

March 2018 CAHL Board Meeting Minutes

Topic	Status	Notes/Discussion
<p>Welcome, Roll Call and Approval of Minutes</p> <p>Toby Marsh</p>	<p>Toby called the meeting to order at 4:31pm</p> <p>Confirm attendance and approve February board meeting minutes. Review action items.</p>	<p>Toby Marsh, Laura Hill Temmerman, Jason Lee, Kim Brown-Sims, David Akinsanya, Kimmie Bleichner Jones, Mike Brokloff, Darrielle Ehrheart, Eric Johnson, Ehren Hawkins, Erick Berry, Lillian Chan, Melanie Toutai, Ian Carson, Jillian Springer, Ruth Cieri, Ryan Peck, Andrew Pete, Jessica Gruendler, Joleen Lonigan, Tamara Dilbeck, Baljeet Sangha, Mohit Gulati</p> <p>BOARD MOTION: Approval of the February minutes- motion to approve by David Akinsanya, Darrielle Ehrheart 2nd. All in favor, minutes approved.</p>
<p>Moment of Gratitude</p> <p>All</p>	<p>Round robin highlighting board & chapter accomplishments</p>	<p>David acknowledged Lillian Chan for all of her efforts.</p> <p>Toby thanked Ehren, Laura and Melanie for their efforts with the on location program - huge success.</p> <p>Ehren acknowledged Nick Cline, Ruth Cieri, and Ronnie Yakamata for all their hard work on the financial reports.</p>

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<p>Committee Report Outs</p> <p>Ryan Peck Bonnie/Patrick Baljeet/Kimmie Toby</p>	<p>Local Program Council Diversity & Inclusion Awards & Member Outreach Executive/Nominating</p>	<p>Ryan thanked the committees for all their efforts working with the LPC's</p> <p><u>LPC's Report –</u> Ryan thanked the committees for all their efforts working with the LPC's Committee objectives:</p> <ol style="list-style-type: none"> 1. Facilitate educational and networking sessions for members at least quarterly in every local program council (LPC) coverage area 2. Pair with Fellow Organizations to hold joint F2F events for member <p>Educational and networking events through January- March 15, 2018</p> <p>Sac LPC:</p> <ul style="list-style-type: none"> · 2 Networking, 2 LFL events <p>Bay LPC:</p> <ul style="list-style-type: none"> · 1 Networking, 1 Career Development, 1 LFL, 1 Qualified Education event <p>Central Valley LPC:</p> <ul style="list-style-type: none"> · 1 Networking, 1 F2F event <p>Key upcoming events:</p> <p>Sac LPC:</p> <ul style="list-style-type: none"> · CAHL/HFMA Spring Conference March 26 (Two F2F Panels: Push from IP to OP and Bending the Execution Curve) <p>Bay LPC:</p> <ul style="list-style-type: none"> · Health IT Summit, San Francisco April 5 &6 <p>Strategy</p> <ul style="list-style-type: none"> · Continue to drive event attendance through personal outreach · Meet or exceed event number requirements for each geographical region · Continue to keep costs low through finding local partners for networking events and LFL event hosts · Connect with first-time event attendees and discuss the value of membership, follow up email to invite them to their second event <p>Toby reported on the ACHE Award of Chapter Merit. CAHL will be recognized at Congress during the Malcolm T. MacEachern Luncheon on Tuesday, March</p>
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		<p>27th. Any CAHL Board members attending Congress should plan to attend as well as the reception on Sunday, March 25th. Please support our board members that will be walking.</p>
<p>Annual Awards Event Update Andrew</p>	<p>Review draft agenda</p>	<p>Draft Agenda – Annual Awards with F2F event</p> <ul style="list-style-type: none"> · 3:30 to 5pm – F2F event, Template #50 (Bending the Execution Curve: Implementing Successful Organizational Change in Hospitals and Healthcare Organizations) · 5 to 5:30pm – Networking · 5:30 – 6pm – Award recognition · 6 to 6:30 – President & Regent remarks · 6:30 to 7pm – Remarks from Chuck Stokes · 7 to 7:30pm – Networking <p>Provides members to get f2f credit before the awards program. Putting Chuck Stokes later in the agenda as an incentive for everyone to stay until the end of the program.</p> <p>Discussion on scholarship awards presented as well and the logistics around that.</p> <p>*Andrew and Jason Lee will talk offline on logistics to highlight those receiving scholarships.</p> <p>Working on providing the Face-to-Face program for remote locations.</p>

