



RHINO

Routine Health Information Network, Inc.

44 Farnsworth St, 7th Floor

Boston, MA 02210

<http://www.rhinonet.org>

Minutes

RHINO Board of Directors' Meeting

July 25, 2017

*RHINO Board of Directors' Meeting Minutes
Arlington VA, July 25, 2017*

Attendance

Board Members Present (7): Jean-Pierre De Lamalle, Theo Lippeveld, Sally Stansfield, Tisna Veldhuijzen van Zanten, Jordan Tuchman, Sanjay Zodpey, Noelle Nightingale (stand in for Bill Heisel)

Board Members Unable to Attend (8): Jason Smith, Nancy Pielemeier, Vincent Shaw, Juan Eugenio Hernandez, Andy Beke, Jorn Braa, Alvin Marcel, Ayo Akala

Communications Specialist Present: Yes

RHINO Secretariat Present: Yes

Invited Guest: Derek Kunaka

The Board of Directors' Meeting was held in the JSI Rosslyn office for local attendees and remotely via WebEx on July 25, 2017.

Summary of Action items

A summary of the action items from the meeting are as follows:

- **Regarding Overview of Activities:**
 1. Board members will submit a paragraph before the next board meeting explaining what they do and how they are contributing to RHINO. These reports could either be individual or organization based.
 2. A Strategic Core Working Group will be formed to discuss and propose recommendations to the Board at next meeting on how best to engage the general RHINO community; defining RHINO membership; how to create a pipeline/schedule for regular blog posts and updates to the website; and a strategy for fundraising.
 3. Board members will consider how future board members are selected and how to maintain engagement.
- **Regarding Communications Update:**
 1. If there are any journal articles or grey literature that the board members or their colleagues would like to have added to the RHINO Resource Library, please send the article details to suzanne_slattery@jsi.com.
 2. Consider how to motivate RHINO members given the lack of participation in both the forum events and our member survey.
 3. Aimee and Suzanne will review the website, making it more global and ensuring that there are no broken links.
 4. The core group will provide recommendations on how to create a pipeline/schedule for regular blog posts and updates to the website.
 5. Revisit how we conduct forums and the usability of the website.
 6. Suzanne will send link out to listserv for members to reaffirm their membership once RHINO membership is defined.
- **Regarding RHINO Secretariat:**
 1. Please send updated headshots and bio-blurbs to the Secretariat so they can be added to rhinonet.org
 - a. Andy Beke

- b. Jorn Braa
 - 2. Send any RHINO forum topics or potential moderators
 - a. Future Topics
 - 3. Send blog posts to Aimee Silva
- **Regarding Re-election of Board Membership:**
 - 1. Jean Pierre will e-mail Andy Beke, Jorn Braa, Vincent Shaw and Jason Smith regarding their current board member term status.
 - 2. It was proposed that Derek Kunaka be added to the board and all board members present voted for the motion to be passed; the other board member would be canvassed via email to ensure that the motion was passed by a quorum.
 - 3. Next board meeting will be in 3-4 months if there is enough material to discuss. If not, we will resume in 6 months.
 - 4. Board will revisit funding opportunities (donors) at next meeting.

Detailed Meeting Minutes

1. Welcome & Update

The Board Chairman Jean Pierre de Lamalle welcomed everyone and introduced Derek Kunaka, MEASURE Evaluation's Senior HIS Advisor and Noelle Nightingale, stand in for Bill Heisel. Attendance was taken by Secretariat, Aimee Silva.

2. Minutes of last Board Meeting (January 2016)

The board members proceeded to review the minutes from the last Board of Directors Meeting, January 23, 2017. No revisions to the minutes were recommended by board members. Any remaining action items will be carried over.

3. Meeting Agenda

The Board Chairman introduced the agenda and invited the members to suggest additional topics and/or provide comments. No additions were made.

4. Overview of 2017 Activities (January – June 2017)

Board Chairman Jean Pierre de Lamalle spent the beginning of the quarter becoming acquainted with RHINO administrative logistics and transitioned documentation and banking information from previous chairman, Theo Lippeveld.

RHINO hosted a forum on data visualization from March 28 – April 7. It explored several topics, including the data structures needed to develop visualizations and common sets of tools that the participants regularly utilize to create visualizations. More than 100 individuals registered for the forum; roughly 30 participants attended the kick-off webinar, and six participants contributed to the forum discussion.

