



New Hampshire Health Officers Association

Executive Board Minutes

July 16, 2024

9:46 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
 - Rene Beaudoin, Chair for Data Subcommittee – absent
 - Liam Ehrenzweig, Chair for Communication/Marketing Subcommittee – present
 - Courtney Bogaert – present
 - Lisa Bechok - absent**
 - Nancy Kilbride, Events Your Way – present
 - Sophia Johnson, DPHS Health Officer Liaison Unit – present
 - Joanne Cotton, DHHS staff – present
 - Heidi Peek, -- absent**

- Approval of May minutes
 - Brian stated he had internet connection difficulties during May 21 meeting and would abstain.
 - All other members approved.

- Treasurer’s Report – Nancy Kilbride
 - Total in checking and money market: \$4,564.56. \$3,000 from Public Health Lab sponsorship of Spring Conference was deposited July 15 and is not reflected in total.
 - The expense for the Spring Conference was \$6,252 which is higher than normal due to venue and menu costs, and Wayne stated that was something for consideration moving forward. Thankfully the PHL sponsorship covered nearly half and combined with registration and vendor fees the total resulted in \$602 net income.
 - Nancy hoped there would be PHL money left over from Fall Conference that could be used to mitigate future conference expenses. Sophia is unaware of restrictions on use of unspent funds from PHL sponsorship for future conferences, and mentioned the State might prefer to limit the total portion of funds used for the Fall Conference which would create an unused balance.

- Membership update—Nancy Kilbride
 - Membership drive – Current membership stands at 195, which is close to the 200 member objective.

- Board Member Vacancies
 - Wayne asked Liam to accept Treasurer position, but he declined. Nancy stated Ren expressed willingness to perform those duties on a limited basis.
 - Wayne asked if there was response from the Spring survey from any members willing to join the Board or a subcommittee, and Nancy responded that **MADISON BAILEY** from Exeter indicated some interest. Sophia suggested some personal outreach might be helpful in securing Madison's participation, and Brian volunteered to reach out to her to check her willingness to join.

- Spring Conference

Nancy stated that 76 people attended the conference, with 99 registered and 23 no-shows. The number of no-shows was unusually high.

The Spring Conference survey was reviewed:

 - Negative responses regarding the sound system were discussed. Nancy was interested if the issue was with the AV equipment or the venue.
 - Sophia suggested the issue was with the conference presenters use of the AV equipment, and not the equipment itself. She mentioned the Communication & Marketing subcommittee had discussed this during its July meeting, and C&M was in favor of suggestions/reminders be given to presenters regarding optimal use of the microphone and size of font/readability of PowerPoint slides.
 - Wayne made the point that some presenters arrive very shortly prior to their presentation, and that limited ability to provide insight to use of AV equipment, but Nancy stated that communication with presenters was ongoing prior to the conference date she would forward suggestions about use of AV equipment to future presenters.
 - Negative survey responses to room temperature in the room were ascribed to attendees personal wardrobe selections and lack of clothing layers in an unfamiliar location.
 - Nancy emphasized the repeated requests for case studies from attendees. Joanne responded she is working on a format for the presentation of case studies by Health Officers that might help elicit participation. The Board can present a request for case studies from Health Officers, but ultimately it requires Health Officers to step forward and present their cases.
 - The length of lunch break was discussed in light of complaints that it was too long. Wayne said the time was intended for attendees to visit with vendors. Sophia suggested possible roundtable topics among Health Officers during the break, with topics assigned to select tables.

- Fall Conference
 - Sophia is working with CIH to develop marketing materials to be used for the Fall and future conferences. The C&M subcommittee is working on approving details and will present to the full Board when ready.
 - Nancy stated that August 1 is the target date for registration. She has reached out to PHL for a finalized agenda, but can open registration even if the agenda is not finalized prior to Aug. 1.
 - Nancy asked if the fee structure would remain as is. Wayne responded it had been revised already this year and was too soon to revise it.
 - Brian asked if the Holiday Inn was locked in, and Nancy replied a deposit had been made with NHHOA's new debit card.

- Health Officer Liaison Updates – Sophia Johnson & Joanne Cotton
 - The rabies chapter of Health Officer manual is being updated.

- A Cornerstone housing inspection training course is hoped to be completed by the end of July.
- A scholarship grant of \$40,000 is being tapped for the Fall NHHOA conference and the Environmental Health conference in the fall. Wayne suggested another good use of the grant would be for more Cornerstone training.

- Committee Reports
 - Communication Subcommittee – as mentioned was working on marketing materials and strategies for the fall and future conferences.
 - Other subcommittees had not met.

- New Business – none.
- Next virtual meeting is scheduled for August 20, 2024, at 9:30-11:00AM.

- Adjournment – Wayne Whitford, President