governing Board to incorporate advocates who will promote our mission.
- Consider giving one-year membership to MPH students.
- Administer an Exit Survey for non-renewing members.

Year-end Charitable Contributions Letter: Katy will be working with Michael Stalnaker to send out a letter by Thanksgiving to the SCPHA membership asking for a year-end charitable contribution to the Association. This is an initiative to give members the opportunity to support the SCPHA budget through a charitable contribution tax deduction for 2008.

President Elect's Report: No report.

Vice President's Report: Blake Faulkenberry reported the following:

The Public Health Month Committee membership is finalized and consists of the follow members; Lillie Hall, Susan Clark Co-Chair, Ellen Bouknight, Sue Ferguson, Susan Frost, Phillipine Outing, Beverly Patterson and Michael Turner.

The Public Health Committee met via E-mail starting November 5, 2008. We are considering Friday, April 3, 2009 as the date for the PHM kickoff event and having the Event at Saluda Shoals. We have come up with two ideas for themes "Building and Maintaining Healthy Homes: Energy Diversity" or "Building and Maintaining Healthy Homes: A foundation for good health" with a strong lean to the second suggestion. We will extend invitations to Commissioner Hunter and Dr. Waddell, and are considering using ML Tanner as the main speaker. Promotional materials to possibly include Healthy Homes Booklet, and items from Home Depot promoting a healthy home environment. Also, considering having Home Depot come in and do some workshops. We will also explore having Home Depot sponsor the event??

Another idea that came up is requesting SCPHA Membership volunteers to help work on a Habitat for Humanity Home on Saturday, April 4?

Members-at-Large: No report.

ASSOCIATION REPORTS:

American Public Health Association Representative: No report.

Southern Health Association Representative: Richard Funderburk reported the mid-year meeting of the Southern Health Association will take place January 7-9, 2009 in Jacksonville, Florida. The annual meeting will be held in August, 2009 in West Palm Beach, Florida.

SECTION REPORTS

Alcohol, Tobacco & Other Drugs: As reported for Leslie Hipp:

- We have scheduled our first Regional meeting for Region 2 ó Richland, Lexington, Fairfield, York, Chester, Lancaster, and Kershaw counties ó for December 5th at 9:00 AM at 1800 St. Julian Place in Columbia.
- The ATOD section will distribute öHoliday Hosting Tipsö for safe holiday parties and alternative alcoholic beverage recipes.
- Dr. Pam Imm has been contacted to submit an abstract for the SCPHA annual conference.
- Charles Young, Director of Park Circle in Florence, lost his 42 year-old son earlier this month.
- Discussions were held with Debbie Francis, chair of BHSA, concerning support for ATOD section to include help with spreading the message and increasing recruitment among directors and staff.

Disease Control: No Report.

Environmental Health: No report.

Health Administration: Mike Turner reported the Health Administration section met this morning prior to Governing Council. A new Member at Large was elected, Alana Stanley. A speaker has been decided on for the Annual Meeting. It will be Doug Bryant. He is being contacted by the section for his topic and bio. The section's project for collecting items for children removed from meth homes is going great and thanks to all who have participated.

Health Education: Meredith St. Louis reported as part of a membership drive at the Health Education Conference, a drawing was held for a \$25 gas card for those who signed up as a new member. Their next section meeting will be held December 10, 2008 from 11:30 ó 1:00 at 1800 St. Julian Place in Columbia. Conference call options will be available.

Health & Human Services: No report.

Management Support: Leah Dorman reported the Management Support Section met on October 24 with 4 members present and again on November 14 with 7 members present. Items discussed included updates from the Governing Council meeting, section budget, and community service projects. We also assembled 110 bags of toiletry items. Remaining toiletry items were shared with the Health Administration section in support of their current service project.

Halloween treat bags and dental bags for children and toiletry bags for women were delivered to Sister Care.

Toiletry bags and items for a Christmas project were also delivered to Hannah House. (A öWish Listö of items for Hannah House was obtained and has been e-mailed to Governing Council and Section Chairs as a recommendation for future community service projects.)

