

**Association of State Public Health Nutritionists – Board Meeting**  
**August 9, 2019 11:30 am – 1:00 pm Eastern – 1-866-953-5945 with passcode: 892 5363#**

**Attendance**

Board of Directors					
Diane Golzynski (V)	P	Becky Adams (V)	A	Heather Harrison-Catledge (V)	P
Tiffani Grant (V)	P	Jill Lange (V)	P	Jennifer Dellaport (NV)	P
Robin Stanton (V)	AL	Diane Peck (V)	P	Megan Hlavacek (V)	P
Emily Bash (V)	P	Jacqueline Rios-Avila (V)	P	Melissa Lonsberry (NV)	P
Patricia Simmons (V)	A	Jennifer Young (V)	P	Elaine Russell (V)	P
		Charlene Garcia (NV)	A	Cheryl Hill (NV)	P
Members (NV)					
Consultants (NV)					
Karen Probert	P	Michelle Futrell	P	Sandy Perkins	P
Cyndi Atterbury	P	Shana Patterson	P	Emia Oppenheim	A

V = voting  
 NV = not voting

P = present  
 A = absent

AL = arrived late  
 LE = left early

Time	Item	Prepared by:	Outcome(s)	REPORT PACKET and ADDITIONAL FILES
	<i>Timekeeper:</i>			
11:32	Call To Order	D. Golzynski		
11:33	Roll call/quorum	E. Bash	Quorum present with 10 voting members present.	
11:35	1.0 Review Agenda	D. Golzynski		
11:40	2.0 Consent Agenda		Motion (H. Harrison-Catledge)/S (M. Hlavacek) Motion to approve consent agenda passed unanimously.	
	Minutes Approval – July 12, 2019 Meeting	T. Tagami		Minutes posted on HyperOffice

<b>Time</b>	<b>Item</b>	<b>Prepared by:</b>	<b>Outcome(s)</b>	<b>REPORT PACKET and ADDITIONAL FILES</b>
	ASPHN Designee update – recent appointment <ul style="list-style-type: none"> <li>Denise Ferris, West Virginia</li> </ul>			
	ASPHN Member approval – 12 new Expanded member applications and 1 new Associate member application			Applications posted on HyperOffice
	ASPHN Financial report	C. Atterbury		Pages 2 and 3
	ASPHN Committee Chair Appointments	K. Probert for D. Golzynski		Pages 4 and 5
	ASPHN Communications Team report	J. Clepper		Page 6 – 9
	ASPHN Collaboration Committee report	S. Patterson		Pages 10 and 11 plus Partnership Policy and Liaison materials posted on HyperOffice
	ASPHN Governance Committee report	J. Dellaport		Page 12 plus Ballot Procedures posted on HyperOffice
	ASPHN Policy Committee report	M. Futrell, T. Grant and J. Young		Pages 13 and 14
	MCH Nutrition Council Steering Committee report	S. Perkins, M. Schlosser, and H. Harrison-Catledge		Page 15
	National Fruit and Vegetable Nutrition Council report	M. Hlavacek, L. Gemlo, M. Lonsberry, and S. Perkins		Pages 16 and 17
	Children’s Healthy Weight CoIIN report	S. Perkins		Pages 18 – 26
	2018-2023 CDC-CSTLTS Cooperative Agreement Title: Category B: Public Health Nutritionists	K. Probert		Pages 27 and 28 plus Health Equity Internship report posted on

Time	Item	Prepared by:	Outcome(s)	REPORT PACKET and ADDITIONAL FILES
				HyperOffice
	Breastfeeding Project/USBC Grant report	M. Hagen		Page 29
	ASTHO Community Health and Prevention Policy Committee report	B. Adams		Page 30
	National Salt and Sugar Reduction Initiative (NSSRI) Liaison report	M. Kawabe		Page 31
	United Fresh Produce Association Liaison report	M. Ellsworth		Page 32
	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>			
	ASPHN Board meetings PowerPoint	D. Golzynski	Review  Discussion: D. Golzynski asked the Board for leadership topics to cover during Board Development. Board members indicated interest in a deep dive of ASPHN resources already available and how to get more members engaged. S. Patterson asked if the Board would be interested in learning more about the Partnership Training Series. Board member indicated interest in more information on what our partners are doing.	PDF of a PowerPoint file on HyperOffice
<b>12:25</b>	<b>4.0 Action Agenda</b>			
	Guidelines for How We Work Together report	K. Probert for D. Golzynski	Motion (T. Grant)/S (J. Young).	Pages 33 and 34 plus Guidelines

Time	Item	Prepared by:	Outcome(s)	REPORT PACKET and ADDITIONAL FILES
			Motion to affirm the Guidelines for How We Work Together passed unanimously.	document on HyperOffice
12:35	<b>5.0 Announcements/Information Oral Reports</b>			
	Board administrative matters – contact information, Duty of Care Duty of Loyalty, photo	K. Probert and A. McGuigan	Thanks and Follow-up  Reminder K. Probert announced that Board Members will receive an email to confirm contact information, acknowledge Duty of Care Duty of Loyalty, and updated photo for the website if you desire.	
	Mid-year meeting availability survey	C. Atterbury	Reminder  C. Atterbury announced a reminder to complete the availability survey by COB August 14, 2019 to establish the dates of mid-year meeting.	
12:40	<b>6.0 Agreement on summary bullet points for posting on the website</b>			
	<ol style="list-style-type: none"> <li>1. Motion to affirm the Guidelines for How We Work Together passes unanimously.</li> <li>2. 12 Expanded membership applications approved.</li> <li>3. 1 Associate membership application approved.</li> </ol>			
	<b>PARKING LOT (Items for further follow-up):</b>			
12:55	<b>Adjourn</b> The meeting was adjourned at 12:15 p.m. ET.	D. Golzynski		

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.