



Members :

Brian Davies (The College of Idaho) *Present*
Patrick Haines (UC Irvine) *Present*
Donna Hash (Washington State) *Present*
Amy Chadwick (Washington State) *Present*
Michelle Laabs (Concordia University Irvine) *Present*
Cynthia Mauzerall (The College of Idaho) *Present*
Jeanie Deakyne (UC Irvine) *Present*
Luwissa Wong (Cal Sate Long Beach) *Present*
Julee Demello (University of Nevada Reno) *by phone*
Monideepa Becerra (CS Bakersfield) *Absent*
Belinda Veal (UC Berkeley) *Absent*

1/22/19, 1/23/19
CONCORDIA UNIVERSITY, IRVINE, CA

12:15PM PST Discussion of Retreat costs-

If Institutions won't cover, airfare can be reimbursed by PCCHA.

12:20PM Review of agenda items-

Looked comprehensive

12:25PM Review of PCCHA and ACHA-

11 affiliates and 6 regions. Discussion of PCCHA's purpose as a professional organization which universities join to promote health and health promotion programs. Adopts ACHA's "parent" vision and mission.

12:35PM PCCHA Roles and responsibilities-

Cynthia made a motion to approve Brian and Jeanie as members-at-large to the Board. Patrick seconded this. This was approved. Discussion of timing on new positions. Will discuss with Monideepa to see if she wants to continue that way. Clarification of Board's role- to be empowered to challenge and to support ACHA and represent our members.

12:47PM Job Descriptions/Roles-

Everyone reviewed terms of office. Add "membership" to past-president's duties. Will discuss later in retreat ways to beef up membership.

1:02PM Historian-

Historical data- past presidents, chairs, conference sites. Donna and Patrick have started a list of conference sites and chairs. Donna updates this info on the website. Historical data is saved on the Google drive. Going to set up a historian account of the Board. Luwissa and Donna will place documents into the categories. **Action Item: *Plan to have a tutorial for the Google Drive at the February meeting.***

1:17PM Members-at-Large-

Awards and deadlines-Brian manages. We will place on website and shared drive the following:

- Description of Ruby Rich Burgar, Golden Gull, and Affiliate New Professional
- Call for Nomination Forms
- List of past recipients
- Description of award

ACHA awards- Not largely recognized what is out there. Plan to make a link from the PCCHA website to the National awards. Discussion of having the ACHA Rep help promote awards. The position is elected at the national level. There are 3 applicants now. Daniel Woodward handles membership list and type of membership.

1:43PM Mini Grants and -Jeanie.

Historical data needed. Get 2017 and 2108 data from Laurel Halsey and publish online. Discussion of accountability for grants- have the winners present at PCCHA conference what they did. A timeline calendar will be created. Can use ad-hoc committees to review applications.

Discussion of University of Oregon's situation- they plan to do ASSIST training with the funding. Director asked for an extension- plan to expect it done by fall.

Two mini grants are budgeted for \$750.00 each and there is one grant for \$2500.00 under "Joel Grinold's".

2:00PM Recognizing awards and grants from past year-
Can be done at the conference.

2:05PM Email Blasts and Newsletters-
Need ACHA 2019 membership list.
Action Item: *Mid-February Newsletter- with Welcome letter from Michelle. Add award recipients and feature them- Jeanie will send photos of recipients. Reminder of free ACHA memberships for students.*

2:32PM Bylaws-
Make sections without numbers on the side. Changes will be presented to our members. Emailed to general membership. Changes were made to Article 2- to Purpose and Goals- copy and paste. Change #23 verbiage. Changed Article 3 so membership explanation is more concise. Change to Article 5- Officers- Change Executive Committee to Executive Board and change years of service. Simply list positions and terms of office. Change #6 Section 3 Election- Take out 7 days after annual business meeting to no later than November 15th of each year.

Election Discussion- We will not allow write-ins. By March agenda, we will have a work group (Cynthia, Brian, Jeanie, Michelle) complete from Section 4 changes. ACHA will have an updated Bylaws by 2020.

3:15PM Preview of Master Calendar-
Change Meetings to second Wednesday at 11 Pacific Time. Change Newsletter to at least quarterly. Next meeting-February 13th at 11:00 AM PST. Open grant call for proposals for February newsletter. For Mini grants and Joel Grinold's.

3:40PM Treasurer Report-
2018- there is still come income from Conference still coming in. Julee feels conference totals will be strong. Julee, Patrick, and Laurie will seek out outstanding monies from vendors.
Liability insurance went down.
Bank Update- Julee met with Bank of America and they prefer people meet and sign in person. Old treasurer's name is still on the account. Want a more online bank. Julee feels Bylaws should be updated to reflect # of signatures needed. Will add signature authorization to

Treasurer (Julee DeMello) and President (Michelle Laabs) and Past President (Patrick Haines) in the absence of the 2.

President has plan to not spend over our membership income of \$12,422.50. Board Expenses are a large part of budget. Julee proposed doing double duty and having Board Retreat in same place as the upcoming conference.

Changes to budget proposal- plaques will change to \$500 and have a \$900 contingency line. Patrick made a motion to approve changes in budget and Cynthia seconded. Approved. All voted yes.

- 4:35 PM** **Conference Budget**
will be planned by next meeting. Proposal needs to come from Katy on San Diego. Michelle will reach out to Katy on that info.
- 5:00PM** **Planning for tomorrow**
Breakfast at 8:00 AM and 8:30 start to meeting. Adjourn

1/23/19

- 8:48AM** **Conference Planning in future**
San Diego 2019, Portland 2020. Amy mentioned we should set date for each year- such as the first Sunday in October. In the Newsletter place a site survey with 4 venues to rate. Now ACHA has set San Diego for 2022 National. Ideas for survey- Tuscon, Scottsdale, Anchorage, Las Vegas, Couer D'Alene, Palm Springs.
- 9:25AM** **PCCHA Calendar 2019 Review**
Discussed again presentation of mini grants.

Conference Committee Formation:

- **Vendors/Marketing-** Donna and Monideepa & possibly Zeena
- **Marketing and promotions-** Luwissa and Enid
- **Speakers-**
- **Logisitics-**
- **Submission Reviewers** -from each discipline. Brian and Cynthia Mental Health
- **Volunteer Facilitator-**
- **CEUs-** Michelle will research requirements for nurses

Important to recruit help from our colleagues
Stipends for Speakers is outlined in a handbook

10:10AM **Discussion of Grants and Awards being 1 person-**
Decided it should stay as 2 people.

Social media could be done by student rep
Idea to have poster presentations so students don't have to go to
ACHA

Ballot will go out for Regional Rep. Also need someone to be
President Elect for ACHA- nominate

Section Chairs- Regional Rep will reach out to section chairs.

10:30 AM **Action Items-**

- **Encourage nomination of peers**
- **Beef up newsletter with info about peers**
- **Get list of individual vs institutional members**
- **Get more info to other tracks**
- **In newsletter, a call for members to be part of membership development**
- **Discussion later about EventBrite- has an online vendor payment option**

11:15 **Adjourn**