



## SOUTH CAROLINA PUBLIC HEALTH ASSOCIATION GOVERNING COUNCIL MEETING

President Katy Wynne opened the **March 27, 2009** meeting of the Governing Council (GC) of the South Carolina Public Health Association. The meeting was held at 10:00 a.m., 1<sup>st</sup> 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*	President-Elect
Otis Outing*	Immediate Past President
Blake Faulkenberry*	Vice President
Leah Dorman*	Secretary
Yolanda Kennedy	Treasurer
Lillie Hall* (via conference call)	Member-at-Large ( <i>Year 2 of 2</i> )
Mike Turner*	Member-at-Large ( <i>Year 2 of 2</i> )
Keisha Adams	Member-at Large ( <i>Year 1 of 2</i> )
Deborah Early*	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
	Health & Human Services
Leah Dorman*	Management Support
Mitzi Grappone*	Nutrition
Michelle Myer*	Public Health Nursing
Jim Allen* (proxy ó Katy Wynne)	Social Work

### **Association Representatives (2)**

Priscilla White ó APHA\*  
Richard Funderburk ó SHA & Parliamentarian\*

### **Queen Communications, LLC (Assoc. Management)**

Michael Stalnaker\*

### **Standing and Convention Committee Chairs/Co-Chairs Present:**

Betsy Crick, Co-Chair, Program; Jan Cooke, Co-Chair, Convention Coordinators; Jackie Moore, Chair, Marshals and Pages; Tammy Thomasson, Co-Chair, Properties

### **Other Attendees/Visitors/Guests:**

Leanne Bailey, Chair-elect, Nursing

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

**Minutes:** A motion to accept the February minutes as written was made by Dennis Thompson and seconded by Michael Turner. Motion passed.

### **GOVERNING COUNCIL OFFICER REPORTS**

**Treasurer's Report:** Yolanda Kennedy submitted the following report:

#### **Income and Expense Report**

For the report period January 1, 2009 ó March 25, 2009 ó Income of \$43,752.38 and Expenses of \$10,831.11 for an ending balance of \$32,921.27.

## Balance Sheet

Total Assets - \$126,040.64

Current Liabilities - \$63,788.05

Equity - \$62,252.59

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

### Membership:

- SCPHA's current membership count is 401.
- 132 renewal invoices to be sent out to individuals coming due within the next 90 days
- 47 renewals were confirmed with membership cards since January 23, 2009.
- 16 new members since January 23, 2009
- 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 2 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
- Updated budget information has been entered into QuickBooks and appears on current financial reports.

### General Support:

- Healthy Home items (from Auburn University's Extension Service) were received and will be delivered the Public Health Month committee.
- Donations of gift cards/certificates, etc., continue to be received for the Silent Auction Committee from businesses. These items are being periodically picked up by the Silent Auction Committee.
- The Annual Meeting registration brochure was received from the printer. Copies were mailed to all retiree members and anyone with a US Mail delivery preference.
- QC staff entered and updated membership changes, renewals, etc. Generated and mailed invoices for dues, renewal acknowledgement letters and new member packets.
- Blast e-mails have been sent to membership promoting the Legislator of the Year Award, general Association awards; Nominations for GC and association awards.
- Responded to questions and requests from general membership by e-mail and phone.

