

# Association of State Public Health Nutritionists – Board Meeting

October 12, 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)	AL	Jennifer Dellaport (V)	P	Heather Harrison-Catledge (NV/V)	A
Takako Tagami (V)	P	Jill Lange (V)	P	Lisa Gemlo (V)	P
Christina Thi (V)	P	Jacqueline Rios-Avila (V)	A	Megan Hlavacek (NV)	P
Patricia Simmons (V)	P	Jennifer Young (V)	P	Helen Brown (V)	A
		Vacant (NV)		Elaine Russell (V/NV)	A
Consultants (NV)					
Karen Probert	P	Cyndi Atterbury	P	Sandy Perkins	P
Michelle Futrell	P	Shana Patterson	P		
Members (NV)					
Leslie Lewis	P				

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>			
<b>11:32</b>	<b>Call To Order</b>	R. Stanton		
<b>11:33</b>	<b>Roll call/quorum</b>	C. Thi	Quorum present with 11 voting members present.	
<b>11:35</b>	<b>1.0 Review Agenda</b>	R. Stanton		
<b>11:40</b>	<b>2.0 Consent Agenda</b>		Motion (J. Young)/S (B. Adams). Motion to approve consent agenda passed unanimously.	
	Minutes Approval – September 14, 2018 Meeting	T. Tagami		Draft minutes posted on HyperOffice
	ASPHN Member approval – 11 new			Applications posted on HyperOffice

<b>Time</b>	<b>Item</b>	<b>Prepared by:</b>	<b>Outcome(s)</b>	<b>REPORT PACKET and ADDITIONAL FILES</b>
	Expanded Member applications and 2 Associate Member applications			
	ASPHN Financial report	C. Atterbury		Pages 2 and 3
	ASPHN Executive Director's Contract Review Group report	T. Tagami		Page 4
	ASPHN Collaboration Committee report	S. Patterson		Page 5
	ASPHN Communication report.	J. Clepper		Pages 6-8
	ASPHN Governance Committee	J. Dellaport		Page 9
	ASPHN Membership Communication & Outreach Committee report	J. Lange and A. McGuigan		Pages 10 and 11
	ASPHN Policy Committee report	M. Futrell, T. Grant and J. Young		Pages 12 and 13
	MCH Nutrition Council Steering Committee report	S. Perkins		Page 14
	MCH Nutrition Training Grantees report	S. Perkins		Page 15
	Obesity Prevention Nutrition Council Steering Committee	S. Perkins and H. Brown		Page 16

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	Report			
	2014-2018 CDC-OSTLTS Cooperative Agreement, "Taking Charge of Change: A Workforce Development Program for Public Health Nutritionists" report	K. Probert		Pages 17 and 18 and file on HyperOffice
	CDC DNPAO National Training report	A. Tagtow		Page 19
	ASTHO Community Health and Prevention Policy Committee report	B. Adams		Page 20
	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	Materials posted on HyperOffice
<b>11:45</b>	<b>3.0 Board Development</b>			
	Board Development Activity - National Fruit & Vegetable	Fruit & Vegetable Nutrition Council	L. Gemlo, Chair of Fruit and Vegetable Nutrition Council, explained that the Council is increasing member engagement.	PowerPoint presentation on HyperOffice

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	<p>Nutrition Council on their work to increase engagement among council members</p> <ul style="list-style-type: none"> <li>- November— Governance Committee will review their work plan and progress on recruiting nominees for the 2019-2020 ballots</li> <li>- March— Membership Communication &amp; Outreach Committee</li> </ul>		<p>S. Perkins provided the history of the Fruit and Vegetable Nutrition Council, which was the first ASTPHND Council. CDC placed fruit and vegetable coordinators in each state, and ASTPHND created the Council which was funded by CDC. Since then the name of the Council in accordance with the change in 5 A Day- More Matters, and CDC stopped requiring state coordinators in grants and stopped supporting the Council.</p> <p>M. Hlavacek discussed plans to engage members. Leadership calls are for the Leadership Team but open to all Council members. Webinars and conference calls also engage members. She reviewed the conference call format.</p> <p>R. Stanton asked about whether webinars are open to all ASPHN members. L. Gemlo explained that the survey results and informing the call structure and webinar content. Webinars are open to all ASPHN members.</p> <p>R. Stanton asked about participation rates on calls and webinars. L. Gemlo reported 10-12 participants on the first call.</p> <p>R. Stanton asked about the mention of a 2-year work plan. M. Hlavacek explained the Council voted to change to a 2-year work plan because of the substantial time needed to create a work plan.</p>	

