

## Minutes – MDPHA Board Meeting

**Maryland Association of Non-Profit Organizations**  
**Baltimore, MD 21230**  
**September 24, 2008, 7:00 – 9:45 PM**

**In Attendance:** Brenda Afzal, Lorece Edwards, Donald Fedder, Michaeline Fedder, Margaret Hayes, James Hodge, Judy LaKind, Nickolas Laughton (UM student president), Elaine Lindsay, Katherine Marconi, Brooke McDonald, Susan Montenegro, Patrick Richard, Gillian Silver, Roger Sorensen, Hoai an Truong, Ann Walsh

**Unable to Attend:** Jacqueline Douge, Roger Harrell, Michael Meit, Suzanne Reuben, Shirish Shah

### I. Introductions and Initial Thoughts

Kathy Marconi expressed thanks to all Board members for their hard work over the summer as we re-establish and re-invigorate MDPHA.

### II. Minutes and Update of Previous Action Items

Minutes: The minutes were approved.

Health Education Section: It was noted that the Health Education section has been working across counties using the MDPHA name. Yet the Health Education section is currently not represented on the MDPHA Board. Discussion concerned that if the Health Education section continues to employ the MDPHA name, then a Health Education member should serve on the MDPHA Board, and Health Ed members should also join MDPHA.

The Board recommended that if the Health Ed section continues to invoke the MDPHA name, then Health Education members should be MDPHA members and willing to serve on the MDPHA Board. Additionally, the Section should provide a report of their activities at Board meetings, and follow all Board membership rules and policies.

☞ **ACTION ITEM:** Kathy Marconi will initiate contact with the Health Education section to resolve this issue.

MDPHA Office Assistants: Margaret Hayes, UM School of Pharmacy, stated that they have space for an administrative assistant for MDPHA. The address for MDPHA correspondence will be:

MDPHA c/o University of Maryland School of Pharmacy  
Suite 722  
Baltimore, MD 21201  
Phone: 410-706-4504

Margaret will put a message on voice mail. She stated that the school is happy to accommodate. They have a very active student chapter.

The office assistant will have access to a desk and filing cabinet, will check mail and perform other administrative duties, and work 3-5 hours per week.

Discussion concerned additional issues in hiring an administrative assistant. We are targeting students, but at what salary (e.g. work study program, or specifically hired by MDPHA). Are any students still available through work study? Would we have to submit forms through the work study program? Margaret offered that she could hire directly and be reimbursed by MDPHA.

The Board agreed that we would want a work study student first, if available. MDPHA will use the job description of office aid that Margaret uses, and will advertise for the position on Friday (Sept 26).

Ruth Maiorana, past-President, will be asked change the forwarding address for the PO Box previously used by MDPHA. MDPHA contact information will also be changed on the website. Note that MDPHA mail correspondence is currently going to Kathy.

MDPHA Website: Hopkins still is willing to hosts the MDPHA website.

#### 12 month agenda:

Priority issue- childhood obesity: The Board agreed that obesity should be a top legislative priority for the next year. It was questioned whether advocacy should be limited to childhood obesity or include adults? There are different types of solutions to these problems, thus, the potential to dilute messages. Additionally, MDPHA should become part of the state-wide organizing initiative. It was noted that many organizations and legislators are on this already.

Other suggestions for advocacy issues included smart growth and cardiovascular disease. MDPHA should also look at legislation from last year. Is there something that we want to pursue? Someone should look into this. It was agreed that MDPHA will adopt obesity, and monitor other issues.

MDPHA Strategic Plan: Kathy offered that MDPHA should create a strategic plan for 3 years. It was suggested that we hold a planning retreat with facilitator. MANO (Maryland Association of Non-Profit Organizations) can provide a facilitator (note: information about MANO was passed to attendees). Possible meeting dates were discussed. A Saturday morning in early November seemed to be good for most Board members.

☛ **ACTION ITEM: Board members should provide suggestions for retreat dates by email.**

### III. Membership Committee

Gillian Silver and Ann Walsh have created a membership recruitment plan. They presented the following:

- a. Communicating w/Current Members: A move from using the Yahoo to Google listserv for MDPHA communication was tried. However, there were problems.

MDPHA will go back to using the Yahoo listserv. The MDPHA website continues to be housed at Hopkins. Changes to the website are checked by JHU fairly quickly. The current board is listed. They will update the MDPHA address, and continue to edit, update and improve other information. Please provide your thoughts [<http://www.mdpha.org/>]. Lastly, a welcome letter to previous MDPHA members has been drafted. The letter will serve to update current MDPHA status.