**President's Report:** President Katy Wynne reported on the following items of business:

- **APHA Membership Survey:** Katy forwarded via E-mail to Governing Council members information on a recent membership survey conducted by APHA under the Affiliate Capacity-Building Initiative. In January 2009, APHA conducted a randomized, nationwide survey of Affiliate members, to include a sample of SCPHA members. There were 20 respondents from our membership who participated in this survey. The purpose of this survey was to help Affiliates better understand their members and grow capacity. The survey included questions on member awareness of Affiliate activities, satisfaction with member benefits, perceptions of priority public health issues and awareness of the APHA Get Ready Campaign. On March 10, 2009, APHA sent out a summary report of the aggregate results and questions from the Affiliate Member Survey, along with the raw data for SCPHA's results and a codebook in an Excel file. Explanation for the raw data from the survey: found under Excel file tab one; there are 79 variables; the number of rows (minus the header row) is the number of respondents for SCPHA (20). Explanation for the codebook for the variables: found under Excel file tab two; includes the survey question number, the variable number (for each of the 79 variables), the survey question text, the response options for each question as they appear in the data, definitions for each of those response options, and any notes (e.g., "respondents were instructed to select all that apply"). The APHA contact for questions about the data is Carrie Ullman, [carrie@policvandresearch.com](mailto:carrie@policvandresearch.com), 504-865-1545.
- **Queen Communications, LLC 2009 Contract:** The contract has fully executed and signed copies are on file at Queen Communications and with SCPHA President Katy Wynne.
- **Annual Meeting:** Several avenues are being taken to secure the last keynote speaker who will address the meeting at the opening general session on Wednesday, May 20, 2009. Katy and the conference planners have had difficulty securing a national level speaker, but are still actively working with two key national groups - Trust for America's Health and the Partnership to Fight Chronic Diseases. Katy put out an appeal to Governing Council members for

help in securing a prominent keynote speaker for this last slot.

- **Kellogg Grant:** The Grant Oversight Advisory Committee met at 8:30 a.m., March 27, 2000 prior to the Governing Council meeting. Members of this committee are: President Katy Wynne, President Elect Dennis Thompson, Vice President Blake Faulkenberry, Past President Otis Outing, Treasurer Yolanda Kennedy, Secretary Leah Dorman, APHA Representative Priscilla White, SHA Representative Richard Funderburk, and SCPHA General Members Judy Alexander and Susan Fulmer. Katy distributed an overview of the grant deliverables and timelines. Grant activities discussed for immediate action were: (1) Contracting with a design consultant to revamp the SCPHA Web Site by July 1, 2009; (2) Conducting an all-membership survey before July 1, 2009; (3) Developing a Business Plan for the Association based on our current Strategic Plan; (4) Planning for another leadership orientation and training; and (5) Ordering new Get Ready Campaign items. The following assignments were made:
  - Katy will send minutes and the package of materials from today's meeting out electronically to committee members.
  - Blake and Otis have agreed to be on the Web Site development team, to include Michael Stalaker. Katy will schedule a meeting of this team with the selected design consultant.
  - Katy will schedule a meeting of the Membership Committee during April to begin developing a membership survey and a plan for administering the survey by July 1, 2009. The committee will also begin dialogue on membership development and expansion, to include researching and developing a proposal for a comprehensive member benefits package by September 1, 2009.
  - Katy will order three items that will have the SCPHA and APHA Get Ready Campaign logos on them: badge holders (for 09 annual meeting and future SCPHA events); ink pens; new fact sheet.
  - Dennis will begin planning content for a late summer or early fall leadership training and orientation, e.g., training on developing an SCPHA Business Plan.

The Committee will meet again May 15, 2009 at 8:30 a.m., prior to the May Governing Council meeting.

- APHA is hosting another Technical Assistance Training Workshop for Kellogg Grant recipients on May 28-30, 2009 in Arlington, VA. This time Affiliates can send two representatives, one of whom must be the grant project manager. Katy Wynne has a conflict; therefore, Blake Faulkenberry will be attending as the grant project manager designee for her and Dennis Thompson will attend under APHA funds.

**President Elect's Report:** Dennis Thompson reported the following:

- Work continues with the vendor on the SCPHA web store; hope to have it up by mid-April.
- The CDC grant application for the 2010 Annual Meeting has been submitted but no communication has been received back.
- Applications for scholarships will be received through 3/31/09. A committee meeting will be set-up for review of application within the next few weeks.

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

The Public Health Month committee met on Wednesday, March 23, 2009 to finalize the details for the Public Health Month Kick-off event. It is all set for Friday, April 3, 2009 at the Saluda Shoals River Center. Commissioner Hunter and Dr. Waddell are scheduled to be in attendance. A reminder e-mail will be sent to the SCPHA membership, along with details about the Habitat for Humanity Collection Drive. Attendees of the Public Health Month Kick-off event will be encouraged to bring Habitat donations to that event. Collection bins will be placed at various DHEC offices in Columbia, Greenville and Charleston, as well as at LRADAC and USC-Lancaster. Blake personally thanked the PHM committee for their ABCD (Above and Beyond the Call of Duty) efforts, as well as those helping with the Habitat collections. These collections will run throughout the month of April.