Our section also purchased and donated grocery items to Christian Service Ministry of Batesburg.

Our gasoline raffle and bake sale was a success this year, earning our section \$415 before the purchase of the gas card. As you know, the section member selling the most tickets receives half their membership paid by the section. The member who sold the most tickets was Tammy Thomasson. The winner of the \$100 gas card was Dr. Waddell. We would like to thank everyone for their continued support of our section activities.

Our section now has a Section Manual that was presented at our last meeting. This manual was the idea of Lynnore Liggins, section chair-elect. The manual is a work in progress but currently includes sections pertaining to SCPHA such

as the Procedures Manual, By-laws, history, etc. and also includes a section specific to our section. We are also working on gathering information related to our section's history. We hope this will be beneficial to our members, especially those who are new to SCPHA and our section. For more information about this manual, please contact myself or Lynnore.

For member updates, Mary Hill Glover has been released to drive and is doing well. Also, Garrett Gardner sent an e-mail and asked I express her love and thanks for all of the notes and cards over the past few weeks. She received cards from our section as well as several members that had either retired or moved.

Priscilla White will be our section's speaker this year at the Annual Meeting.

Our next meeting is scheduled for January 23, 2009 at 2:00 in N-200 of the Mills/Jarrett Building.

Nutrition: Mitzi Grappone reported the Nutrition section is on hold with their speaker for the annual meeting until they hear more regarding the budget. Also, Susan Frost will represent the section on the Public Health Month Committee.

Public Health Nursing: No report.

Social Work: Robert Carlton reported the section is looking into online meetings due to budget restriction related to travel. They are planning a winter workshop in December centered around social work ethics. A membership drive will also take place. For service projects, the section is looking into needs of Hannah House in Columbia.

STANDING COMMITTEE REPORTS

Awards: No report.

Constitution and Bylaws: Otis Outing distributed drafts of required 990 tax information. Governing Council is asked to review and submit comments to him by December 5. Our website has been updated to reflect information for the IRS for member information if needed. On behalf of the committee, Otis moved to accept the adoption of the policies related to Governance, Conflict of Interest, Whistleblower, Document Retention and Destruction, and Joint Venture for form 990 for the 2009 tax year. (Copies are attached to the minutes.) An addendum to the motion was made by Richard Funderburk that if this motion is adopted, the Constitution and By-laws committee proceed with developing policies and procedures for the Procedures Manual to be presented at the Annual Meeting in 2009 before the full membership to review and vote. The addendum was seconded by Lislle Hipp and passed unanimously. The original motion was then passed unanimously.

Continuing Education: No report.

Finance: See Treasurer's report.

Fiscal Review: Mike Turner reported the committee met on November 13, 2008. Those present were Mike Turner, Yolanda Kennedy, Michael Stalnaker, and Robin Wilkes. They met to get together a plan and direction on how we are going to do the review of the books for the SCPHA. During this meeting it was decided that the time period for review will be October 1, 2007 thru September 30, 2008. A sample of disbursements over \$500 are going to be pulled and reviewed to determine whether they were appropriate and posted to the correct account. There is also going to be a sample of 10% of the membership dues received, to be reviewed and made sure they were posted into the account correctly. Other deposits will be reviewed to make sure they were posted to the correct account as well. There is going to be a check of the bank reconciliations to make sure they were completed on a timely basis. There will also be a sample of service charges pulled to make sure the calculation was correct for these charges. Due to the holidays coming up, this review will not be completed until the end of January 2009. Once the review is complete, a report will be written and shared with the Governing Council at the February meeting.

Futures: No report.

Legislative: Vivian Baxter will co-chair this committee with Mike Chappell.

Membership: No report.

Nominations: Lillie Hall reported she will be selecting committee members and will soon be soliciting names for 2009 nominations.

Past Presidents' Advisory: No report.

