

September 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 4:30pm</p> <p>Confirm attendance and approve July Board meeting minutes. Review action items.</p>	<p>David Akinsanya, Erick Berry, Kimmie Bleichner-Jones, Kim Brown Sims, Ian Carson, Ruth Cieri, Nick Cline, Darielle Ehrheart, Rachel Faber, Jessica Gruendler, Mohit Gulati, Ehren Hawkins, Laura Hill Temmerman, Eric Johnson, Jason Lee, Jeff Logan, Joleen Lonigan, Toby Marsh, Erick Meyer, Andrew Pete, Jilian Springer, Melanie Toutai, Tamara Dilbeck</p> <p>BOARD MOTION: Approval of the July minutes - motion to approve by Jason , Joleen 2nd. All in favor, minutes all approved.</p> <p>Review Action Items:</p> <ul style="list-style-type: none"> • Darielle still needs to connect with Tamara regarding using mail-chimp for the list serve.
<p>Moment of Gratitude</p> <p>All</p>	<p>Round robin highlighting board & chapter accomplishments</p>	<p>Rachelle: Thanks to Christos/Jessica for attending the UCSF event.</p> <p>Andrew: Thanks to Eric Johnson for bringing live stream equipment to Chapter Leaders Conference. Eric was able to livestream Divechio, CAHL remains one of the only chapters utilizing this technology.</p> <p>Ruth: Shout out to Darielle for putting together the Napa area Veterans event. Also thank you to Lillian and everyone who helped make the event a success.</p> <p>Toby: Thank you to Laura & Andrew for covering at the Annual Awards.</p> <p>Jason: Thanks to Ryan and the team who were at the HFMA event. It was very nicely done.</p>

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<p>Data Review</p> <p>Mohit</p>	<p>Data Report Update</p>	<p>Supplemental information from ACHE is coming in. Numbers look good to meet or exceed last years. F2F attendee hours will not be met this year.</p>
<p>2019 Board of Directors Nominees</p> <p>Andrew</p>	<p>Nominees presented to board</p>	<p>For the Executive Board, Andrew made a Motion to approve Kim Brown Sims as President-Elect and Kimmie Belcher-Jones as Treasurer, Jessica 2nd All in favor, no one opposed. Motion Approved.</p> <p>5 board members coming off the board 2019 Board Nominees: Tom Bartlett – Co Chair for Sponsorships Luis Fonseca - Diversity Gary Krboyan - Co-chair Central Valley Nikhil Singal – Co-chair, Sac LPC Jeff Logan - Co-chair, CV LPC Christina Slee – Co-chair, Communications Jacquelyn Maples – Co-chair, Advancement Laura Hill Temmerman – Chair, Volunteer Recognition & Member Outreach</p> <p>Andrew made a motion to approve the 2019 nominees as listed in the word doc. Kim Brown Sims 2nd, All in favor, no one opposed. Motion Approved Tamara and Eric will get names out to membership for approval.</p>

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<p>Committee Report Outs</p> <p>Jessica/Kim</p> <p>Kimmie/Baljeet</p>	<p>Sponsorship</p> <p>Awards & Member Outreach</p>	<p>2018 Sponsorship Committee Goals:</p> <ul style="list-style-type: none"> • Automate invoicing for renewals • Initiated in 2017 – Standard Work in 2018 • Schedule follow up calls for inquiries within 2 weeks of initial contact • Initiated in 2017 – Standard Work in 2018 • Confirm Sponsorship Flyer Updates • Request Board discussion regarding Swag order (mugs, polo shirts, etc.) • Proactive recruitment of sponsors • Assess opportunity for website Sponsorship link • Kim Brown Sims transition chair role to Jessica Gruendler • Complete UOP platinum sponsorship contract • Transition to new sponsorship spreadsheet format (w/Tamara’s assistance) <p>2019 Goals:</p> <ul style="list-style-type: none"> • Develop Event Tool Kit for sponsors to outline opportunities for sponsorship • Sponsorship committee assignment of 2 sponsor each – personal outreach for each event • Increase communication with LPC’s <ul style="list-style-type: none"> ○ Orientation ○ Invite chair to Sponsorship Meeting • Target sponsorships for specific events <p>Andrew suggested the sponsorship flyer be updated utilizing the graphic designer CAHL is using. Laura will connect Jessica.</p>
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		<p>Awards and Members outreach: Had a successful Annual Meeting with awards. Will plan for reminders monthly for nominees to ensure we have a robust pool.</p> <p>Pulse on our volunteers – survey question was not included in member survey. Not much response from ACHE. No traction yet.</p> <p>Merchandise with logos – working on proofs/design for co-branding with ACHE. Layout and design proofs forthcoming.</p> <p>Successful with response time to 24-48 hours to those who sign up to volunteer.</p>
<p>Regent’s Report Erick Berry</p>	<p>Updates from national and Regent announcements</p>	<ul style="list-style-type: none"> • Election notice to vote for new Regent (Baljeet is running) • ACHE dues are increasing • Tuition waiver – encouraged board members to apply for them (i.e. Congress or a Cluster) • Reminder ACHE is looking for 250 volunteers to serve on various committees to serve in 2019. • ACHE – Chapters Leaders District meeting on Monday. New deck that will come to Presidents. “What’s New at ACHE”. Will share with at upcoming strategic session. • Lapsed members – close to meeting goal and make lasting members. • Utilize member survey information to meet the needs of current members. • HEN effort – visits have dropped off to 50% (not within CAHL). ACHE discussed why chapters do HEN visits and the value. • Revitalize the Diversity – CAHL is looking at this as a chapter in moving the Diversity and Inclusion efforts across the chapter areas.

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		<p>Andrew thanked the four CAHL attendees at Chapter Leaders Conference. Innovation Grant stipend will be increased.</p> <p>Action Item: Eric Johnson will communicate the submission deadline to Melanie.</p>
<p>Finance Report Ehren Hawkins</p>	<p>CAHL Board Financial Review/Updates</p>	<p>Actual vs budget Currently \$23k loss for the year (spending down the surplus subsidizing the two day event, scholarships, website) LPC's \$700 in the black \$12k loss (two day event) HEN loss (scholarships paid out and College Bowl) Communications – expected \$10k expenses but its currently at \$7,300k so doing well.</p> <p>Overview Last month \$3,900 revenue Expenses \$12k with \$8,075 loss for the month (scholarships) Annual Meeting expenses – \$5k End of last month at \$91,000 currently at \$82,600</p> <p>Close to budget season – end of October.</p> <p>Action Item: Ehren will get budget directions out soon in order to have a draft budget by December meeting.</p>



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<p>Executive Board Report</p> <p>Toby</p>	<p>CAHL Exec Board Updates</p>	<p>2018 Chapter member needs survey will be discussed in detail at strategic planning meeting. Overall, lots to be proud of.</p> <p>Diversity committee- Bonnie and Patrick both are stepping down due to other commitments. Want to thank them for their contributions. Thank you to Luis and who will help until the end of the year and he is voted in. Also thank you to Baljeet for assistance.</p>
<p>Meeting Adjourned</p>	<p>Meeting was adjourned at 5:23pm</p>	<p>Toby thanked everyone for their time.</p>