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<p>On Location Event Update Toby</p>	<p>Highlighting successes of CAHL’s first on-location event Opportunities/ideas for being able to financially sustain an annual on-location event</p>	
<p>Communications Report Eric Johnson</p>	<p>Sneak-Peak of new CAHL Website</p>	<p>Eric provided a visual walk thru on the progress of the new website. Board was very impressed with what was shown. Color scheme keeping with the American flag. Very professional.</p> <p>*Eric and Tamara will work offline on the logistics to transition from StarChapter to Eventbrite.</p> <p>*Toby and Tamara will talk offline on Eventbrite contract and transition.</p> <p>Can go live on April 1st if Eventbrite is set up.</p>
<p>Regent’s Report Erick Berry</p>	<p>Updates from national and Regent announcements</p>	<p>All schools in the HEN have been visited but one for ACHE Annual Visit requirements.</p> <p>UCSF MS-HAIL was not visited as we don’t have a current contract with them.</p>

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<p>Finance Report</p> <p>Ehren Hawkins</p>	<p>CAHL Board Financial Review/Updates</p>	<p>Ehren reviewed the 2017 Chapter Financial Policies Audit results provided to board. No problems found.</p> <ul style="list-style-type: none"> • Policy to cover a couple volunteers/event. Need to find a way to track it to remain in compliance. Will need access to Eventbrite to monitor. • Travel expenses and parking – will work on clarification. <p>Financial policy – last revision was in Feb, 2017.</p> <p>Two current revisions requested:</p> <ol style="list-style-type: none"> 1. Previous policy was to keep two years of operating expenses in reserves. Request to be modified to one year. 2. Previous policy was to collect Federal employee numbers or SS #'s for anyone who gets a gift. Actual policy is to collect that information for gifts exceeding \$600. Not necessary for CAHL. <p>BOARD MOTION: Motion to amend our financial policies as presented: Darrielle made the motion, Andrew 2nd. All in favor, Motion approved.</p> <p>Management Report: Ehren provided an overview for February:</p> <p>REVENUE:</p> <ul style="list-style-type: none"> *Chapter Event Registration Fees \$8,215.00 *Social Event Revenue \$940.00 <p>Total Revenue \$9,155.00</p> <p>GROSS PROFIT \$9,155.00</p> <p>EXPENDITURES:</p> <ul style="list-style-type: none"> *Administrative Services \$933.54 *Chapter Event Expenses \$31.49 *Newsletter Publishing \$2,375.00 *Other-Expense \$389.72 *Social Event Expense \$1,051.45 <p>Total Expenditures \$4,781.20</p> <p>NET OPERATING REVENUE \$4,373.80</p> <p>OTHER REVENUE:</p> <ul style="list-style-type: none"> Interest Earned \$1.73 <p>Total Other Revenue \$1.73</p>
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		<p>NET OTHER REVENUE \$1.73 NET REVENUE \$4,375.53</p> <p>College Bowl – arrangement with HCE to split expenses of College Bowl. In 2015 received an invoice and paid. 2016/17 did not receive invoices, however need to reimburse HCE the following amounts. \$4,313 \$4,138 Expenses for 2018 proposed at approx. \$3,700 \$12,150 in total expenses not budgeted for. Will be processing those check requests. Budget modification needed.</p> <p>BOARD MOTION: to increase the HEN budget for social event expense for 2018 by \$12,150. Laura made a motion to amend the budget for College Bowl, Melanie 2nd. All in Favor.</p> <p>David discussed the method of comp tickets for volunteers with a possible registration code going forward. More research will be done.</p>
Meeting Adjourned	Meeting was adjourned at 5:28pm	Toby thanked everyone for their time – great first quarter.