



New Hampshire Health Officers Association

Executive Board Meeting Notes

October 17, 2023

9:30 – 11:00 a.m.

Zoom Meeting Format

1. **Call to Order** - Wayne Whitford, President

2. **Attendance**

Wayne Whitford, President - **Present**

Brian Lockard, VP & Chair for Advocacy Subcommittee - **Present**

Denise DeBlois, Treasurer - **Present**

Rene Beaudoin, Chair for Data Subcommittee - **Present**

Liam Ehrenzweig, Chair for Communication/Marketing Subcommittee - **Present**

Heidi Peek-Kukulka - **Present**

Ron Eisenhart - **Present**

Sophia Johnson, DPHS Health Officer Liaison - **Present**

Nancy Kilbride, Events Your Way - **Present**

3. **Approved Minutes from August 15, 2023, Meeting**

Brian motioned to approve, Brian, which was seconded by Heidi. Minutes approved by full board.

4. **Treasurer's Report – Nancy Kilbride**

YTD September 2023	Dollar Value
Checking Account	\$4,053.63
Money Market	\$4,589.89
Total Assets	\$8,652.52

Notes: This is the lowest assets the Board has had since 2019. Caterer's invoice is expected to be +/- \$2,000.

Discussion – Rene is concerned about downward financial trend and had question about the income associated with membership fees as he couldn't make the math work. Nancy explained that one HO, who is a member, can represent more than more town. Our use of Paypal takes a 3% fee. **Nancy** will dig into this and report back to Board with more detail at November meeting.

5. **Fall Workshop Review**

There were 85 registered, 69 attended and we had 16 no shows who did not pay. The Board did not man a table at the fall workshop soliciting volunteers. Post Conference Evaluation net 30 responses out of 69 attendees, which is 43% return!

Timing of Conference - Nancy felt that the date was early and was somewhat rushed. We need two months for planning/advertising. Rene & Brian thinks it should be the 1st or 2nd week of November annually. Denise thinks it should be prior to Veterans day. **Wayne** to conduct vote on this at the November meeting.

- **Presenters** - Sophia suggested that we should draft a reminder to speakers on deadlines for PPT and provide some visual guidelines.
- **Thank you** to Rene for stepping up and filling in the dead air space! Brian thinks we should always have this in our back pocket.
- **Discussion of location** – After lengthy discussion on the pros and cons of holding the workshops at DPHS vs. the NHMA, the Board voted to move it back to the NHMA for the Spring meeting. **Wayne** to contact the NHMA and find out about
 - seating capacity for room.
 - Audio/Visual availability
 - Additional Room for vendors.

6. Subcommittee Updates

Advocacy – Brian had meeting with Nancy and Natch and reviewed objectives of the committee. Natch educated group on the legislative process. **Beverly** to talk to Abby Rogers, DPHS Legislative Liaison about subcommittee and establishing lines of communication with subcommittee. **Heidi** wants to join subcommittee. The next meeting is scheduled for December.

Communication/Marketing – Liam met with committee in August to update/revise website. Liam asked the board if we are posting all the workshop presentations on the website and it was decided that we do not as it is a benefit of being a member.

Data Collection & Reporting – Rene had recent meeting with small attendance and discussed developing data collection template for towns to use. This will allow Board to collect data for readiness report. Longer term goal is to develop a portal to submit data for the readiness report. Templates would be posted to website.

Professional Development – James Murray has moved on so the Subcommittee Chair position is vacant so Nancy provided an update. The 2nd meeting of this group was scheduled for October but did not happen as James is gone. **Heidi** will review this subcommittee list and see if she can get someone to be a champion. **Nancy** to send Heidi the membership list. Pam Fortier might be a good champion. **Wayne** to also send contact information for Pittsburg Health Officer who that might be a good candidate.

Membership – **Beverly, Wayne, and Nancy** to meet and look at work plan for this subcommittee as this critical subcommittee has no members. **Sophia** to provide Wayne a list of active Health Officers that might be good volunteers so he can make phone calls. Discussion of having Affiliate members. Nancy would like **everyone** to help build list of potential vendors/affiliate members that she can reach out to. **Nancy** to send group her historical membership materials.

Leadership – Wayne met with this leadership Executive Board during the summer and needs to schedule next meeting. Wayne, Brian and Rene think there is no sense in splitting off the

leadership committee. Work plan can be imbedded in the full board meeting at the end of the meeting. Board will go into executive session every other month and excuse Events Your Way and DPHS for this portion of the meeting. **Wayne** will start with November.

7. **Legislative Tracking Contract with NHMA**

Brian talked to Margaret at the NHMA about the renewal of the \$2,500 contract. Rene and Wayne support renewing contract. Discussion included:

- Potential of having NHMA speak at our workshops as part of contract?
- Can we propose a different price?
- All members can sign up for tracking software and we don't believe anyone is using this software. Can we remove this from the contract. We need to communicate with the membership.
- **Heidi** would like to participate with **Brian** in future conversations with NHMA about the contract
- Wayne to hold **vote** in November.

8. **HO Readiness Report** – **Wayne** has the data to finalize the narrative of the *Readiness Report*.

Sophia worked with Rene of the Data Subcommittee and conducted a survey monkey that captured 27 responses that can provide data for the *Readiness Report*. **Sophia** will send PPT this to full board.

9. **Health Officer Liaison Updates** – Sophia Johnson

Regional meetings have been a success with Plymouth, Coos, Central, Monadnock completed. All meetings have had a good turnout. There are two more scheduled for this fall. Once the Fall ones are completed, Sophia will provide a summary update to other Board.

10. **Seasonal Issues** – No update on Arboviral.

11. **New Business** – None.

12. **Next Meeting** – third Tuesday of every month, 9:30 – 11:00 a.m. (11/21/2023)

13. **Adjournment** - Brian motioned to adjourn, Brian & Rene seconded it.