

## Association of State Public Health Nutritionists – Board Meeting

October 9, 2020 11:30 am – 1:00 pm Eastern – 1-866-953-5945 with passcode: 892 5363#

Board of Directors					
Tiffani Grant (V)	P	Becky Adams (V)	A	Jennifer Dellaport (V)	P
Mary Ann Ellsworth (V)	AL	Jill Lange (V)	A	Nikki Davenport (NV)	A
Diane Golzynski (V)	P	Diane Peck (V)	P	Melissa Lonsberry (V)	P
Emily Bash (V)	P	Susie Leo (V)	A	Danielle Conlon (NV)	P
Patricia Simmons (V)	A	Jennifer Young (V)	A	Cheryl Hill (V)	A
		Charlene Garcia (NV)	A	Jillian Osborn (V because Cheryl Hill was absent)	P
Members (NV)					
Takako Tagami	P				
Consultants (NV)					
Karen Probert	P	Michelle Futrell	P	Sandy Perkins	P
Cyndi Atterbury	P	Shana Patterson	P	Emia Oppenheim	P
Martha Hagen	A	Allison McGuigan	P		

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	<b>Call To Order</b>	T. Grant		
11:33	<b>Roll Call/Quorum</b>	E. Bash	Quorum met with 7 voting members present.	
	Please notify Emily and Karen if you join late or leave early			

Time	Item	Prepared by:	Outcome(s)	REPORT PACKET and ADDITIONAL FILES
	( <a href="mailto:Emily.bash@state.co.us">Emily.bash@state.co.us</a> and <a href="mailto:karen@asphn.org">karen@asphn.org</a> )			
<b>11:35</b>	<b>1.0 Review Agenda</b>	T. Grant		
	Approve agenda or amend then approve agenda		Motion (D. Golzynski) / S (J. Dellaport)  Motion to approve revised agenda passed unanimously.	
<b>11:40</b>	<b>2.0 Consent Agenda</b>			
	1. If requested, move items from consent agenda to action agenda or announcements sections 2. Approve consent agenda which includes approving all items in this section		Motion (D. Peck) / S (D. Golzynski)  Motion to approve consent agenda passed unanimously.	
	Minutes Approval – September 11, 2020	E. Bash		Minutes posted on HyperOffice
	ASPHN Member approval – 2 new Expanded member applications and 9 new Associate (3 Student) member applications			Applications posted on HyperOffice
	ASPHN Financial report	C. Atterbury		Pages 2 and 3
	ASPHN Annual Meeting report	C. Atterbury		Page 4
	ASPHN Fundraising Activity Committee	C. Garcia and T. Tagami		Page 5
	ASPHN status report on ASPHN grant funding	K. Probert		Page 6
	ASPHN Working Group for Student Representative Position report	C. Garcia and E. Bash		Pages 7-9
	ASPHN Collaboration Committee report	S. Patterson		Page 10 plus Work

<b>Time</b>	<b>Item</b>	<b>Prepared by:</b>	<b>Outcome(s)</b>	<b>REPORT PACKET and ADDITIONAL FILES</b>
				Plan posted on HyperOffice
	ASPHN Communications Team report	J. Clepper		Pages 11 – 14
	ASPHN Membership Communication & Outreach Committee report	J. Lange and A. McGuigan		Pages 15 and 16
	ASPHN Policy Committee report	M. Futrell, J. Young, and M. Young		Pages 17 and 18
	Council membership list report	S. Perkins and A. McGuigan		Page 19
	MCH Nutrition Council Steering Committee report	S. Perkins and J. Dellaport		Pages 20 and 21
	National Fruit and Vegetable Nutrition Council report	M. Lonsberry, D. Conlon, and S. Perkins		Page 22
	CDC DNPAO National Training, May 2021 report	M. Gaines		Pages 23 and 24
	Health Equity Internship Program report	S. Owens		Page 25 plus Health Equity Monthly report posted on HyperOffice
	CDC-funded ASPHN Obesity Mini CoIN report	E. Oppenheim		Pages 26 – 28
	CDC-funded ASPHN Farm to ECE Implementation Grant (FIG)	E. Oppenheim		Page 29
	WIC Developmental Monitoring report	A. Brown		Pages 30 and 31
	Breastfeeding Project/USBC Grant	M. Hagan		Pages 32 and 33 plus

Time	Item	Prepared by:	Outcome(s)	REPORT PACKET and ADDITIONAL FILES
	(Building Capacity to Increase Access to Breastfeeding Support) report			USBC Monthly Report posted on HyperOffice
	ASTHO Community Health and Prevention Policy Committee report	B. Adams		Page 34
	United States Breastfeeding Committee Liaisons report	S. Haydu, R. Stanton, K. Stader, and J. Gach		Pages 35 and 36
	Reference Materials file: Guidelines for How We Work Together, Basic Parliamentary Procedure for Motions, Board Member Directory, acronym list, 2020-2021 ASPHN Funding		Use during meeting	Materials posted on HyperOffice
<b>11:45</b>	<b>3.0 Board Development</b>			
	<i>Leaders Eat Last: Why Some Teams Pull Together and Others Don't</i> <ul style="list-style-type: none"> <li>Part 1 discussion</li> <li>Is there a volunteer to lead a short discussion during the November board call for part 2?</li> </ul>	E. Bash	Discussion  E. Bash lead the Board in a discussion of Part 1 of <i>Leaders Eat Last: Why Some Teams Pull Together and Others Don't</i> .	
<b>12:05</b>	<b>4.0 Action Agenda</b>			
	ASPHN Audit Committee report	D. Peck	Motion  The motion to accept the Independent Auditor's Report prepared by Brady, Martz & Associates, P.C. for the 2018 and 2019 ASTPHND/ASPHN financial records passed unanimously.	Pages 37 and 38 plus Audit Report posted on HyperOffice