Due to the poor attendance in the forum, RHINO created a survey to gain insight regarding member expectations and how they currently use the RHINO website/resources. The survey was initially sent to the RHINO Board before being circulated to the greater listserv. A total of

33 respondents completed the survey and their detailed responses will be shared via the PowerPoint later.

Action Item: Consider how to motivate RHINO members given the lack of participation in both the forum events and our member survey.

In May, Jean Pierre was in Geneva at the Global Fund where he met with Nathalie Zorzi, the head of MECA (Monitoring Evaluation and Continuity Agency), and advocated on behalf of RHINO. She questioned the difference between RHINO and the Health Data Collaborative technical group on routine health facility and community information systems.

Jean Pierre also mentioned his intention of widening the RHINO audience by making the website francophone accessible. Aimee and Suzanne are discussing with JSI Boston, who helps manage RHINO's website, the feasibility of this goal.

Action Item: Aimee and Suzanne will review the website, making it more global and ensuring that there are no broken links

Action Item: All board members in their networks should promote the work of RHINO and its objectives and explain the difference between its work and that of the HDC

Tisna asked what did Jean Pierre take away from his meeting with the Global Fund. What is the difference between the Health Data Collaborative and RHINO?

Jean Pierre learned that Nathalie is willing to support networking but would like a more concrete plan of what RHINO can bring to them. They are currently supporting the HISP network around DHIS2, but are open to facilitating a face-to-face gathering.

Theo stated that he believed the Health Data Collaborative is broader than RHINO and he has previously promoted RHINO in those meetings, stating that RHINO is an advocacy NGO for stronger routine health information systems. Tariq Azim (JSI) has taken over his role and he believes Derek Kunaka should talk with Tariq so that he can advocate on RHINO's behalf when he attends the HTC meetings.

5. Update on Data Visualization Forum and RHINO Member Survey

Our most recent forum was on Data Visualization. Overall, the forum had 22 posts, contributing to the discussion. RHINO staff posted the forum's webinar slides on the website SlideShare, which garnered 62 views. While it is clear that there was some interest in the topic, there was a lack of participation in the forum itself.

Communications Specialist, Suzanne Slattery, presented the RHINO Member Survey PowerPoint. In May, a primary communication activity included creating a member survey that solicited feedback on members' needs for resources; activities that they would like RHINO to host; and their experience participating in the forums. The survey was sent out to 1,067 individuals, and 25% of those individuals opened the message. Below are some of the data we gathered (see attached PowerPoint for further specifics):

- Most users are only going to the website when there is a specific occasion (forum) or when we reach out & direct them there
- Majority said they were satisfied with the resources on the website
- Most of the individuals had participated in a forum before (60%)

Action item: Revisit how we conduct forums and the usability of the website.

Sally thinks learning more about the members would be instrumental to determine what our community of practice is practicing. There appears to still be interest in joining, as membership increased in the last quarter. We need to rethink what our value add is and how we can best serve the network.

Theo responded that he thinks a lot of members do not necessarily want to actively participate. Instead, they are looking for resources, so our website should be helping people to connect to the tools and references that they are seeking. RHINO forums have also not had great traction in the past.

Based on the survey, our members are looking for resources, tools, case studies, more examples of solutions and instruments. To do this, we need to organize and collect material.

Jordan agreed with Theo stating that networks have changed in the last 5 – 10 years and that it is very easy for people to passively engage. Once we know who our members are, then we can decide if the mission of the network meets the needs of the members. If it doesn't, then perhaps we need to target members who would be interested in a more active role.

Derek asked if we had a “working definition” on what we consider a member.

Tisna suggested involving active members to help contribute to the website content. If a majority of our members are working in the public sector they don't have easy access to the internet and therefore we need to think of different ways of engaging them (i.e. workshop groups, using social media for networking, etc.)

Jean Pierre noted that while he agrees with Tisna, we will also need to generate some traction first within the board members and then once there is engagement, we can pull from the members.

Action Item: Core group of individuals will serve on the Steering Committee (Jean Pierre, Derek, Theo Lippeveld and Tanica Lyngdoh) will gather content to add to the resource library and blog. Steering Committee meeting will take place in September.

Action Item: Aimee and Suzanne look into translating the static language into French on the RHINO website.

