



## SOUTH CAROLINA PUBLIC HEALTH ASSOCIATION GOVERNING COUNCIL MEETING

President Dennis Thompson opened the **November 20, 2009** meeting of the Governing Council (GC) of the South Carolina Public Health Association. The meeting was held at 10:15 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)**

Dennis Thompson*	President
Lillie Hall *	President-Elect
Katy Wynne*	Immediate Past President
Brenda Martin*	Vice President
Tammy Thomasson*	Secretary
Yolanda Kennedy*	Treasurer
Keisha Adams*	Member-at-Large ( <i>Year 2 of 2</i> )
Deborah Early	Member-at-Large ( <i>Year 2 of 2</i> )
Leah Dorman*	Member-at Large ( <i>Year 1 of 2</i> )
Mary-Kathryn Craft*	Member-at Large ( <i>Year 1 of 2</i> )

### **Section Chairpersons (10)**

Leslie Hipp	Alcohol, Tobacco & Other Drugs
	Disease Control
Eric Rogers	Environmental Health
Colleen Donovan*	Health Administration
Megan Weis*	Health Education
	Health & Human Services
Lynnore Liggins*	Management Support
Mitzi Grappone*	Nutrition
Leanne Bailey*	Public Health Nursing
Robert Carlton*	Social Work

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

Priscilla White – APHA\* (Proxy – Lavell Thornton)  
Richard Funderburk – SHA & Parliamentarian\*

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

Michael Stalnaker\*

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

Susan Clark, co-chair, Program; Jan Cooke, co-chair, Convention Coordinators; Jackie Moore, chair, Marshals and Pages

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

Joan Carter, Management Support; Patrick Cummings, Student Forum Committee

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

**Special Business Meeting of the Membership:** A special meeting of the membership was called to take a required vote to establish a Student Forum of the Association. President Thompson called this meeting to order. Previous business meeting minutes were suspended until May 2010 for approval. There were no other items of business for today. Megan Weiss sends thanks to all members and especially Dennis Thompson and Richard Funderburk for their help with this. Sections will retain membership and well as the Student Forum gaining membership. Motion made by Megan Weis and seconded by Leah Dorman to establish a Student Forum. This forum was previously established in the Procedures Manual and in not needed in the Constitution and Bylaws. Motion carried and Student Forum has been established. Special meeting was adjourned at 10:10 a.m.

**Consent Agenda:** The consent agenda was e-mailed out to Governing Council members one week ago for review prior to today's meeting. President Thompson asked if there were any items listed on the consent agenda that needed to be moved to the regular agenda for later discussion. Executive Directors report and Keisha Adams, Winter Conference Co-Chair, requested their respective items be moved to the regular agenda. With no further requests, the Consent Agenda was adopted.

## **GOVERNING COUNCIL OFFICER REPORTS**

**Treasurer's Report:** Yolanda Kennedy reported the following:

### **Income and Expense Report**

For the report period January 1 through November 19, 2009 – Income of \$91,085.93 and Expenses of \$77,909.55 for an ending balance of \$13,176.38.

### **Balance Sheet** (through November 19, 2009)

Total Assets – \$124,742.58

Current Liabilities – \$81,878.32

Equity – \$42,864.26

### **Kellogg Grant** (through 2009)

Income – \$

Expenses – \$

Balance – \$

Discussion points concerning the budget:

- 2010 Annual Meeting Budget. Vote passed unanimously to adopt the 2010 annual meeting budget.
- Currently operating with a negative balance for the period.
- Overall budget for the association looks good.
- Will need to use some reserve funds to balance the budget.

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

### **Membership:**

- SCPHA's current membership count is 334.
- 36 renewal invoices to be sent out to individuals coming due within the next 90 days
- 11 renewals to be confirmed with a membership card since October 23, 2009.
- 0 new members since October 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 84 names on this list.
- A listing of sectional membership with totals for each section will be generated and sent to the membership committee chair/co-chairs.
- 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
- Completed online application for PayPal account for association, awaiting final approval.