**Members-at-Large:** Lillie Hall reported the Members-at-Large continue to work on their respective committees. Those committee updates will be presented later in the meeting.

## **ASSOCIATION REPORTS:**

**American Public Health Association Representative:** No report.

**Southern Health Association Representative:** Richard Funderburk reminded everyone of the Southern Health Association Annual Meeting in conjunction with the Florida Public Health Association Annual Meeting will August 4-7, 2009 in West Palm Beach, Florida. The South Carolina delegation will be putting together a SC theme basket to be auctioned off at the Silent Auction in Florida. If you would like to make a contribution toward the basket, please have your donation to

Richard by June. We are looking for anything related to our state, and specifically, items made in our state. We will be putting the basket together and sending it to Florida.

Also, Sandy Magyar, Executive Director for the Florida Public Health Association and former SHA President, has been named the 2009 Florida Outstanding Woman in Public Health.

## **SECTION REPORTS**

**Alcohol, Tobacco & Other Drugs:** As reported for Leslie Hipp by Debee Early:

- A nomination has been submitted for the James Welsh award.
- We are working on the Alternatives Celebration at the conference and have gotten sponsorship from SCAPPA and BHSA.

**Disease Control:** No Report.

**Environmental Health:** No report.

**Health Administration:** Mike Turner reported the section will meet on April 17, 2009 and new officers will be elected.

**Health Education:** No report.

**Health & Human Services:** No report.

**Management Support:** Leah Dorman reported the following:

The Management Support Section met on February 27, 2009 with six members present. We have donated the last batch of toiletry items to St. Lawrence Place in Columbia. Our next service project will be the donation of items for Habitat for Humanity in conjunction with the Public Health Month kick-off event, followed by our annual ice cream and snacks with the residents of Hannah House.

The lapsed member list has been reviewed and we have continued with additional contact for renewal.

Our next meeting is scheduled for this afternoon, March 27, 2009 at 2:00 in N-400B of the Mills/Jarrett Building. We will be discussing general section business, upcoming service projects, and section nominations.

Also, former SCPHA member Joan Carter is recuperating from surgery, and lifetime member Betty Seegars, LPN passed away March 26, 2009.

**Nutrition:** Mitzi Grappone reported the section continue to work on selling turtles.

**Public Health Nursing:** Michelle Myer reported the following:

The SCPHA Public Health Nursing section met face-to-face and via conference call on Wednesday, March 11, 2009 with 9 members in attendance. Discussion topics included:

- Meeting dates for next year may be changed. The dates set in the summer of 2008 have turned out not to work for several typically active members. This will be addressed further following the May officer election.
- After extensive discussion with the Regional Directors of Nursing, it was determined that a preference exists for a series of face-to-face meetings with Regional Nursing staff. SCPHA Nursing section members will coordinate local site, sign-in, evaluations, and offer activities needed to assure continuing nursing education credit for this activity.
- Officer nominations for the 2009-2010 fiscal year are still open. Members are asked to consider service.
- We will again have our annual book and toy drive during Public Health Month. Members will coordinate local collection boxes.
- Our next meeting will be in conjunction with the annual meeting in May.

**Social Work:** No report.

## **STANDING COMMITTEE REPORTS**

**Awards:** Gloria McCurry submitted the following report:

Due to the lack of nominations received, the awards committee has extended the deadline for receipt of award nominations to April 3, 2009, which will be the final deadline. This deadline should still give the committee enough time to review the

nominations and get the plaques ordered. The nomination form and eligibility requirements can be found on the SCPHA website or by contacting Gloria McCurry. As of today, there have not receipt of nominations for the following awards: J. Marion Sims Award, J. Michael Suber Media Excellence Award, Environmentalist of the Year Award, and Public Health Social Work Award.

**Constitution and Bylaws:** Otis Outing reported the committee is trying to plan a meeting to review the form 990 documentation and have a draft by the April meeting.