Action Item: Board members send any literature or resources to Suzanne so that we can broaden our Resource Library.

Action Item: The Strategic Core Working Group will propose a recommendation on how to define RHINO membership; strategies on member engagement; creating a pipeline/schedule for regular blog posts and updates to the website; and strategic fundraising.

Action Item: Suzanne will send link out to listserv for members to reaffirm their membership once RHINO membership is clearly defined.

6. RHINO Secretariat

In January we discovered the RHINO bank account had fraudulent activity. At the last board meeting Aimee reported that we had roughly \$10,000 in the bank account, but in fact after working with Citizens Bank we were able to recover all of the fraudulent charges and have a total of \$16,060.64 with no outstanding bills to be paid. Theo Lippeveld was removed as the business

signer and Jean Pierre and Stephanie Mullen (Team Lead for JSI MEASURE Evaluation, based in Arlington office) were added to the account. The RHINO Secretariat felt it was important to have a local signer since Jean Pierre is based in Brussels. Aimee also submitted the federal and Massachusetts taxes in May.

7. RHINO Board Elections

We did not have quorum for board elections, but Jean Pierre will reach out to the three individuals up for re-election and inquire if they are still interested in serving RHINO.

Action Item: Jean Pierre will e-mail Andy Beke, Jorn Braa, Vincent Shaw and Jason Smith regarding their current board member term status.

Action Item: It was proposed that Derek Kunaka be added to the board, but the vote has not taken place yet.

Action item: Board members to consider how future board members are selected and how to engage members.

8. Closure and Final Comments

Jean Pierre requested that there be a board meeting this quarter to discuss the Steering Committee's findings and revisit the discussion of RHINO membership.

Action Item: Board will revisit funding opportunities (potential donors) at next meeting.

Action Item: Next board meeting will be in 3-4 months if there is enough material to discuss. If not, then we will resume in 6 months.

The current list of RHINO Board Members and the status of the board terms is provided in Appendix 1.



RHINO Secretariat

Appendix 1: RHINO Board Members' Current Status

Current Board Members		
Name	Organization	Term
Theo Lippeveld	John Snow, Inc.	January 2019
Jason Smith	UNC	June 2017
Jean Pierre de Lamalle	AEDES/Belgium	January 2019
Nancy Pielemeier	Independent	January 2018
Sally Stansfield	Deloitte Consultants	January 2019
Tisna Veldhuijzen van Zanten	URC	January 2019
Jordan Tuchman	ABT Associates	January 2018
Vincent Shaw	HISP/South Africa	January 2019
Juan Eugenio Hernandez	INSP/Mexico	January 2019
Sanjay Zodpey	PHFI/India	January 2018
Andy Beke	University of Pretoria	June 2017
Jorn Braa	University of Oslo	June 2017
Alvin Marcelo	AeHIN	January 2018
William (Bill) Heisel	IHME	July 2018
Ayo Akala	World Bank	July 2018
Ex Officio Board members		
Kathy O'Neill	WHO	



**ROUTINE HEALTH INFORMATION NETWORK
BOARD OF DIRECTORS MEETING,
July 25, 2017 at 9:00am EST
At JSI/DC Office, 16th Floor
1616 North Fort Myer Drive
Arlington, VA 22209**

AGENDA

TIME	ITEM	DOC	PURPOSE
9:00 - 9:05	Welcome & Update <i>Jean Pierre de Lamalle</i>		Information
9:05-9:15	Minutes, Board Meeting, Jan 23, 2017 <i>Jean Pierre de Lamalle</i>	BD2017/1	Information
9:15-9:20	Meeting Agenda <i>Jean Pierre de Lamalle</i>	BD2017/2	Approval
9:20-9:25	Overview 1st semester 2017 activities <i>Jean Pierre de Lamalle</i>		Information
9:25 -9:40	Update on Data Visualization Forum and RHINO Member Survey Followed by discussions <i>Aimee Silva and Suzanne Slattery</i>		Information
9:40-10:40	Discussion of the future of RHINO network and governance Followed by discussions <i>Jean Pierre de Lamalle</i>		Information
10:40-10:45	RHINO secretariat Followed by discussion <i>Aimee Silva</i>		Information
10:45 - 10:55	RHINO Board Elections (including proposed new members) <i>Jean Pierre de Lamalle</i>		Approval
10:55 - 11:00	Closure and final comments		Information