Program: Mary-Kathryn Craft reported the Program Committee met on November 21, 2008 and the following was discussed:

- The deadline to submit an abstract for concurrent sessions is Wednesday, Nov. 26 to Mary-Kathryn Craft. As of Nov. 20, we have received seven abstracts. We hope to have speakers selected for concurrent sessions by Christmas.
- The following keynote speakers have been confirmed:
 - Dr. Kenneth Reifsnider, USC Innovista speaking on energy diversity;
 - Dr. Steve Blair, USC Arnold School speaking on physical activity and chronic disease;
 - Dr. Ernie Bell, speaking on the history of public health
 - Alice Kemp Dewitt, closing speaker delivering an "uplifting" message
- President Katy Wynne is working to invite Dr. Risa Lavizzo-Mourey, president and CEO of the Robert Wood Johnson Foundation.
- The program cover has been designed by the art department, and we have received the timeline and deadlines for copy.
- Betsy Crick is handling copy and needs all information to be included in the program by **January 23, 2009** to ensure we meet deadlines for program printing.
- All sections should select speakers for section meetings and get speakers' names and contact information to Mary Fechtel, Mary-Kathryn Craft and Betsy Crick by the **first of the year** so we can send speaker bio forms and collect information for the program.
- The Convention Committees are considering changes to Wednesday's schedule to allow more time for preparation for the evening's events.
- A Save the Date notice letting members know about the dates and convention theme will be sent out in December.

Public Health Month: See Vice President's report.

Public Information: No report.

Resolutions: No report.

Scholarships: Dennis reported scholarship information has been received and he is working with that committee.

CONVENTION COMMITTEE REPORTS

Convention Coordinators: Jan Cooke reported the Convention Coordinators and Committee Chairs met on November 20, 2008. The group reviewed the revised Annual Meeting budget and how we would stay within budget to produce a fine 2009 conference! Registration is based on 100 people, down from 200-250 in past years.

Most of the discussion was around Entertainment Committee pre-event activities and tasks. Larry White is looking for a local DJ for a dance after the Awards Banquet. This change will offer substantial savings compared to contracting with a

band. Because of the smaller crowd, we will discuss adjusting dance floor size and set up with the hotel.

Entertainment will coordinate decorations, activities and color scheme with Early Bird, Awards and Exhibits so the same theme will be used through out the week at all events. Black, white and silver will set the tone.

Jill Varn reported on plans for the President's Reception. She will meet with Katy and Jan early in the new year to confirm the menu. It was agreed to use Springs Ballroom, splitting it to offer a cozier setting. We need to discuss audio equipment with Springmaid.

Jan and Richard will follow up with Verna re: sending Exhibit letters and using the same herbage for Turtle Race, Silent Auction and other sponsor solicitations. We will need **table numbers for the Exhibit Hall** at the January meeting to include in the Convention Makers contract. Yvette suggested contacting the SC Primary Care Association as a sponsor/supporter.

Betsy announced she'd need **sponsor/donor names for the Program document by January 23, 2009**. Mary Fechtel will be announcing other deadlines within the month.

The group decided **not to meet in December**. The Coordinators will contact Chairs individually to address specific plans, which need to occur before the 1st of the year. The **next meeting will be Thursday, January 15th at 10AM in the 4th floor conference room, 1800 St Julian Place**.

Contributed Papers: No report.

Early Bird/President's Reception: No report.

Entertainment: No report.

Exhibits: No report.

Marshals and Pages: No report.

Properties: No report.

Registration: No report.

SPECIAL COMMITTEE REPORTS

Winter Conference: Keisha Adams reported there will not be a Winter Conference; however, a Fall Conference in conjunction with the golf tournament is being considered.

Silent Auction: No report.

Invitations: No report.

Old Business: None.

New Business: None.

Announcements: As a reminder, if you contact any member of the legislature, you must do that on your own time, with your personal phone, or using your personal computer.

NEXT MEETING DATE: JANUARY 23, 2009 at 10:00 A.M. in the 1st floor conference room, Heritage Building, Columbia, SC.

With no further business, the meeting was adjourned at 1:00 PM.

Respectfully submitted,

Leah B. Dorman, Secretary