### **General Support:**

- Fall (Issue 3) of newsletter was distributed by e-mail and mail at the end of October/beginning of November.
- QC staff entered and updated membership changes, renewals, etc. Generated and mailed invoices for dues, renewal acknowledgement letters and new member packets.
- Responded to questions and requests from general membership by e-mail and phone.

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

1. I attended the American Public Health Association Meeting in Philadelphia, November 7 thru November 11. I attended all the Affiliates meetings on Saturday, Sunday, Monday, & Tuesday. Kellogg Grant business was discussed at several of these meetings, and a special session was Tuesday concerning the Grant for the attendees. The Affiliates Reception was held on Saturday night. Many Southern Health members were there, and it was a great opportunity to network with them. As I described last month, our South Carolina association has formed an APHA Affiliates Partnership with Montana and Connecticut. Our first meeting was held on Monday, November 9

at the Marriott Hotel, and we discussed our goals and how we could help each other. We will also be having a quarterly conference call, or more often if necessary.

2. The SCPHA will be having a vendor booth to promote the Association at the State WIC Meeting on December 10 & 11<sup>th</sup> in Columbia. Members who are present at the meeting will be “manning” the booth during the meeting.
3. Since many items have been going on with the Kellogg Grant, Katy Wynne will give an update on current activities.

**President Elect’s Report:** Lillie Hall reported the following:

**Vice President’s Report:** Brenda Martin reported the following:

**Members-at-Large:** As reported for Deborah Early, Keisha Adams, Leah Dorman, Mary-Kathryn Craft, the.

## **ASSOCIATION REPORTS**

**American Public Health Association Representative:** Priscilla White reported the following:

**Southern Health Association Representative:** Richard Funderburk reported the following:

**Kellogg (ACBI) Grant Report:** Katy Wynne reported the following:

Katy will step down as Grants Manager. Katy made a motion to recommend President Thompson will take over as Grant Manager for the rest of the term (2010 – 2011). Megan Weiss seconded the motion. There was no discussion or concerns regarding this. Vote passed unanimously. Governing Council wants to recognize all the hard work Katy Wynne has done on the Kellogg Grant.

Year 2 report was submitted. Year 1 and 2 report will be added to the website. Membership survey will be sent out in January. Oversight committee will meet regarding business plan. Grant goes through February 2011.

### **Old Business:**

- PayPal application was submitted. Waiting on approval from PayPal. After approval a section will be added to the website. Queen Communications will change the registration forms to include place for credit card payments.
- SCPHA banner is in Leah Dorman’s office.
- Need dedicated central location to store all SCPHA paperwork, manuals, banners, display, etc. Governing Council needs to address this issue.

### **New Business:**

- December 1<sup>st</sup> newsletter articles due to Gloria McCurry.
- Dennis Thompson is meeting regularly with the Commissioner regarding reimbursement for Annual Meeting.

