

Association of State Public Health Nutritionists – Board Meeting

August 13, 2021 11:30 am – 1:00 pm Eastern

Join Zoom Meeting

<https://zoom.us/j/98006273603>

Meeting ID: 980 0627 3603

Board of Directors					
Mary Ann Ellsworth (V)	P	Becky Adams (V)	P	Nikki Davenport (V)	P
Jamie Stang (V)	P	Jill Lange (V)	P	Angel Cunningham (NV)	P
Tiffany Grant (V)	P	Susie Leo (V)	P	Danielle Conlon (V)	P
Emily Bash (V)	P	Emily Moree (V)	A	Tanya O'Connor (NV)	A
Patricia Simmons (V)	P	Helen Brown (V)		Jillian Osborn (V)	P
		Christie Kirchoff (NV)	P	Teresia Mbogori (NV)	P
Members (NV)					
Diane Peck	P/LE	Andrea Morris	P		
Melissa Lonsberry	P/LE	Peggy Leung-Strle	P		
Consultants (NV)					
Karen Probert	P	Michelle Futrell	P	Sandy Perkins	P
Cyndi Atterbury	A	Shana Patterson	P	Emia Oppenheim	A
Martha Hagen	A	Allison McGuigan	P	Mim Gaines	P
Kyle Unland	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	Call To Order	M. Ellsworth		

Time	Item	Prepared by:	Outcome(s)	REPORT PACKET and ADDITIONAL FILES
11:33	Roll Call/Quorum	E. Bash	Quorum met with 11 voting members present.	
	Please notify Emily and Karen if you join late or leave early (Emily.bash@state.co.us and karen@asphn.org)			
11:35	1.0 Review Agenda	M. Ellsworth		
	Approve agenda or amend then approve agenda		Motion (E. Bash) / S (T. Grant) Motion to approve agenda passed unanimously.	
11:40	2.0 Consent Agenda			
	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 (B. Adams) / S (J. Lange) Motion to approve consent agenda passed unanimously.	
	On July 23, 2021, Dr. Parvaneh Yavani notified Emily Bash she had to resign her Director at Large position effective August 1, 2021 to July 31, 2023 after leaving her position at the Florida Department of Health and no longer being eligible for the ASPHN Board of Directors position.			
	Minutes Approval – July 9, 2021	E. Bash		Minutes posted on HyperOffice
	ASPHN Member approval – 4 new General member applications and 3 new Associate (2 Student) member applications			Applications posted on HyperOffice
	ASPHN August Financial report	C. Atterbury		Pages 2 and 3

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	ASPHN Cooperative Agreement report	C. Atterbury		Page 4
	ASPHN Strategic Plan report	K. Probert		Page 5 plus strategic plan and year 4 executive summary
	ASPHN Collaboration Committee	S. Patterson Holland		Page 6
	ASPHN Communications Team report	J. Clepper		Pages 7 – 10
	ASPHN Membership Communication & Outreach Committee report	J. Lange, S. Leo, A. Brown, and A. McGuigan		Pages 11 and 12
	ASPHN Policy Committee report	J. Young, C. Mornick, and M. Futrell		Page 13
	Committee Chair Appointments report	K. Probert for M. Ellsworth		Pages 14 and 15
	Partnership Development & Training series report	S. Patterson Holland		Page 16
	Children’s Healthy Weight CoIIN report	S. Perkins		Pages 17 and 18
	Healthy Food, Active Communities Council report	C. Hill, J. Osborn, and A. Brown		Page 19
	MCH Nutrition Council Steering Committee report	S. Perkins, N. Davenport, and J. Dellaport		Pages 20 and 21
	National Fruit and Vegetable Nutrition Council report	D. Conlon, T. O’Connor, M. Lonsberry, and A. Brown		Page 22

Time	Item	Prepared by:	Outcome(s)	REPORT PACKET and ADDITIONAL FILES
	Health Equity Internship Program report	S. Owens		Page 23 plus Health Equity Monthly report posted on HyperOffice
	CDC-funded ASPHN 2021 Farm to ECE Capacity Building Grant (CABBAGE) report	E. Oppenheim		Page 24 and 25
	CDC-funded ASPHN Farm to ECE Implementation Grant (FIG)	E. Oppenheim		Pages 26 and 27
	CDC-funded--Clean Away COVID report	K. Unland		Pages 28 and 29
	WIC Developmental Monitoring report	A. Brown		Pages 30 and 31
	American Heart Association (AHA) – Healthy For Life report	S. Patterson Holland		Page 32
	Breastfeeding Project/USBC Grant report	M. Hagen		Pages 33 and 34 plus breastfeeding evaluation tool posted on HyperOffice
	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
11:45	3.0 Board Development			
	Zoom Breakouts - building on the “Meet a Colleague” activity started by Tiffani, this month board members will be randomly placed into Zoom breakout rooms with 3-5 people. <ul style="list-style-type: none"> • Introduce yourself (name, job, and ASPHN position) • Tell how you have changed your 	M. Ellsworth and J. Stang	Meet and discuss	

