

Minutes
Texas Oral Health Coalition
Board of Directors Zoom Conference Meeting
June 26, 2019

Call to Order:

Chairperson Nancy Cline called to order the Texas Oral Health Coalition (TxOHC) Board of Directors (BOD) at 3:01 pm, June 26, 2019.

Members Present:

Nancy Cline, RDH, MPH; Annaliese Cothron, MS; Sharon Dickinson, CDA, RDA; Sarah Dirks, DDS; Kila Johnson, DDS; Sandy Tesch, RDH, MSHP; and Ankit Sanghavi, BDS, MPH

Members Absent:

Sherdeana Owens, DDS, MPA; Russell Reddell, DDS, MBA; Johanna DeYoung, BSN, DDS, MPH; Christina Murphey, RN, PhD; and Michelle Landrum, RDH, MEd

Others Present:

Beth Stewart, RDH, TxOHC Executive Director (ED); Jessica Stewart, MA, TxOHC Coalition Coordinator (CC)

Welcome: Chairperson Cline welcomed those present and thanked them for participating in today's Board Meeting. Roll call was taken and a quorum confirmed. S. Dickinson moved to approve the meeting agenda. S. Tesch seconded the motion. Motion was approved unanimously. A. Cothron and A. Sanghavi volunteered to review the June 26, 2019 minutes.

Committee Appointment: Chairperson Cline appointed M. Landrum to the Membership Committee.

Minutes:

The minutes for the April 5, 2019, BOD Meeting were reviewed. S. Tesch moved to approve, as circulated. A. Cothron seconded and the motion passed unanimously.

The minutes for the June 5, 2019, BOD Meeting were reviewed. A. Sanghavi moved to approve the minutes, as circulated. S. Tesch seconded the motion. The motion passed unanimously.

Treasurer's Report:

Beth Stewart provided the Treasurer's report in J. DeYoung's absence. Financial statements were reviewed. The statements were filed for audit.

Committee Reports:

- Board Governance Committee – Chairperson K. Johnson
 - ✓ Nominations Report: Board Governance submitted the nominations report for 2019-2020 elections. The report will be sent to the members on June 24, 2019.
 - ✓ Revision of the Bylaws is in progress.
- Membership Committee – Chairperson R. Reddell

- ✓ Prospective TxOHC Feedback Survey: S. Tesch presented the survey. The survey will be distributed during the Texas Oral Health Conference (TOHC) with an incentive to return the survey. The survey will be sent out to those who did not attend the conference after the conference.
 - ✓ The “Who We Are” recruitment one page paper is being finalized by the Committee and will be sent to the BOD for approval.
- Maternal Child Perinatal Committee: ED Stewart reported in Chairperson S. Owen’s absence. The final report will be submitted by the end of June 2019. The training schedule is being set up.
 - Older Adult Oral Health Committee: Chairperson S. Dirks
S. Dirks updated the BOD on the project to date. The Rack cards will be available for the TOHC. She reported she has been in discussions with various groups regarding project grants, and will update the BOD as discussions continue.
 - The BOD discussed the need for TxOHC BOD members to have business cards. After discussions, it was decided that ED Stewart will send a business card template to BOD members for their use in producing business cards.
 - A. Sanghavi gave a brief summary of the April 5, 2019, meeting of the Financial Sustainability Committee.

Program Updates: Executive Director Beth Stewart

- Texas Tooth Steps: The 2nd deliverable has been filed and invoiced. The 3rd deliverable and final report is in progress. ED Stewart discussed with the BOD having a table at the TOHC to show the impact of the program. It was approved.
- Texas Fluoridation Program: There will be a table at the TOHC for the program. ED Stewart reminded the BOD about the Community Water Fluoridation (CWF) workshop on Friday, July 26, 2019, during the TOHC. ED Stewart will also have a table at the upcoming TECQ Conference in Austin.
- Texas Oral Health Conference: ED Stewart discussed the conference plans to date. Registration numbers to date were given with an update of the program. She asked all BOD members to be present on Wednesday, July 24, 2019, and to meet at 8:30 AM. In so doing, the BOD can assist her prior to the meeting for assignments during the Conference.

Executive Director Report: B. Stewart

- ED Stewart discussed the Dropbox to be utilized for BOD documents. She provided a Dropbox table of contents for the BOD’s use. Log in to the Dropbox is tied to the Board members email address. She asked each BOD member to decide on one (1) email address. Please advise her if you have more than one and which one you will be using. The Dropbox will include a Dashboard for Board members to track key performance indicator’s (KPIs)

Other Business: Chairperson N. Cline

- Chairperson N. Cline requested an inventory list be put in the Dropbox
- Chairperson N. Cline discussed the need for a new computer for the ED. This was tabled until after the TOHC and/or budget evaluation.

Announcements:

- All BOD Members were reminded they are expected to register and attend the TOHC and TxOHC Annual Meeting.
- All BOD Members are asked to have headshot pictures taken on Thursday, 7/25/19, during the TOHC. Next BOD Meeting will be August 2, 2019, at noon, via Zoom.
- Upcoming Events:
 - ✓ July 24-26, 2019 Texas Oral Health Conference at the JJ Pickle in Austin, Texas.
 - ✓ July 25, 2019 TxOHC Annual Member Meeting scheduled from 4:30-6:30 PM. JJ Pickle, Austin, Texas
 - ✓ Community Water Fluoridation speaker training Friday, July 26, 2019, 12:00 PM-4:00 PM, JJ Pickle, Austin, Texas
- Next Meeting:
 - ✓ August 2, 2019 12:00 Noon to 1:00 CDT BOD Meeting via electronic conference.
 - ✓ BOD Orientation – TBD via electron conference
 - ✓ Strategic Planning (face to face meeting) TBD tentative November, 2019.

With no further business to come before the BOD, the meeting adjourned at 4:25 PM CDT.

Respectfully Submitted,

Sharon Dickinson
TxOHC Secretary