

November 2017 CAHL Board Meeting Minutes

Topic	Status	Notes/Discussion
<p>Welcome, Roll Call and Approval of Minutes</p> <p>Laura Hill Temmerman</p>	<p>Laura called the meeting to order at 4:32 pm</p> <p>Confirm attendance and approve October meeting minutes. Review October action items.</p>	<p>Laura, Kim, Katie, Ruth, Ehren, Joleen, Toby, Patrick, Melanie, Rachel, Eric J., Christos, Baljeet, David, Mike, Darrielle, Lilian, Jillian, Jessica, Eric M., Nick, Gary</p> <p>BOARD MOTION: Motion to approve the October minutes by Ehren, 2nd by Baljeet. All in favor, no one opposed. Minutes approved.</p> <p>Edits for October Meeting minutes: Edit minutes to read, Membership “Satisfaction” in not correct, not the membership “Score” in the review of data report. Edit minutes in updates on BOG sessions: The committee is in the process of revamping slides. April 2018 BOG session is planned. –Minutes Updated</p>
<p>Board Recognition</p> <p>All</p>	<p>Round robin highlighting board & chapter accomplishments</p>	<p>Laura thanked Jillian for hosting board orientation at the Sutter offices. Laura also thanked the Bay LPC (Lilian & David) for their recent networking event as well as Sacramento LPC for their recent networking event in October. Laura also thanked all the Board members and other volunteers for all that they have done this year. Especially with extra sessions near end of year.</p> <p>Ruth thanked Christos and Rachel for connecting Joe Bautisto of the Sutter Military group with CAHL Military committee. Ruth also thanked Major Marc Rittberg for the terrific job he has done as co-chair this year. He has helped with events and written military themed articles for the newsletter with great reviews.</p> <p>Gary thanked Community Regional Medical Center for their sponsorship.</p>

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<p>Data Review</p> <p>Laura/Mohit</p>	<p>Review current data report</p>	<p>Laura provided an update that the chapter is continuing to have positive progress in net membership.</p> <p>The chapter has met the ACHE Fellows target of 19 – with congratulations to Joleen for advancing to fellow.</p> <p>The chapter has also hit the max F2F credit offerings of 12 for the year.</p>
<p>Requested Committee Discussion</p> <p>Eric Johnson</p>	<p>Communications - Website</p>	<p>Laura introduced the topic of enhancing the CAHL website design to increase website interaction with the CAHL membership and also think about succession planning for the Communication chair role. A lot of work goes into the management of star-chapter and the website. Additional area of consideration to include streamlining event registration, membership distribution lists and communication functionality.</p> <p>Eric Johnson reviewed the website needs assessment survey filled out by the board and chapter volunteers a few months ago. There are some limitations with the current website and star chapter and in looking to increase member satisfaction Eric started to investigate other options.</p> <p>Costs with the website change were reviewed with the board. Trancefusion (web developer) is the most reasonably priced and is already managing 3 other chapter websites.</p> <p>Eric explained that with a change away from star chapter we would need to also implement an email functionality (such as constant contact) and an event management/registration functionality (such as Eventbrite).</p> <p>Christos asked if there was a cost savings with this change. Laura explained that there would not be a cost savings with the change it would be an additional expense. The intent is to increase the interaction from and</p>

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		<p>usability of the website, facilitate greater ease in event registration and check-in and streamline the ability to communicate with our membership (at large and subsets) thereby garnering an increase in ROI.</p> <p>ACTION ITEM: Board members please come prepared with additional questions/discussion on this topic for a vote o December 2nd at the CAHL Strategic Planning Session.</p>
<p>Exec Board Report Laura</p>	<p>Update</p>	<p>CAHL Strategic Planning Session is scheduled for December 2nd at 9am. Toby mentioned we will be going over the website, budget, feedback on update templates and a majority of the time will be spent on strategic planning for next year.</p> <p>ACTION ITEM: Let Toby know who else will attend from the committee’s and any other topics that need to be added to the agenda.</p> <p>Ehren discussed the 2018 budget process. Draft budget was reviewed. We are currently operating at a \$6,000 loss. If the board would prefer to operate at a balanced budget this can be discussed at the Strategic Planning Session.</p> <p>ACTION ITEM: Complete the grey section of the draft budget and return to Ehren by December 15th.</p> <p>Laura reminded everyone of the need for help with reinstatement work. 77 CAHL members have already reinstated, we still need 44 more to meet ACHE’s target for our chapter. CAHL specific outreach will go out next week.</p> <p>ACTION ITEM: Review list of members that Laura sent out and personally reach out to folks they know on the list. Please let Laura know who you are reaching out to in order to reduce any duplication and continue to share any feedback you have received. Laura will be sharing a summary of the feedback with Des at ACHE later this month and with the group in December.</p>

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<p>Regent's Report</p> <p>Erick Berry</p>	<p>Updates from national and Regent announcements</p>	<p>TABLED ITEM: Regent's report tabled for next meeting.</p>
<p>Committee Report out</p> <p>Ehren, Rachel, Joleen</p>	<p>Finance Higher Education Network Clinical Leadership</p>	<p>Ehren reported on the Finance committee report out. Ehren reminded the board that Ad-hoc finance reports are available if needed by the committees. Thank you to the board for sending in accurate and timely expense reports. Currently in the process of developing the 2018 budget. Starchapter overcharged us and we were refunded/adjusted correctly.</p> <p>ACTION ITEM: Continue to work on budget.</p> <p>Rachel reported on the Higher Education Network committee report out. Alice Nguyen coordinated the HEN's first student night with great success this fall. HEN has a goal to have a student night in each LPC area next year. Thank you to Erick, Eric, Kim, and Darrielle for volunteering to be panelists for the 11/8 event at Sac State. HEN is trying to coordinate a NorCal College Bowl for Spring 2018.</p> <p>Completed 3/7 program visits-to-date as required by ACHE (measured on Congress to Congress year). Student Council is engaged and has been key in soliciting input on all of the HEN programming. Student council may have two vice chairs in 2018 due to workload and interest. HEN will continue to do a career shadow day in 2018.</p> <p>ACTION ITEM: HEN will be requesting board participation as panelists at upcoming school visits. Be on the lookout for requests to be a panelist.</p> <p>ACTION ITEM: If you are planning events and want to involve students please reach out to the HEN.</p> <p>UCSF MS-HAIL website is still using CAHL logo as "official partner". Rachel has been in touch with the program director who is expressing that she would like to</p>

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		<p>reengage. Rachel is requesting continued board support with this issue.</p> <p>ACTION ITEM: Kim, Jessica, Laura, Baljeet, and Rachel to have a call/discussion with UCSF MS-HAIL.</p> <p>Joleen reported on the Clinical Leaders committee report out. This year we had a total of 5 F2F events where CEU's were offered with a total of 28 RN's who received continuing education credits. Joleen is looking to identify a physician partner to join the committee to enhance clinical offerings to the physician membership.</p> <p>Laura saw an increase in RN/MD who have joined the chapter and are new to ACHE and is hopeful to see an upward trend in this area.</p> <p>ACTION ITEM: Christos to connect Joleen with the new Medical Director at Sutter.</p>
Other	Other	<p>Katie mentioned she has the document that details the difficulties in the FACHE credentialing process. She will send that document to Laura and Laura will forward to Gerry and Des at ACHE for their review.</p>
Meeting Adjourned	Meeting was adjourned at 5:31pm	