



New Hampshire Health Officers Association

Executive Board Minutes

May 21, 2024

9:30 am –11:00 am

Zoom Meeting Format

- Call to Order - Wayne Whitford, President

- 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
 - Courtney Bogaert – present
 - Lisa Bechok - present
 - Nancy Kilbride, Events Your Way – present
 - Sophia Johnson, DPHS Health Officer Liaison Unit – present
 - Joanne Cotton, DHHS staff – present

- Approval of March minutes
 - Denise motion to approve; seconded by Rene. All members approved.

- Treasurer’s Report – Nancy Kilbride
 - Membership and conference revenue. More conference revenue is to come in during the month of May and June. Total in checking and money market: \$9,414.69.
 - Membership drive – 189 member’s total. Picked up several that registered as a member for the conference, Nancy approached them, and they joined. Hoping to reach 200 members, which has not been done since 2021.

- Board Member Vacancies
 - Denise is stepping down as treasurer effective June 1, 2024. Heidi is stepping down as secretary immediately. Wayne asked if anyone was interested or any nominations. He suggested we combine both. Lisa asked what each entailed. She is considering.
 - Nancy pointed out that come October or when the annual meeting is held – there are 4 board seats due to expire: Wayne, Brian, Rene and Heidi. It was discussed to set up a short-term nominating committee. Also to be dealt with are the positions of President and Vice President. Membership needs to vote on officers, but the Executive Committee can appoint new board members.

- Spring Conference
June 5th, Holiday Inn, in Concord. The agenda is complete, and speakers locked in, session topics. 78 registered to date which includes speakers, vendors and attendees. Only 4 vendors to date. Board needs to reach out to potential vendors and other HO's to register for the conference. Hoping to have up to 10 vendors and 100 attendees. A sign-up sheet has been passed around for board members to sign up for activities during the event. HO will have a table and attempt to recruit new board members.
- Fall Conference
Sophia reported that the state lab funds of \$30,000 have gone through G&C for sponsorship of the fall conference. Sophia and Beverly are meeting with the representatives to work out the logistics, reporting, what can the money be used for, potential date and location for the fall conference. They will report back to the board. The board discussed the potential locations for a future conference. It was suggested that if all successful at the Holiday Inn, we would go back there in the fall and once each year and rotate the other conference around the state.
- Health Officer Liaison Updates – Sophia Johnson
Joanne Cotton was introduced. The new part time person working with Sopia. Block grant is due at the end of this month. DPHS is funded all by federal funds without any state monies. A scholarship program of \$30,000, for HO and DHO to support membership, training, certification and expand their overall understanding of their role. Funds need to be spent by December 2024. Regional meetings are going very well, are well received by participants, good evaluations. Intend to hold 3 each year moving forward. Training modules have been implemented for HO 101 and a Housing module for next month.
- Committee Reports
 - Communication Subcommittee – developing newsletter mostly thanks to Courtney. Two a year – summer and winter. Discussed spring conference and leadership committee needs to review by-laws.
 - Data Collection Subcommittee – discussed data base housing tool, set up a Gmail account to collect and transport data. Not to be used as an email address. Board approved.
- New Business – Liam suggested that the board review the By-laws so we can update and make appropriate changes. Has not been updated since July 2010.
- Next virtual meeting is scheduled for July 16, 2024, at 9:30-11:00AM.
- Adjournment – Wayne Whitford, President