**Continuing Education:** No report.

**Finance:** No report.

**Fiscal Review:** No report.

**Futures:** No report.

**Legislative:** As reported by Priscilla White for Michael Chappell:

The Legislative Committee met on Friday, February 27, 2009. After reviewing legislation pending in the state house and Senate, the group identified the cigarette tax bill as the primary focus to recommend to Governing Council that we support as a body. If approved, the committee will work with the Resolution Committee to develop a formal resolution.

The committee has received three candidates for Legislator of the Year. The next meeting will be held by conference call to discuss the nominations. If you have an additional individual that you would like to nominate (ie: state or national legislator) please submit the names to Michael Chappell or Tammy Thomasson prior to the week of April 13, 2009.

**Membership:** Debee Early, on behalf of the Membership Committee, presented for information to Governing Council those eligible at this time for lifetime membership: Richard Funderburk, Priscilla White, and Sadie Wannamaker. They will be recognized at the Annual Meeting in May.

Katy stated she plans to meet with the Membership Committee in April.

The search for a co-chair is continuing.

**Nominations:** Lillie Hall reported the nomination deadline was extended to March 20, 2009. The following slate of candidates for Governing Council for 2009-2010 are being presented today for information:

President-elect: Lillie Hall and \_\_\_\_\_

Vice President: Brenda Martin and Michael Turner

Secretary: Gloria McCurry and Tammy Thomasson

Member-at-Large: Mary-Kathryn Craft, Leah Dorman, and Mary Haywood

**Past Presidents' Advisory:** No report.

**Program:** Betsy Crick reported the following:

- Mary-Kathryn Craft sent all speaker information to the Continuing Education Committee, submitted all speaker forms to the Properties Committee, and submitted a list of speaker rooms to Richard Funderburk last week.
- The registration brochure has been designed, distributed electronically, posted on the SCPHA Web site, and printed.
- The DHEC Art Department is currently working on the program booklet, and we expect to see a draft soon. If you have ANY changes for this booklet, please send to Betsy Crick as soon as possible.
- If your Section is having a speaker at the convention and you have not yet submitted information for program booklet, please send to Betsy Crick as soon as possible. Please note that all speaker information has already been submitted to AHEC for continuing education, and the deadline has passed for submitting any additional information.
- If your Section is interested in sponsoring and coordinating an activity (i.e. screenings, BMI testing, massages, etc.) for any of the breaks during the SCPHA Convention this year, please let our committee know by Wednesday, April 1. Please also let us know which break time you prefer. Snacks will already be provided.
- Next steps for the Program Committee include working on signage for the event and scripting all speaker introductions.

**Public Health Month:** See Vice President's report. In addition to this report, Blake Faulkenberry noted Public Health

Month (2008) prints and cards will be available for purchase, as well as turtle adoptions will be available. Exhibits at the Public Health Month Kick-off will include SCPHA and LRADAC. Also, Blake would like to have information from this year's event on display at the Annual Meeting in May to show members what the Association has been doing throughout the year.

**Public Information:** Katy Wynne reported Elizabeth Mullins has resigned her position as Chair for Public Information. Gloria McCurry has volunteered to fill this position for the remainder of the year. The next newsletter will come out in May/June.

**Resolutions:** No report.

**Scholarships:** See President-elect's report.

## **CONVENTION COMMITTEE REPORTS**

**Convention Coordinators:** Jan Cooke reported the following:

The group met Thursday, March 19<sup>th</sup> to review the Springmaid Resume. A revised version was sent March 25<sup>th</sup> to Chairs, Coordinators and the President for further editing. Target date to send the document to Kristin @ Springmaid 4/1.

All Committee Chairs were informed of layout and time changes. **All committees**, including Registration, Exhibits, Silent Auction, Continuing Education, Membership, Turtle Adoptions, and Marshals and Pages, are to be **operational Tuesday, May 19<sup>th</sup> at 7:30am**. Registration officially opens Monday at 3pm. All meeting space will be on the 3<sup>rd</sup> floor of the conference center. All other functions, such as Registration, previously held in the Exhibit Hall will be moved to the Carolina Ballroom on the 2<sup>nd</sup> floor.

