

Association of State Public Health Nutritionists – Board Meeting
December 8, 2017 11:30 am – 1:00 pm Eastern – 1-866-953-5945 with passcode: 892 5363#

Attendance

Board of Directors					
Takako Tagami (V)	P	Patricia Simmons (V)	A	Leslie Lewis (V)	A
Robin Stanton (V)	LE	Jennifer Young (V)	P	Mikaela Schlosser (V)	P
Becky Adams (V)	AL	Terrell Brock (V)	P	Ashley Davis (V)	P
Christina Thi (V)	P	Jennifer Dellaport (V)	A	Lisa Gemlo (NV)	P
Donna McDuffie (V)	P	Tiffani Grant (V)	A	Helen Brown (V)	P
				Alison Jensen (NV)	P
Consultants (NV)					
Karen Probert	P	Cyndi Atterbury	P	Sandy Perkins	P
Michelle Futrell	P	Shana Patterson	P		
Members (NV)					
None					

V = voting

P = present

AL = arrived late

NV = not voting

A = absent

LE = left early

Time	Item	Prepared by:	Outcome(s)	REPORT PACKET and ADDITIONAL FILES
	<i>Timekeeper:</i>			
11:32	Call To Order	T. Tagami		
11:33	Roll call/quorum	C. Thi	Quorum present with 10 voting members present.	
11:35	1.0 Review Agenda	T. Tagami		
11:40	2.0 Consent Agenda		Motion (R. Stanton)/S(A. Davis) Motion to approve Consent Agenda, with the exception to move the NANA report to the Action Agenda, passed unanimously.	
	Minutes Approval – November 17, 2017 Meeting	C. Thi		Posted on HyperOffice
	ASPHN Member approval – 6 new Expanded Member and 4 new Associate Member applications			Applications posted on HyperOffice
	ASPHN Designee update – recent appointment			

Time	Item	Prepared by:	Outcome(s)	REPORT PACKET and ADDITIONAL FILES
	• Ann Weidenbenner, Ohio			
	ASPHN Financial report	C. Atterbury		Page 2
	ASPHN Collaboration Committee report	P. Simmons		Page 3
	ASPHN Governance Committee report	J. Dellaport		Page 4
	MCH Nutrition Council Steering Committee report	L. Lewis and S. Perkins		Page 5
	MCH Nutrition Training Grantees report	S. Perkins		Pages 6 and 7
	National Fruit & Vegetable Nutrition Council report	A. Davis and S. Perkins		Page 8
	Children's Healthy Weight CollN report	S. Perkins		Pages 9 and 10
	Pediatric Obesity mini CollN report	S. Perkins		Page 11
	National Alliance for Nutrition and Activity (NANA) Report	C. Garner	Moved to Action Agenda per request by M. Futrell	Pages 12 and 13
	Reference Materials file: Guidelines for How We Work Together, Basic Parliamentary Procedure for Motions, Board Member Directory, acronym list, 2017-2018 ASPHN Funding		Use during meeting	Posted on HyperOffice
11:45	3.0 Board Development			
	Board Development Activity If your manager/supervisor wanted to show his/her appreciation for the work that you do, what would you like and why? – Jennifer Dellaport has volunteered to lead the activity on the January call – Robin Stanton has volunteered to lead this	Donna McDuffie	Participate	"My Favorite Things" file on HyperOffice

Time	Item	Prepared by:	Outcome(s)	REPORT PACKET and ADDITIONAL FILES
	activity in Feb – Helen Brown has volunteered to lead an activity in March call			
12:00	4.0 Action Agenda			
	2018 Budget report	C. Atterbury	Discussion C. Atterbury reviewed the 2018 budget issues and budget. Motion (T. Brock)/S(B. Adams) Motion to approve the 2018 budget report passed unanimously.	Pages 14 and 15
	Mid-year board meeting agenda ideas	K. Probert, T. Tagami, and R. Stanton	Discussion Takako and Robin asked about agenda items for the mid-year board meeting, which occurs in the start of the new year. K. Probert discussed that MCHB announced an intent to contract with ASPHN in February 2018. T. Tagami called for volunteers to email her, Robin, and Karen if interested in planning the mid-year board meeting.	Pages 16 and 17
	NANA Report	M. Futrell	Discussion: M. Futrell pointed out the issue of comments due in January. In the past, Policy committee has presented comments at a Board meeting before submitting. When time did not allow for a meeting, then the Board could authorize 1-2 people to approve the comments. Requested authorization of Board members to approve comments due in January.	

Time	Item	Prepared by:	Outcome(s)	REPORT PACKET and ADDITIONAL FILES
			Motion (B. Adams)/S(J. Young) Motion to authorize Policy committee co-chair (J. Young) and ASPHN President (T. Tagami) to approve Policy Committee comments on menu labeling and child nutrition due in January passed unanimously.	
12:35	5.0 Announcements/Information Oral Reports			
				Pages 12 and 13
	Resources for ASPHN Leaders – a file folder in HyperOffice; look for Leader Lists file	K. Probert	Alert Moved to the next call	HyperOffice
	Review Donation Policy	K. Probert	Review on the next call	Pages 18-23
	Board Orientation PowerPoint on Legal Issues, Financial Oversight, and Chief Executive – only review slides 1-29	K. Probert	Review on the next call	File “Legal Issues_Nov 2017” posted on HyperOffice
12:50	6.0 Agreement on summary bullet points for posting on the website		<ul style="list-style-type: none"> • The consent agenda, which included 7 membership applications, including 3 students, was approved. • The 2018 Budget Report was approved. • Motion to authorize Policy committee co-chair (J. Young) and ASPHN President (T. Tagami) to approve Policy Committee comments on menu labeling and child nutrition due in January passed. 	
	PARKING LOT (Items for further follow-up):			
12:55	Adjourn	T. Tagami		

If you want more discussion on a topic in the Consent Agenda, just ask that it be moved to the Action Agenda

Mission: To strengthen nutrition policy, programs and environments for all people through development of public health nutrition leaders and collective action of members nationwide.