

# Association of State Public Health Nutritionists – Board Meeting

September 14, 2018 11:30 am – 1:00 pm Eastern – 1-866-953-5945 with passcode: 892 5363#

## Attendance

Board of Directors					
Robin Stanton (V)	P	Becky Adams (V)	P	Mikaela Schlosser (V)	P
Diane Golzynski (V)	P	Jennifer Dellaport (V)	P	Heather Harrison-Catledge (NV)	A
Takako Tagami (V)	P	Jill Lange (V)	P	Lisa Gemlo (V)	A
Christina Thi (V)	A	Jacqueline Rios-Avila (V)	P	Megan Hlavacek (V)	P
Patricia Simmons (V)	P	Jennifer Young (V)	A	Helen Brown (V)	P
		Fundraising Committee Chair-Vacant (NV)		Elaine Russell (V)	A
Consultants (NV)					
Karen Probert	P	Cyndi Atterbury	LE	Sandy Perkins	P
Michelle Futrell	A	Shana Patterson	P		
Members (NV)					

V = voting

NV = not voting

P = present

A = absent

LE = left early

Time	Item	Prepared by:	Outcome(s)	REPORT PACKET and ADDITIONAL FILES
	<i>Timekeeper:</i>			
11:32	<b>Call To Order</b>	R. Stanton		
11:33	<b>Roll call/quorum</b>	T. Tagami	Quorum present with 11 voting members present.	
11:35	<b>1.0 Review Agenda</b>	R. Stanton		
11:40	<b>2.0 Consent Agenda</b>		<p>Motion (D. Golzynski)/S (T. Tagami). Motion to amend the National Fruit &amp; Vegetable Nutrition Council report with new date for Farm Bill webinar passed unanimously.</p> <p>Motion (D. Golzynski)/S (P. Simmons). Motion to approve amended consent agenda passed unanimously.</p>	

<b>Time</b>	<b>Item</b>	<b>Prepared by:</b>	<b>Outcome(s)</b>	<b>REPORT PACKET and ADDITIONAL FILES</b>
			J. Dellaport questioned if all the approved monthly consent reports can be shared with non-BOD members. A few concerns were raised. Item moved to the Parking Lot.	
	Minutes Approval – August 10, 2018 Meeting	C. Thi		Minutes posted on HyperOffice
	ASPHN Member approval – 7 new Expanded Member applications and 1 new Student member application			Applications posted on HyperOffice
	ASPHN Designee update – recent appointment • Naima Gardner, Indiana			
	ASPHN Financial report	C. Atterbury		Pages 2 and 3
	ASPHN Collaboration Committee report	S. Patterson		Page 4
	ASPHN Governance Committee	J. Dellaport		Page 5
	ASPHN Membership Communication & Outreach Committee August report	J. Lange and A. McGuigan		Page 6
	ASPHN Membership Communication & Outreach Committee September report	J. Lange and A. McGuigan		Page 7 and work plan posted on HyperOffice
	ASPHN Policy Committee report	M. Futrell, T. Grant and J. Young		Page 8
	MCH Nutrition Council Steering Committee report	S. Perkins		Pages 9 and 10
	MCH Nutrition Training Grantees report	S. Perkins		Page 11 and program abstracts posted on HyperOffice

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	National Fruit & Vegetable Nutrition Council report	L. Gemlo, M. Hlavacek, and S. Perkins	Report amended and posted on HyperOffice	Page 12
	2014-2018 CDC-OSTLTS Cooperative Agreement, "Taking Charge of Change: A Workforce Development Program for Public Health Nutritionists" report	K. Probert		Page 13 plus comprehensive evaluation report on HyperOffice
	2018-2023 CDC-OSTLTS Cooperative Agreement. Title: Category B: Public Health Nutritionists	K. Probert		Pages 14 – 16 and Health Equity Internship Program report on HyperOffice
	Children's Healthy Weight CoIN report	S. Perkins		Pages 17 – 20
	Academy of Nutrition and Dietetics, Public Health and Community Nutrition Practice Group report	A. Conneally		Pages 21 and 22
	ASTHO Community Health and Prevention Policy Committee report	B. Adams		Page 23
	United States Breastfeeding Committee report	K. Stader, S. Haydu, C. Donohoe Mather, and R. Stanton		Pages 24 – 26
	Reference Materials file: Guidelines for How We Work Together, Basic		Use during meeting R. Stanton encouraged BOD members to practice	Materials posted on HyperOffice

