



**Board of Directors
Meeting Minutes
August 29, 2017**

The meeting was called to order at 5:02 PM by Chairman Orevalo. In attendance were Directors Arevalo, Mascarenas and Smith, and OHF Managing Director, Deborah Foote. Directors Zinser and Sawyer joined at 5:07 PM. The meeting agenda was adopted unanimously as written (Smith, Mascarenas)*.

The Directors were joined by Tami Miller and Karen Hodge to discuss an email from Dr. Johnson of the American Fluoridation Society (AFS) regarding OHF's contact on fluoridation issues. The Board directed the OHF Managing Director to draft a response from Chairman Arevalo which they will review. The final response will be copied to all AFS Directors.

The Directors approved unanimously the July 2017 Minutes of the Leadership Council (Sawyer/Zinser). The Managing Director will forward the July 2017 Minutes of the Board of Directors for vote via email.

The Directors reviewed the 2017 Conference Evaluation. Discussion on the 2018 Conference focused on budget review, opportunities to improve revenues, and programming responsibilities. Director Mascarenas recommended delaying a decision on the 2018 Conference until a full accounting of revenues and expenses can be provided by FPHA, which is anticipated by the end of September. Chairman Arevalo will discuss with Dr. Catalanotto whether he wishes continue as Conference Program Chairman. The Managing Director will develop a discussion piece for the Directors on conference strategies once she has had an opportunity to review related materials.

Director Mascarenas requested that the Board table the vote on the Harassment, Anti-Discrimination, and Whistleblower policies until the next Board meeting. It was suggested that a policy on who must sign a policy be clear (versus be made aware of the policy) as it could be a rather cumbersome process to collect from all volunteers (for example, Action Team members). Directors were asked to provide any comments to the Managing Director by September 13th. Director Sawyer asked if a Confidentiality Policy also should be included. She will forward a sample to the Managing Director who will draft a policy for consideration.

The Managing Director shared details regarding the DentaQuest Foundation (DQF) Award. FPHA Foundation (FPHAF) is currently executing paperwork and anticipates funding should arrive before the end of September. Chairman Arevalo will execute the Managing Director's contract related to this award. The scope of services is to assure the work plan, as outlined in the proposal, is executed.

There was no Unfinished Business for the Directors to discuss.

* motions related to decisions are in parenthesis (moved, seconded)

The Managing Director presented her report. In addition to the written report, she discussed the following:

- a discussion with FPHAF relative to their future fiscal services and how they will be conducted. FPHAF will be discussing agreed upon options with their Board of Directors and accountant. The hope is to separate OHF's bank account and record-keeping from FPHAF to allow more detailed accounting. This will be important for tracking the DQF grant and providing consolidated financials for the OHF Directors.
- the addition of a quarterly newsletter for OHF which will report on the activities of the organization and action teams, provide new resources, and spotlight key activities. The first issue will be released this fall.
- details of her meeting with the Executive Director of the Florida Dental Association to encourage them to return to the Leadership Council, which now serves as the OHF Policy Committee.
- continued HRSA funding of 4 hours/month for Zona Gale to provide administrative support to OHF. Additional funding may be provided from the DQF grant under a separate contract to support website enhancements.

The next meeting of the Board will be September 26th from 4-5:30 PM. The Managing Director will be purchasing "Blue Jeans" (included in the DQF grant) which will allow for virtual meetings going forward.

There were no announcements and the meeting adjourned at 6:44 PM (Sawyer, Zinser).