## **SECTION REPORTS**

**Alcohol, Tobacco & Other Drugs:** See Consent Agenda

**Disease Control:** See Consent Agenda

**Environmental Health:** See Consent Agenda

**Health Administration:** See Consent Agenda

**Health Education:** See Consent Agenda

**Health & Human Services:** See Consent Agenda

**Management Support:** See Consent Agenda

**Nutrition:** See Consent Agenda

**Public Health Nursing:** See Consent Agenda

**Social Work:** See Consent Agenda

### **STANDING COMMITTEE REPORTS**

**Awards:** See Consent Agenda

**Constitution and Bylaws:** See Consent Agenda

**Continuing Education:** See Consent Agenda

**Finance:** See Consent Agenda

**Fiscal Review:** See Consent Agenda

**Futures:** See Consent Agenda

**Legislative:** See Consent Agenda

**Membership:** See Consent Agenda

**Nominations:** See Consent Agenda:

- Page 15 Article II in Bylaws is a follow up on ballot by mail. Special vote can be done by mail vote but majority of the membership must vote yes. If majority vote not received we can do a special vote at business meeting at the Annual Meeting in Myrtle Beach.
- Nominations Committee – Original Motion amended to: Motion made by Leah Dorman to approve recommendations for amending Article IV Section II wording changes. Motion carried.
- Motion made by Leah Dorman for Nominating Committee to call a special meeting. Discussion that special meeting may exclude membership who cannot get to Columbia for this meeting and that this may cause problems in the future.
- Original motion withdrawn – motion made per Nominating Committee to do a mail ballot and cover postage to change Article II Section I.
- Mail ballot to include: letter from President, ballot and an envelope for return ballot. Governing Council members will copy letters and ballots and stuff envelopes. The only cost will be the postage (2 stamps per member).

**Past Presidents' Advisory:** See Consent Agenda

**Program:** Susan Clark submitted the following report:

**2010 Program Committee Report  
November 19, 2009**

**Members Present:** Leah Dorman, Lynnore Liggins, Donna Culbreath, Robert Carlton, Mary-Katherine Craft, Judy Alexander, Susan Clark; By TC – Leanne Bailey, Carlon Mitchell, Kelli Murray

**Guests:** Dennis Thompson by TC and Jan Cooke

Dennis provided an update on the Basic Disaster Life Support Class that has been confirmed with Texas A&M for Tuesday, May 25<sup>th</sup> from 9-5; the Leadership and Strategic Management Class - 3-hour session; the PHP Plenary Session on “HINI: What Happened? What’s Next”; the 1.5 hour EQC Plenary Session with a panel of speakers; and the joint partnership with the SCPHA Annual Convention and the Annual Public Health Social Work Conference. Robert Carlton will be coordinating with the chairs of the Program Committee to merge the two agendas.

The attendees spent most of the meeting identifying where the various keynote, plenary and concurrent sessions could be placed in the program agenda. We also identified members who are responsible for contacting various speakers to obtain session and bio info and check to see if certain session times meet with their travel plans. Timelines were also discussed with requests that speaker bios be in by January 15<sup>th</sup>. Mike Turner has agreed to take on the personal and professional ads. Lynnore has volunteered to prepare the official program timeline from updated program agenda drafts.

The next committee meeting is scheduled for December 10<sup>th</sup>, same time & place.

Submitted by,  
Susan Clark, Co-chair

**Public Health Month:** See Consent Agenda

**Public Information:** See Consent Agenda

**Resolutions:** See Consent Agenda

**Scholarships:** See Consent Agenda

**Sponsorships:** See Consent Agenda

**CONVENTION COMMITTEE REPORTS**

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

- Currently looking for speakers, exhibitors, silent auction items, prizes, etc. for annual meeting.
- Hotel rooms are priced the same as last year: \$72 plus tax for regular room, \$84 plus tax for 1 bed suite, \$96 plus tax for 2 bed suites. Suites need to be reserved through Richard Funderburk. All other room reservations can be made through Springmaid.
- Letters were sent to potential hotels, convention centers, etc. for new contracts.

**Contributed Papers:** See Consent Agenda

**Early Bird/President’s Reception:** See Consent Agenda

**Entertainment:** See Consent Agenda

**Exhibits:** See Consent Agenda

**Marshals and Pages:** See Consent Agenda

**Properties:** See Consent Agenda

**Registration:** See Consent Agenda

**SPECIAL COMMITTEE REPORTS**

**Winter Conference:** See Consent Agenda

**Silent Auction:** See Consent Agenda

**Invitations:** See Consent Agenda

**Golf Tournament:** See Consent Agenda

**Student Forum:** See Consent Agenda

**NEXT MEETING DATE:** JANUARY 22, 2010 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 12:15 p.m.

**Respectfully submitted,**

**Tammy E. Thomasson, Secretary**