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	cooking and/or eating in the last 18 months? Any new appliances or kitchen gadgets in your home? Any new favorite foods?			
12:00	4.0 Action Agenda			
	Members Present—quick check of who is on the call	E. Bash		
	Director at Large vacancy report – nomination to fill a vacancy	K. Probert for M. Ellsworth	Motion (B. Adams) / S (P. Simmons) Motion to approve the nomination of Helen Brown (ID) as Director at Large effective immediately and through July 31, 2023 passed unanimously.	Page 35
	Student Member Special Committee report – approve the selected/nominated student	M. Gaines	Motion (E. Bash) / S (J. Lange) Motion to approve the nominated student, Christie Kirchoff, to serve as a non-voting director on the Board, as the Student Representative, from August 2021- July 2022 passed unanimously.	Page 36
	Audit Committee report – approve the 2020 audit	D. Peck	Motion/S (Audit Committee) Motion to accept the Independent Auditor’s Report prepared by Brady, Martz & Associates, P.C. for the 2019 and 2020 ASTPHND/ASPHN financial records passed unanimously.	Page 37 plus draft Audit Report posted in HyperOffice
	Administration and Finance Committee	Several	Motion/S (Administration and	Pages 38 – 40

Time	Item	Prepared by:	Outcome(s)	REPORT PACKET and ADDITIONAL FILES
	report – approve action related to council membership lists	people	Finance Committee) Motion to Approve the following steps related to the board-directed action, from January 2020, to clean up the membership lists of each council passed unanimously: <ul style="list-style-type: none"> • Remove a person from the council membership list if the person specifically asked to be removed; • Find a new way to ask ASPHN members to update their council memberships; and • Ask the Bylaws Committee to consider reducing from 30% the percentage of members required to vote for a council election to be valid. 	
	MCH Nutrition Council - proposed new “Guidelines for How We Work Together”	S. Perkins, N. Davenport, and J. Dellaport	Motion (N. Davenport) / S (S. Leo) Motion to approve the attached “Guidelines for How We Work Together” resource as revised by the MCH Nutrition Council Health Equity workgroup passed unanimously.	Pages 41 – 43 plus proposed update to Guidelines for How We Work Together posted in HyperOffice
	Fruit and vegetable consumption report – discuss two urgent-action questions	M. Ellsworth and K. Probert	Discussion and consensus M. Ellsworth lead a discussion on what role can ASPHN take now to support successful continuance of	Pages 44 and 45

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			a \$35 per month WIC Cash Value Benefit (CVB) through September 30, 2022, how can ASPHN be proactive, and which organizations should ASPHN propose to join the National Fruit and Vegetable Consumption Crisis.	
12:45	5.0 Announcements/Information Oral Reports			
	ASPHN Strategic Plan – ASPHN just started the 5 th year of its five-year plan, and in September the board will discuss a process to update the association’s strategic plan	M. Ellsworth	Think about possible consultants to facilitate development of a new strategic plan.	Page
	Committee Chairs Update – see new committee appointments	K. Probert	Review report	Pages 14 and 15
	Membership Communication & Outreach Committee – Is there anything board members would like the committee to work on this new year?	J. Lange, S. Leo, A. Brown, and A. McGuigan	Solicit ideas from board members J. Lange shared last year’s work plan successes and requested feedback from the Board for this year’s work plan.	Pages 11 and 12
	Meet a Colleague – will determine how to continue		Requested suggestions for Board development and meet a colleague activities.	
12:55	6.0 Agreement on summary bullet points for posting on the website			
	<ol style="list-style-type: none"> 1. Four General membership applications approved. 2. Three Associate including two student membership applications approved. 			

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	<p>3. Motion to approve the nomination of Helen Brown (ID) as Director at Large effective immediately and through July 31, 2023 passed unanimously.</p> <p>4. Motion to approve the nominated student, Christie Kirchoff, to serve as a non-voting director on the Board, as the Student Representative, from August 2021- July 2022 passed unanimously.</p> <p>5. Motion to accept the Independent Auditor’s Report prepared by Brady, Martz & Associates, P.C. for the 2019 and 2020 ASTPHND/ASPHN financial records passed unanimously.</p> <p>6. Motion to Approve the following steps related to the board-directed action, from January 2020, to clean up the membership lists of each council passed unanimously:</p> <ul style="list-style-type: none"> • Remove a person from the council membership list if the person specifically asked to be removed; • Find a new way to ask ASPHN members to update their council memberships; and • Ask the Bylaws Committee to consider reducing from 30% the percentage of members required to vote for a council election to be valid. <p>7. Motion to approve the attached “Guidelines for How We Work Together” resource as revised by the MCH Nutrition Council Health Equity workgroup passed unanimously.</p> <p>8. Policy Committee actions on behalf of ASPHN since last board report: Signed-on to the:</p> <ul style="list-style-type: none"> • Office of U.S. Senator Kirsten Gillibrand (NY) list of organizations in support of the Closing the Meal Gap Act’s reintroduction in both the Senate and House of Representatives • National WIC Association letter calling for Congress to fund WIC at levels consistent with the President’s Budget • Did not opt out of the Academy of Nutrition and Dietetics’ letters to chairs and ranking members of the Finance, Energy & Commerce, and Ways & Means Committees in support of the Medical Nutrition Therapy Act’s reintroduction by Senators Susan Collins and Gary Peters (S. 1536) and Representatives Robin Kelly and Fred Upton (H.R. 3108). • FoodCorps letter addressed to the House Education and Labor Committee in support of The Food and Nutrition Education in Schools Act • US Breastfeeding Committee’s (USBC) letter addressed to members of congress in support of a direct \$20 M to the CDC Hospitals Promoting Breastfeeding line item in the Fiscal Year (FY) 2022 Labor, Health and Human Services, and Related Agencies appropriations bill. 			
	PARKING LOT (Items for further follow-up):			

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1:00	Adjourn	M. Ellsworth		

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.