



# New Hampshire Health Officers Association

## *Executive Board Meeting Minutes*

[12/13/2022]

**11:00-13:30**

In-Person at 72 Manchester St, Concord NH

I. Call to Order

II. Attendance

Present:

Wayne Whitford – President

Denise Dubois – Treasurer

Ren Beaudoin – Nashua

Gwen Williams – Secretary

Ron Eisenhart – Allenstown

James Murray – Exeter

Brian Lockard – Salem

Beverly Drouin – State of NH Health Officer Liaison Unit

Absent:

Nancy Kilbride – Events Your Way

Sophia Johnson – Health Officer Liaison Unit

Heidi Peek-Kulkulka – Nashua

Arthur Beard

Ron Capello

III. Approved Minutes from 11/22/2022, Meeting

Moved by Rene Beaudoin, seconded by Denise Dubois, motion passed

IV. Treasurer's Report – Denise DeBlois

a. Total in Checking account and Money market is \$9,691.76. Expenses this month totaled \$2,029.22. Revenue was \$300.47 from the Fall Workshop. Currently we have 187 members.

b. Total expenses for the year to date came to \$11,097.70. Total revenue for the year to date came to \$8,704.39. Treasurer's report accepted.

c. To accommodate fees due for NHMA contract and EYW services rendered, a motion was made to move \$3,000 from the money market account into checking. Moved by Brian Lockard, seconded by James Murray, motion passed. The Board discussed increasing registration fees for the Spring Conference to offset the increase in catering expenses. Additional revenue sources such as sponsors, vendors, a consulting subscription for

municipalities who do not have health officers, and sustaining members were discussed. Reducing the selection of available foods for catered lunch to be evaluated as a cost reducer at the Spring Conference.

- V. Health Officer Liaison Updates – Sophia Johnson (Presented by Beverly Drouin: Sophia unable to attend)
  - a. Working with CHI on school inspection education. Will be on-demand, online, interactive training. Current estimated beta testing timeline is fall of 2024.
  - b. Updates to chapters in the Health Officer’s Manual are nearing release, just waiting on some technical consultation prior to publishing.
  - c. Health Officer survey produced 101 responses, summarizes number of Health Officers, full time, part time, etc.
  - d. North Country Health Officers surveyed regarding a region-specific meeting. Very positive response for a regional gathering.
- VI. Strategic Planning
  - a. A meeting ~90 minutes to 2 hours with the Board should be scheduled, early February suggested.
  - b. Input from members, ideally in person, potentially at the Spring Conference should also be solicited
  - c. Strengths, weaknesses, opportunities and threats analysis of results needs to be conducted – this will generate “buckets for a workplan.”
- VII. New Business
  - a. Spring Conference May 17<sup>th</sup>, 2023, to be held at the Concord Community Center (14 Canterbury Rd, Concord NH)
  - b. Potential for a hybrid conference was discussed. Some technical challenges to evaluate such as audio quality, video quality. The State uses an “OWL,” potentially we could ask Sophia if this is available to use or rent?
- VIII. Next Meeting
  - a. January 18<sup>th</sup>, 2023, Zoom meeting due to potential for inclement weather.
- IX. Adjournment