Minutes

Date:  Friday, January 30, 2015

What:  TxOHC Board Strategic Planning Meeting

Where:  Academic & Administration Bldg. #106, UTHSC San Antonio, TX

Call to Order:  The meeting was called to order at 8:31 a.m. by Dr. Erik Harrington

Welcome and Introductions:
- Present:  Erik Harrington, Beth Stewart, Nancy Cline, Christina Murphy, David Cappelli, Michelle Landrum, Sharon Dickinson, Sherdeana Owens, Mac Lee,
- Absent:  Cathy Blunck, Pam Myers
- Guests:  Vy Nguyen, Jessica Stewart, social media manager, Josephine Wolfe, grant writer intern

Icebreaker:  Activity conducted.

Approval of Minutes:
- Appoint Secretary – Dr. Sherdeana Owens was appointed as temporary secretary for this meeting only.
- Appoint Minutes Review Committee – Drs. Harrington and Lee were appointed as the Minutes Review Committee.
- Minutes of December 5, 2014 were read and approved. Motion to approve was made by Dr. Cappelli and seconded by Dr. Lee.

Treasurer’s Report:
- #1096 & 1099’s mailed – packet to CPA to complete the #990 which is in progress.
- Discussion - membership dues must have a tangible product like a professional newsbrief to be deductible by members. Proposed budget: Josephine volunteered for coming year so salary savings can be used elsewhere. There are monies for Beth’s salary. Annual budget proposed for $101,223. Budget formats considered were: bare bones, proposed, wish list, edited (proposed edited). Line by line discussion of budget was conducted. Need to get corporate sponsors as well as membership dues.
- Approval of 2015 Proposed Budget – Motion from B&F committee to approve the edited version of the 2015 proposed budget, unanimously approved.
Board Governance

- Bylaws Change – Motion made by Board Governance to add DSHS OHP dental director as ex-officio. Discussion ensued concerning addition of state dental director or representative as nonvoting member of board. Dr. Nguyen explained the role of her office (DSHS). Motion unanimously approved.

Expectations

- What are people expecting to get out of this meeting?
- What are you hoping the Coalition can accomplish this year?
- Round Robin Discussion Results- emphasis on prevention, tangible goals for org, ‘what are expectations of this meeting’ “coalition hopes for coming year”; 5-10 written goals; grant opportunities; action plans; realistic strategic plan; broaden network- increased collaborations; clarification of goals; move forward with action items; a game plan for next steps; priorities; movement. “having a win under our belt”; not being stalled. Increased marketing.

SWOT Analysis:

Breakout groups were established and group results posted for discussion. Results will be emailed to board later.

Force Review: Review of the organization:

Is coalition sustainable? Discussion: The Oral Health Data Booklet created by the state of Michigan was presented. The creation and use of the “book” with Texas data would give us a usable and sellable product. More detailed discussion in “Develop Priority Areas” section of the minutes.

Action item: copy a page from “the book”; do we want to use the same five data points/suggestions for additional data points. Need board feedback within two weeks.

Membership:

The 2013 membership survey (19 respondents from summit) was discussed; most would pay annual membership or organization dues; the dues standards are different for non-profits. Discussion included information on other state coalitions, dues in general, and member benefits.

Benefits for TxOHC were explored. Option-add membership dues in summit registration with higher cost for non-members.

Increase in diversity may be hindered by dues. Increase marketing around summit? Higher level sponsors get logo on TXOHC bag? Donation box on summit registration page? Dues-tabled. Other levels of membership- tabled.

Board members decided to maintain the status quo of providing free membership.
Grants:
- Strengthening the Network: 6 key points - each member can do one item. Send your preference to Beth. No money for grant writers so board will work on these sections.
- Oral Health 2020 goals are important to Dentaquest; goal 3 is “the book”; the book will also help policy change to include adult Medicaid.

Summit Planning:
**Confirm Summit Dates:** Summit date and theme – November 5-7, 2015. Will talk with Omni Colonnade about availability. Length of summit: Thurs afternoon; all day Friday; Saturday morning. Considering Jason Sabo as keynote speaker on Friday morning. Considering having Panels again - maternal child, school based, older adults. Possible speakers - David Flores, Gary Badger, Keila Lopez, Matt Jacobs, Howard Pollack, Dr. Murphy, Sean Boyd, Erik Harrington, Mac Lee, Davelyn Hood, LBJ sch of PH health policy instructor, Sherdeana Owens.
Workshops - social media workshop, road map policy workshop, stress management, conflict resolution, patient-centered care, health literacy, communications and team work, motivational interviewing.
Group rate for whole office staff?
Title/theme of summit??
- Network Policy Summit – March 2016
- November 5-7, 2015
- Theme – Strengthening the Network

Develop Priority Areas:
Metrics Coalition Report – Cappelli, Nguyen - statewide data broken down into smaller unit levels. Michigan published data on Oral Health by county. Organize and utilize data for state use in a standard format. Use by legislators – know burden of disease in their county-use for policy.
Three basic ques – what data needed, what already collected, how to use it/network info, (how to standardize data). Three work groups formed to work on these questions. Future plan for Texas to have a data report similar to Michigan product. Goal is to have TxOHC produce a document similar to the MI report. With 4 year updates.

Board Governance:
- Discussion on changing Board of Directors – adding Chair-Elect - Tabled.
- Length of Term for Directors ? Tabled.
- Staggered Terms ? Tabled.
- Move up board members to other positions? Tabled.

Old Business:
- Conflict of Interest
  Individual forms completed and signed – Vy Nguyen
  Signature page signed - Mac, Christina and Vy
- Biosketches for website – Mac and Vy – others can submit new pictures.
Announcements:

  Pre-Conference is April 25-26, 2015.

Adjourn: The meeting adjourned at 5:10 pm.

Respectfully submitted,

S. Owens

Sherdeana Owens, DDS
Temporary Secretary

Board approved Minutes April 2, 2015.