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	Parliamentary Procedure for Motions, Board Member Directory, acronym list, 2017-2018 ASPHN Funding		one of the “ <i>Guidelines for How We Work Together</i> ” resource “ <i>Participate and encourage participation of others</i> ” during the call.	
<b>11:45</b>	<b>3.0 Board Development</b>			
	<p>Board Development Activity – Collaboration Committee will review the Level of Collaboration ASPHN Board Voting Results from June 10, 2018</p> <ul style="list-style-type: none"> <li>– October—National Fruit &amp; Vegetable Nutrition Council will lead a discussion on their work to increase engagement among council members</li> <li>– November—Governance Committee will review their work plan and progress on recruiting nominees for the 2019 ballots</li> <li>– March— Membership Communication &amp; Outreach Committee</li> </ul>	S. Patterson	<p>Review report</p> <p>S. Patterson presented the Level of Collaboration – ASPHN Board Voting Results report and the BOD accepted the voting results.</p> <p>Discussed feedback on the results of voting and proposed activities for the 2018-2019.</p> <p>The following note/points were raised:</p> <ul style="list-style-type: none"> <li>• Consider our new funding opportunities as we reach out to these partner organizations</li> <li>• Be sure that we answer the question: “What’s in it for us to increase the LOC?” It seems beneficial to increase the level of collaboration with the three organizations listed but we want to make sure it actually is beneficial and make sure we have the capacity to do so</li> <li>• What does “discuss feasibility” mean in proposed next step #1?</li> <li>• Collaboration level review and voting will be conducted each year.</li> </ul>	Level of Collaboration report posted on HyperOffice
<b>12:05</b>	<b>4.0 Action Agenda</b>			
	Audit Committee report	B. Adams	<p>Motion/S (Audit Committee)</p> <p>Motion to accept the Independent Auditor’s Report prepared by Brady, Martz &amp; Associates, P.C. for the 2016 and 2017 ASTPHND/ASPHN financial records passed unanimously.</p>	Pages 27 and 28 and Audit Report posted on HyperOffice

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	Revised Budget report	C. Atterbury	Motion (P. Simmons)/S(B. Adams) Motion to approve the revised 2018 budget as presented with a supplement of \$75,000 in the Children's Healthy Weight ColIN passed unanimously.	Page 29 and revised budget document posted on HyperOffice
	Nominations to the 2020 Dietary Guidelines Advisory Committee report (DGAC)	K. Probert	<p>Discussion</p> <p>J. Dellaport suggested to nominate Susan Johnson, PhD, University of Colorado for the 2020 DGAC and will contact her to determine her interest.</p> <p>Decided to provide recommended individual names to the Academy of Nutrition &amp; Dietetics (AND) rather than nominating individuals to USDA and USDHSS which requires extensive work.</p> <p>K. Probert will notify AND that ASPHN might have one nomination in a couple of days because September 14, 2018 was the deadline for nomination to AND.</p>	Page 30 plus a PDF on HyperOffice
12:35	5.0 Announcements/Information Oral Reports			

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	U.S. Breastfeeding Committee – highlight Next Steps	R. Stanton	<p>Review</p> <p>R. Stanton provided highlights on U.S. Breastfeeding Committee’s plans. The 2019 USBC meeting will be in June 2019 instead of August 2019 in order to not conflict with members’ National Breastfeeding Month activities. This change may affect ASPHN annual meeting (June 9-11, 2019).</p>	Page 26 of the packet
12:40	<b>6.0 Agreement on summary bullet points for posting on the website</b>			
	<b>PARKING LOT (Items for further follow-up):</b>		<ul style="list-style-type: none"> <li>• Board approved the consent agenda, which included 7 expanded member applications and one student member application.</li> <li>• Naima Gardner, MPH (IN) was appointed for the Indiana designee on August 17, 2018</li> <li>• Motion to accept the Independent Auditor’s Report prepared by Brady, Martz &amp; Associates, P.C. for the 2016 and 2017 ASTPHND/ASPHN financial records passed unanimously.</li> <li>• Motion to approve the revised 2018 budget as presented with a supplement of \$75,000 in the Children’s Healthy Weight CoIIN passed unanimously.</li> <li>• The Collaboration Committee is working to increase level of collaboration with some partners.</li> </ul>	

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12:45	Adjourn	R. Stanton	The call was adjourned at 12:50 (ET)	

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.