- b. About Membership: We have about 150 members representing academia, government and non- profit, although many didn't specify. 31% were in academia, thus, this influences membership recruitment plan.
- c. Membership Renewal/Payment: It was recommended that electronic software be obtained to manage MDPHA membership. This will enable the capture of more information on members, reduce paper correspondence, allow easy online payment, and provide quick email feedback on submitted applications. Information on aMember Pro software was distributed. This is a membership management tool that has been recommended and used by other organizations. Importantly, the software enables online payment and supports paypal. The costs are a one-time initial payment (\$200) for the software and possible additional charges (\$40) for periodic updates as necessary. Elaine Lindsay has experience with using the software. She mentioned that we can also get a virtual terminal through Paypal. (Note, Paypal has a monthly service fee). Yet, we would also accept checks. The software can be customized for MDPHA use, and is compatible with MS Office. One issue is where the software would be housed.

Discussion inquired about other software packages. For example, is there freeware/shareware? MANO could be consulted for additional information about this type of service.

The Board agreed that moving to electronic membership was important. With the small cost, we should try. Gillian and Ann will explore this further. The Board, (voting 17 For, 1 Opposed, 0 abstain), agreed to allow Gillian and Ann to implement any system costing under \$500, with the stipulation that any system costing over \$200 must be approved by the Board (email vote). The target for implementation is the end of November for use for the next calendar year.

- d. Recruitment Goal: The goal is to double MDPHA membership by June 2009. One suggestion to entice membership is to offer the first year free. There was a motion for 50% off new membership dues to ensure commitment.

We need to establish a membership drive and recruitment plan. When should the campaign start? What can we offer now, i.e. speakers, conferences, to entice the recruitment of new members?

Student membership could be enhanced by having a student representative from each school attend MDPHA meetings and establish connections among schools. Help would be provided for those institutions that want to establish and organize a student section. It was noted that Susan Reuben can share information on student section organization to other schools.

Information on past speaker series costs was discussed. These have been dinner discussions. We pay for room, food, and advertising, supplemented by reduced fees charged to attendees. Other resources necessary for programmatic activities include the costs for flyers and supplies.

- e. Determination of Dues: Dues are currently \$35 for regular members and \$10 for students. Should these be adjusted? Can we estimate program costs to determine dues level? What about dues comparisons for other state organizations? Probably not relevant since MDPHA is not supported by APHA. The MDPHA FY is Jan-Dec. We should start sending to members in December.

☞ **ACTION ITEM:** Gillian and Ann will continue working on membership issues. At the next Board meeting or by email, they will further present their recommendations for: membership goal, membership fee, recruitment plan, timeline for recruitment, and electronic dues payment system.

#### IV. Treasure's Report

Patrick Richard reported that MDPHA currently has assets of \$5391.46 (checking) and \$9029.24 (savings). A budget for the remainder of 2008 was presented. Previous and proposed line-item expenditures for 2008 were reviewed. Based on the discussion, a revised 2008 Budget will be prepared for comment and discussion. It was agreed that an electronic vote on the amended budget take place via email.

#### V. BYLAWS

Judy LaKind and James Hodge have edited and amended the MDPHA Bylaws, following a template taken from the NC chapter. The draft has been distributed to the Board. They pointed out several issues:

- property issue: the Board acting as trustee: It was noted that the Treasurer as custodian already has this duty
- quorum: there is no need for this section
- electronic voting already in other provisions of articles 8 and 9
- establish existing Board members as minimum

Other discussion concerned whether the designation of the Association be MPHA, MDPHA, MDPHA. It was agreed to be MDPHA. It was noted that MDPHA is incorporated.

☞ **ACTION ITEM:** The Board should get comments on the draft of the Bylaws back to James/Judy within next week

#### VI. COMMITTEES

Michaeline Fedder presented written recommendations for MDPHA Committees and Committee Chair duties.

- Elaine Lindsay and Lorece Edwards agreed to be co-Chairs for the Legislative Committee
- Gillian Silver and Ann Walsh are currently heading the Membership Committee
- Don Fedder volunteered to be temporary Chair of the Program Committee. A permanent Chair is needed.

- Brooke agreed to Chair the Communications/Publicity Committee

☞ **ACTION ITEM:** An email will be sent to all Board members requesting volunteers to Program Committee co-Chairs.

## **VII. Other Business**

- APHA Annual Meeting: Brenda Afzal, Don Fedder, Lorece Edwards, Gillian Silver, and Michaeline Fedder will be attending.
- Nick Laughton, UM Student President, is officially a Board member
- Al Noonan is interested in being a program speaker

## **NEXT BOARD MEETING**

Date to be set at the November Retreat.

The meeting ended at 9:45 pm.