

January 2019 CAHL Board Meeting Minutes

Topic	Status	Notes/Discussion
<p>Welcome, Roll Call and Approval of Minutes</p> <p>Andrew Pete</p>	<p>Andrew called the meeting to order at 4:31pm</p> <p>Confirm attendance and approve October Board meeting minutes. Review action items.</p>	<p>Andrew Pete, Laura Hill Temmerman, Toby Marsh, Jason Lee, David Akinsanya, Baljeet, Kimmie Belcher-Jones, Erick Berry, Ehren Hawkins, Ruth, Darrielle, Nick, Jeff, Tina, Mo, Todd Barlett, Christos, Eric Johnson, Kim Brown-Sims, Tamara Dilbeck</p> <p>BOARD MOTION: Approval of the October minutes- motion to approve by Toby, Darrielle 2nd. All in favor, minutes approved.</p>
<p>Moment of Gratitude</p> <p>All</p>	<p>Round robin highlighting board & chapter accomplishments</p>	<p>Toby acknowledge Kim and her team for putting on the retreat in Napa Christos thanked Rachel for work with the HEN – amazing dedication.</p> <p>Andrew acknowledged the board and asked them to share best practices. Andrew kicked it off – Leadership and Discipline podcast has made an impact on his leadership- Jocko (former navy seal). Articulate human behavior and translate into leadership and influencing people. Has a book called “Extreme Ownership”. Mikey and the Dragon book if you have young children.</p> <p>February – Jason will share best practices</p>

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<p>Data Review</p> <p>Mohit</p>	<p>Data Report Update</p>	<p>ACHE Performing Standards will be reviewed throughout the year. Mohit simplified the Dashboard report – more user friendly. 4 metrics tracked by quarter</p> <p>Metrics will be compared with HCE and SOHL throughout the year.</p> <p>ACHE has not given the targets for 2019 yet. Next report will be after Q1</p>
<p>Upcoming Events</p> <p>Andrew Pete</p>	<ul style="list-style-type: none"> • Congress Networking Event • On-Location Event in 2019 (cont. discussion) Professional Burnout in Healthcare: Lead Your Organization to Wellness (Michael E. Frisina, PhD) with the addition of Harjot Singh, MD) 	<p>Working with HCE and SOHL on the joint reception on March 3rd at the Hilton Chicago.</p> <p>On location Event – 19 registrations. Target is 40. Networking event will follow. UC Davis location with national speakers.</p>
<p>Committee Reports/Proposal</p> <p>Darrielle Eric J/Tina</p>	<p>CDTC Communications</p>	<p>CDTC Report Focus on Career Development and those who need tools to advance their career. Workshops are being discussed and non-traditional system jobs.</p> <p>Committee Objectives:</p> <ul style="list-style-type: none"> • Continue to sustain a respected, trusted program for CAHL membership. Provide on-going career development and/or transition opportunities and information for our membership. • Partner with LPC on L4L and F2F Events; Event related goals are captured in LPC figures • Develop Toolkits/Workshops for those looking to develop specific skills in Career Development

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		<ul style="list-style-type: none"> • Partner with HEN on Career Shadow Day <p>Committee Summary:</p> <ul style="list-style-type: none"> • Continue to Develop, Resource and Expand Coach-Mentor Program <p>Requested Board Action: The committee would like to spin off a formal Mentorship Program lead by David Bettencourt as a recognized sub-committee within the CDTC Committee. Defined program for mentorship with obligations etc. Program would run 6-8 weeks.</p> <p>Motion: to have a sub-committee lead by David Bettencourt to implement mentoring program by David, Ruth 2nd. All in favor, no one opposed. Motion approved.</p> <p><u>Communications Report</u></p> <p>Committee Summary:</p> <ul style="list-style-type: none"> • Innovation grant submitted – technology innovation grant to improve live streaming and improving the quality with purchasing audio equipment (wireless microphones). • Update on Quarterly Newsletters – published Q4 newsletter in December <ul style="list-style-type: none"> ○ Status of Q4 Newsletter ○ Masthead update ○ Sponsorship – dedicate space for sponsors to fulfill contracts Todd and Tamara can send out offer to sponsors with deadlines ○ Publishing timelines – needs to be adjusted a bit. March, June, September, December each with a theme (content due dates to follow) • Update on new CAHL website <ul style="list-style-type: none"> ○ Areas of focus <ul style="list-style-type: none"> ▪ Rolling forward and refreshing site content ▪ Enhancing committee website needs ▪ Enhancing event photo galleries
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		<ul style="list-style-type: none"> ▪ Catching up the video recordings in library ▪ Optimizing social media presence with site <p>Requested Board Action:</p> <ul style="list-style-type: none"> • Which 2019 events do we want to live stream and have remote viewing locations? Also, thoughts on live streaming some get-to-know interviews with our executive committee members. Would like to do 4-5 events. • LPC/Board support for taking pictures of events for posting to website and social platforms, etc.
<p>Membership Outreach/Volunteer Recognition</p> <p>Laura</p>	<p>Membership outreach/Swag distribution</p> <p>Review Member Chapter Needs Survey Results</p> <p>Volunteer Interest</p>	<p>Distribution of swag items for committee recognition. Laura shared options based on size of committee and commitment to the committee. Larger committees might need additional replenishment.</p> <p>Chapter member needs survey summary – primary focus of giving members the value and informing larger employers about ACHE so they can share and encourage others.</p> <p>Have not met the ACHE goal for member satisfaction – want to close the gap.</p>
<p>Regent’s Report</p> <p>Erick Berry</p>	<p>Updates from national and Regent announcements</p>	<p>Dec – District meeting which highlighted the last ACHE board.</p> <p>Submitted intern program to ACHE Regent.</p> <p>ACHE nominations are open if you want to volunteer to participate nationally.</p> <p>Congress is coming up in March in Chicago.</p> <p>Transitioning to Baljeet now moving forward.</p>



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<p>Finance Report Kimmie/Ehren</p>	<p>CAHL Board Financial Review/Updates</p> <ul style="list-style-type: none"> 2019 Budget 	<p>December – \$1,579 in revenue, loss of \$8,000 (Swag was over \$6,000) Total year to date: \$66K in revenue Expenses \$110K (swag, website development, scholarships) Loss of \$43K Budgeted for a loss of 38,900. Just brought in less revenue in 2018. Effort to spend down surplus was the \$38,900.</p> <p>2019 Budget – not yet finalized Kimmie asked board to review their budget again to reduce expenses or increase revenue. Respond by January 25th to complete budget for next meeting.</p>
<p>Strategic Plan Andrew</p>	<p>Review/Approve Strategic Plan</p>	<p>Approval of Strategic plan</p> <p>Motion: to approve by Christos, Laura 2nd. All in favor, no one opposed. Strategic plan approved and will be submitted to ACHE.</p>



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<p>Executive Board Updates</p> <p>Andrew</p>	<p>Updates from Executive Board</p>	<p>Approved a change in title for Tamara and ability to get commission for any sponsorship and increase of 5% pay.</p> <p>Andrew asked the board to connect via LinkedIn</p>
<p>Meeting Adjourned</p>	<p>Meeting was adjourned at 5:38pm</p>	<p>Andrew thanked everyone for their time.</p>