

**Olympic Peninsula Healthy Community Coalition
Board Meeting
April 9, 2018**

Attendance: President Monica Dixon, Vice President Michelle Rhodes, Secretary Rebekah Miller, Treasurer Andra Smith, Policy Chair Mark Ozias, Director Patty Lebowitz, Director Donna Pacheco and Director of Operations, Leslee Francis

The meeting began at 4:05 p.m. at Monica Dixon's residence in Sequim, WA

Minutes

- Andra Smith moved to accept the minutes of January 15th, 2018. Patty Lebowitz seconded. All in favor. Motion passed.
- Mark Ozias moved to accept the minutes of February 12th, 2018. Andra Smith seconded. All in favor. Motion passed.

Treasurers Report

- Andra Smith presented a treasurers report with a balance of \$14,034.69. Andra asked for clarification on what category insurance would fall under. The board agreed that Haller was the correct placement.

President's Report

- Sequim Storage Unit
 - OPHCC has rented a storage unit to store all of the event items and giveaways. Storage unit is located at All Safe on 2nd Avenue in Sequim.
- OPHCC New Printer
 - Monica ordered a new ink-jet printer and ink to keep up with the demand for handouts and forms. Total cost was approximately \$500.
- Conservation Breakfast 03.23.18
 - Monica stated that the Conservation Breakfast was very successful. OPHCC made several new contacts and reached over 300 people.
- Weekly Meetings with Leslee
 - Monica has scheduled weekly 2 hour meetings with Leslee to coordinate and stay on top of schedules and events.
- Coalition Meeting Changes
 - A new meeting schedule was presented to the Board of Directors. As the Coalition has grown, so has the need for space. Leslee has reserved the PUD building for meetings in Sequim and the Lincoln Skills Center for meetings in Port Angeles. The board has agreed to rotate every other month between the two cities.
 - Mark suggested OPHCC should invite a PUD HR or Employee Relations staff member to the Coalition meeting.

President's Report Continued

- WA State Nonprofit's Association Membership
 - OPHCC has joined Washington Nonprofits. Leslee has taken her first class – On Line Donations.
 - The board would like to see a section on the website that explains what donation money is used for.
- Web Support Proposal
 - Austin Sanford from Austin, Texas will send Monica a website proposal and will move everything to Word Press templates.
 - Monica requested that each board member give her a headshot photo with a one paragraph description of themselves.
- Changes to Monthly Board Meeting Schedule
 - Monica requested to change the monthly board meeting to the second Monday of each month at 4:00pm. There was a board consensus to accept this change.

Old Business

- Kiwanis Kidsfest 03.03.2018
 - Patty Lebowitz set up the event and wanted to make sure to thank Jim Stoffer for being the only volunteer that showed up and stayed all day. Anastasia brought a prize wheel with activities and questions on it. Patty mentioned that the kids were disappointed with the questions, but loved the activities. Parents were happy to take challenge sheets and stickers.
 - Michelle Rhodes would like to see OPHCC provide 5210 fridge magnets to hold the challenge sheets.
 - Monica asked for a quote on magnets once Donna has time for design work.
 - Mark Ozias asked if Kiwanis provided any funding or grants for organizations like OPHCC. Monica offered to follow up with Lisa Lyon to see if we could further a relationship with them.
- NCC Meetings
 - Mark Ozias, after attending several meetings, suggested that OPHCC is not at the right level to pursue the NCC. Mark suggested that we continue to attend the local meetings, but not the regional meetings.
- Sponsorship Packages Revisited
 - Donna Pacheco explained the sponsor packet and asked board members for feedback on if the value of the packages was equal to the dollar amount asked. Donna asked for input on any changes needed.
 - Michelle Rhodes suggested not putting everything on the table up front. Michelle suggested raising the price and offering more options after one

year. Michelle would like to have a growth plan with levels instead of all at once.

- Donna will email the board a sponsorship packet and will ask for a board response with suggestions. After all suggestions are submitted Donna will finalize the package and help advertise it.
- Donna would like to get the packet out and offer opportunities at each event. Donna suggested using OPHCC Facebook/Website to thank people who donate. She also suggested a sponsor challenge.
- Donna suggested offering some sort of recognition or shout out to “founding or “initial” sponsors.
- The board would like to see a direct approach to explain why we are asking and to show what sponsors will get for larger “asks”.
- Mark would like to identify a strategy for the top 5 “asks”. Mark also suggested that OPHCC need to know how many sponsorships they can sell and suggested spending one half of the next board meeting on these strategies.
- Monica asked the board to bring a list of “asks”.

New Business

- Upcoming Events
 - YMCA Training 04.20.18
 - Monica will present OPHCC’s first ever, 5210 training for the public. Leslee will compile 5210 notebooks for the event.
 - Head Start Training 04.12.2018
 - Monica will speak to the parents of kids at Head Start in Sequim. Leslee will set up the sugar display and compile handouts.
 - Sequim Farmers Market 05.05.2018
 - OPHCC will set up at booth for opening day at the Sequim Farmers Market. This event will also be on Kids Day at the Irrigation Festival. Anastasia from Molina will bring the smoothie bike.
 - Summer County Leadership Challenge, July 2018
 - Monica and Leslee met with Donna to start setting up the Leadership Challenge.
 - Boys and Girl’s Club Summer Food Program/Project, Summer 2018
 - Leslee received quotes for the sweatshirts requested by the B/G Club. The board agreed the quotes were too much money for OPHCC to spend. Molina offered \$1000 towards shirts/supplies.
- OMC Proposal
 - Mark, Monica, Donna and Leslee met with OMC to discuss a possible scope of work that OPHCC could offer OMC. Monica presented a draft of the scope of work and will send the final via email. The scope of work needs to be presented to OMC by April 15th, 2018.
 - Eric Lewis is in support of moving forward. Eric volunteered to work with the OCH to present a matching “ask” with the OCH. Eric requested OPHCC’s budget and statement of work for a 3 year period.

- \$80,000 per year over a three year period with \$40,000 from the OCH or other partners is the current offer being discussed.
- Monica stated that her goal was to retire, but wanted to discuss how this looks and where we go.
- Mark Ozias will create a spread sheet to coincide with the scope of work.
- Donna Pacheco wants to make sure that the Coalition knows that OMC is funding the position, but that Monica and the Coalition are running the position and are still in charge of the contractors/employees.
- Andra was concerned about increasing the workload of the Program Coordinator without increasing the hours. Monica stated that some of the current work would shift around to allow the hours to remain at 20 hours per week.
- Motions/Vote Required
 - Leslee's Contract
 - Monica presented a draft contract to Leslee Francis and the Board of Directors.
 - Changes were suggested and will be made. The revised contract will be sent by email.

Meetings

The regular meeting of the OPHCC is scheduled for Wednesday, April 18th, 2018 at 1 p.m. at the Lincoln Skills Center in Port Angeles.

The next OPHCC Board Meeting is scheduled for Monday, May 7th at 4p.m. at Monica Dixon's house.

Meeting ended at 6:08 p.m.

Respectfully Submitted,
Leslee Francis, Director of Operations