Time	Item	Prepared by:	Outcome(s)	REPORT PACKET and ADDITIONAL FILES
	ASPHN Collaboration Committee report	S. Patterson	<p>Motion</p> <p>The motion to approve the Nutrition and Obesity Policy Research and Evaluation Network (NOPREN), with specific focus on the NOPREN-HER COVID Nutrition Response Working group, as a new ASPHN Partner passed unanimously.</p>	Pages 39 – 41 plus Potential Partnership Alignment posted on HyperOffice
	Proposed new policy - Contracting Policy	C. Atterbury	<p>Motion (J. Dellaport) / S (D. Golzynski)</p> <p>The motion to accept the Contracting Policy as presented passed unanimously.</p>	Page 42 plus Policy & Procedure posted on HyperOffice
	Revised policy - Payment Procedures	C. Atterbury	<p>Motion (E. Bash) S (M. Lonsberry)</p> <p>The motion to accept the revised payment by check procedures as presented passed unanimously.</p>	Page 43 plus Policy & Procedure posted on HyperOffice
	ASPHN Equity and Inclusion Statement	K. Probert	<p>Motion (D. Golzynski) / S (J. Dellaport)</p> <p>Motion to approve and release to members and partners the ASPHN Board of Directors statement on equity and inclusion passed unanimously.</p>	Pages 44 – 47
<b>12:40</b>	<b>5.0 Announcements/Information Oral</b>			

Time	Item	Prepared by:	Outcome(s)	REPORT PACKET and ADDITIONAL FILES
	<b>Reports</b>			
	Council membership list update – progress report	S. Perkins and A. McGuigan	Update and feedback  A. McGuigan and S. Perkins lead the Board in a discussion of the membership survey results and asked for input on how to proceed to increase survey response rates.	Page 19
	Form 990 announcement	T. Grant	The Board of Directors is invited to a call on October 27, 2020 at 11 am ET to review the association’s Form 990. Cyndi Atterbury will send an email with the date, time, and join information.	
	Student representative on ASPHN Board of Directors – requesting feedback from board members	D. Peck	Update and feedback  D. Peck shared an update on the work of the ad hoc committee to appoint a student representative to the ASPHN Board of Directors and asked for feedback on proposed activities.	Pages 7 – 9
	2021 midyear Board meeting – discussion <ul style="list-style-type: none"> <li>• ASPHN will <u>not</u> hold an in-person midyear meeting this leadership year</li> <li>• What do board members think of holding a board work session virtually? What would be worked</li> </ul>	T. Grant and K. Probert	Discussion  T. Grant suggested surveying Board members on their interest and topic ideas for a mid-year Board meeting.	

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	on? What are workloads like for board members now?			
	Meet a Colleague – remember to reach out and connect with an ASPHN leader	T. Grant	Reminder	Page 49
<b>12:55</b>	<b>6.0 Agreement on summary bullet points for posting on the website</b>			
	<p>1. 2 Expanded membership applications approved.</p> <p>2. 9 Associate (three Student) membership applications approved.</p> <p>3. The motion to accept the Independent Auditor’s Report prepared by Brady, Martz &amp; Associates, P.C. for the 2018 and 2019 ASTPHND/ASPHN financial records passed unanimously.</p> <p>4. The motion to approve the Nutrition and Obesity Policy Research and Evaluation Network (NOPREN), with specific focus on the NOPREN-HER COVID Nutrition Response Working group, as a new ASPHN Partner passed unanimously.</p> <p>5. The motion to accept the Contracting Policy as presented passed unanimously.</p> <p>6. The motion to accept the revised payment by check procedures as presented passed unanimously.</p> <p>7. Motion to approve and release to members and partners the ASPHN Board of Directors statement on equity and inclusion passed unanimously.</p> <p>8. Policy Committee actions on behalf of ASPHN since last board report:</p> <ul style="list-style-type: none"> <li>On July 7, 2020 ASPHN signed-on to TFAH, APHA, ASTHO, BPC Action, NACCHO, and PHAB letter addressed to congressional leadership in support of increased, sustained annual funding for state/local/tribal/territorial public health infrastructure. Subsequently, on 09/23/2020, ASPHN also signed on in support of Senator Patty Murray, ranking member of the Senate HELP Committee, introduction of the Public Health Infrastructure Saves Lives Act to create a core public health infrastructure program at CDC.</li> </ul>			
	<b>PARKING LOT (Items for further follow-up):</b>			
<b>1:00</b>	<b>Adjourn</b>	T. Grant		

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.