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			<p>J. Dellaport and L. Gemlo discussed making the webinars more outward-facing and calls more inward-facing and aligning the webinar content with partners.</p> <p>T. Tagami asked about dedicating time during the Annual Meeting for Councils to meet.</p> <p>C. Atterbury explained that a few years ago, there was a dedicated time for Councils to meet, and people didn't stay, but they might stay if there is a speaker.</p> <p>J. Young was impressed by Council meeting structure when she attended in May.</p>	
<b>12:10</b>	<b>4.0 Action Agenda</b>			
	<p>Membership Communication &amp; Outreach Committee report – requesting a change to a strategic plan objective</p>	<p>J. Lange and A. McGuigan</p>	<p>Motion/S (Membership Communication &amp; Outreach Committee) to update the 2017-2022 ASPHN Strategic Plan, Objective 1 from “Increase overall membership from 330 to 375.” to “Increase overall membership objective from 330 to 500 members” passed unanimously.</p> <p>Discussion:  J. Lange explained that Membership Communication &amp; Outreach Committee has exceeded their goal for the number of members, currently at 386, and are requesting to revise the strategic plan objective to 500.</p> <p>J. Lange explained efforts to engage new members once they join, in response to a</p>	<p>Page 21</p>

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			<p>question from L. Gemlo. K. Probert explained that the Strategic Plan has 3 objectives, 2 of which track engagement.</p> <p>C. Thi asked what has helped to increase membership. J. Lange has noticed people joining because they were recruited by someone in their state. K. Probert explained that the area of most growth in Expanded members, who work in State agencies. The creation of an online form also contributed to the significant increase of new members.</p>	
	Appalachian State University Online Graduate Program in Public Health Nutrition – recruit volunteers	T. Tagami	<p>T. Tagami received a request from Appalachia University for ASPHN leaders to present on a webinar to Public Health Nutrition students.</p> <p>K. Probert explained that Appalachia University is asking for ASPHN leaders to discuss initiatives, how to get involved, and developments in the field. Their degree is practice-oriented.</p> <p>R. Stanton also suggested to clarify the date and time of the webinar.</p> <p>T. Tagami will clarify expectations and the date and time before asking for volunteers via email.</p>	Pages 22 and 23
<b>12:30</b>	<b>5.0 Announcements/Information Oral Reports</b>			
	Mid-year meeting date – update on survey, next steps,	R. Stanton	R. Stanton thanked everyone for participating in surveys, which show that there are 7 potential dates. She will use send out a third survey to	Page 24 and materials from 2018 meeting on

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	and ideas for agenda items		<p>rank the 7 dates.</p> <p>R. Stanton solicited ideas for agenda items. J. Lange explained that the Outreach Committee is small and could use time to discuss recruitment. C. Thi and T. Tagami are interested in the current landscape of federal public health nutrition funding. L. Gemlo is interested in understanding the communication flow related to new members. M. Schlosser and C. Thi are interested in unstructured networking time, perhaps grouped by Councils and Committees, during the Annual Meeting.</p> <p>M. Schlosser and T. Tagami volunteered to help plan the Mid-Year meeting.</p> <p>C. Atterbury is looking for a location for the Mid-Year meeting, which is dependent on cost, location of attendees, weather.</p>	HyperOffice
	Committee or Council to lead Board Development activity during December 14 <sup>th</sup> board meeting	R. Stanton	R. Stanton asked for a Council or Committee to engage the Board on December 14. M. Schlosser volunteered the MCH Nutrition Council.	
	Non-grant fundraising (Takako has volunteered to write the end-of-year solicitation letter) – request volunteer help	R. Stanton	R. Stanton reminded the Board that Alison Jensen’s former position is currently vacant and thanked T. Tagami for volunteering to help with the role until the end of 2018. R. Stanton asked for a volunteer to help T. Tagami and for Board member suggestions for a volunteer.	

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	ASPHN Policy Committee – submitted comments re: FDA-2018-N-238 on FDA Nutrition Innovation Strategy	Policy Committee	Policy Committee submitted comments to FDA on the nutrition innovation strategy. J. Young explained that the letter aligns food labels with dietary advice. The Committee received help from Dr. Anderson-Steeves and a University of Tennessee professor on the comments.	
<b>12:50</b>	<b>6.0 Agreement on summary bullet points for posting on the website</b>		<ul style="list-style-type: none"> <li>• Board approved the consent agenda, which included 11 Expanded member applications and 2 Associate member applications.</li> <li>• Motion to update the 2017-2022 ASPHN Strategic Plan, Objective 1 from “Increase overall membership from 330 to 375.” to “Increase overall membership objective from 330 to 500 members” passed unanimously.</li> <li>• Policy Committee submitted comments to FDA on the nutrition innovation strategy.</li> </ul>	
	<b>PARKING LOT (Items for further follow-up):</b>			
<b>12:55</b>	<b>Adjourn</b>	R. Stanton		

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.