All committees are recruiting to staff all functions during the week. With fewer people attending the conference, everyone will be expected to pitch in where they can to help. **Anyone interested in serving on Registration, Marshals and Pages, Properties, Silent Auction, Exhibits, Membership or Continuing Education, please contact 1 of the Coordinators (Richard, Dennis, Larry, JoAnn or Jan).**

**REMINDERS:** Make your hotel reservation no later than April 4<sup>th</sup>.

Mail your conference registration to SCPHA PO Box no later than May 6<sup>th</sup>.

If you need a sign, made for any activity, send this information in a *Word* document to Dennis no later than May 1<sup>st</sup>.

**NEEDED FOLLOW UP:** Exhibits-Has the follow up letter re: Tue AM open been sent? How many exhibitors have registered? What time will you arrive Monday? Draw layout.

**Program- What else do you need?**

**Registration- When's the stuffing party? Has the order been placed?**

Properties ó What else do you need? Let Coordinators know ASAP re: needed eqp rental.

Continuing Ed ó Who will set up Monday?

Early Bird ó Send sign info to Dennis. Coordinate decorations w/Entertainment.

M&P ó Identify Chair replacement. Written guidance to committee?

Entertainment ó **Needs white extension cords.** Talk to Jan & Richard re: layout.

Awards ó ASAP after Comm meets, notify Jan of guests needs. What assistance do you need with the booklet? Coordinate decorations with Entertainment.

Silent Auction ó Needs help setting up Monday. Send items for auction to Phillipine now.

Alternative Celebration ó Who is the sponsor? Confirm donation amount w/Richard.

Membership ó Who will set up Monday?

Resolutions - # of resolutions needing membership vote? Make 125 copies prior to arrival at the beach & bring them to M&P desk Monday.

C&BL - # of amendments needing membership vote? Make 125 copies prior to arrival at the beach & bring them to M&P desk Monday.

ATOD ó Who is your speaker? Get speaker paperwork to Mary-Kathryn ASAP. Space is confirmed in Springs D.

Next Meeting: Thurs., April 16<sup>th</sup> @ 10am - 4<sup>th</sup> floor Conference Room, 1800 St Julian Pl.

**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:** Katy Wynne reported she is working on securing a funding source for a mid-year meeting.

**Silent Auction:** No report.

**Invitations:** No report.

**Golf Tournament:** Richard Funderburk reported the committee met via conference call last week. The date for the tournament has been set for September 22, 2009, with a rain date of September 29, 2009. It will be held at Northwoods Country Club in Columbia (at I-77 and Farrow Road). As like last year, the same menu will apply (hamburger, hot dog, or chicken strips, all with trimmings). Due to current economic times, the committee voted to lower sponsorship level to the following: Gold - \$300; Silver - \$200; Bronze - \$100.

Mr. Funderburk made a motion from the committee to accept the sponsorship levels as stated, along with the same benefits as last year (advertising at the hole, ad in the newsletter, and ad in the Annual Meeting program for Gold; advertising at the hole and ad in the newsletter for Silver; and, advertising at the hole for Bronze. The motion was seconded by Michael Turner and passed unanimously.

The committee has set the 4<sup>th</sup> Tuesday of each month at 10:00 AM for regular conference calls. Members will submit a list of potential hole sponsors at the next meeting, as well as review the registration form and fees. Please consider sponsoring a hole, either as an individual or as a group.

**Old Business:** None.

**New Business:** Dennis Thompson has asked the leadership to write a list of accomplishments, community service projects, etc. that we as an Association have participate in or completed. This will be helpful when telling others about SCPHA, what we are and what we do.

Katy Wynne made a motion the Governing Council submit the nomination of Dr. Waddell for the J. Marion Sims Award. The motion was seconded by Dennis and was passed unanimously.

**NEXT MEETING DATE:** April 24, 2009 at 10:00 A.M. in the 1<sup>st</sup> floor conference room, Heritage Building, Columbia, SC.

With no further business, the meeting was adjourned at 12:28 PM.

**Respectfully submitted,**

**Leah B. Dorman, Secretary**