

February 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 4:32pm</p> <p>Confirm attendance and approve November Board meeting minutes. Review action items.</p>	<p>Toby Marsh, Laura Hill Temmerman, Jason Lee, Kim Brown-Sims, David Akinsanya, Kimmie, Mike Brokloff, Darrielle Ehrheart, Mohit, Eric Johnson, Ehren Hawkins, Eric Meyer, Lillian Chan, Melanie Toutai, Ian, Jillian, Ruth Cieri, Nick Klein, Rachel, Joleen, Tamara Dilbeck</p> <p>BOARD MOTION: Approval of the January minutes- motion to approve by Mike Brokloff, Kim Brown Simms 2nd. All in favor, minutes approved.</p> <p>Action item: Kaiser closed out</p>
<p>Moment of Gratitude</p> <p>All</p>	<p>Round robin highlighting board & chapter accomplishments</p>	<p>Melanie – thank you to Andrew for driving the WebEx</p> <p>Kim - grateful for Jessica and her efforts on the committee; secured \$2,500 sponsorship. Thank you to Ryan for \$500 sponsorship secured from ZingBox for CAHL/HFMA conference.</p> <p>Andrew - grateful for everyone on the call. Every board member is on the call.</p> <p>Toby – Thanked Laura for efforts on the process to obtain Fellows. Dawn Black in Redding, working on first LFL. Appreciate efforts on CB, conferences coming up.</p>

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<p>Committee Report Outs</p> <p>Kim/Jessica/Mike</p>	<p>Sponsorship Member Advancement</p>	<p><u>Sponsorship Report Out</u></p> <p>2018 Committee Goals</p> <p>Goal of \$20,000 sponsorships for 2018</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 (start identifying specific types of sponsors) · Assess opportunity for website Sponsorship link <p>Feb 2018 Update to the Board:</p> <ul style="list-style-type: none"> · Empiric Health- Silver sponsorship \$2500 (Thank you Jessica!) · ZingBox desire to sponsor HFMA/CAHL conference – contributor rate \$500 (Ryan Peck main contact) · CKR Interactive inquiring about marketing opportunities and job postings (Kim/Toby) · Provided swag cost quotes to Rewards and Recognition Team (Kim/Baljeet) · Created assignments of team members to current sponsors (Team) · Identifying sponsors to target from surgical services areas (Todd) <p>Discussion on marketing versus sponsorship and the direction we would like to take as a board:</p> <p>Job postings requests – open positions. Darrielle will collect info for job board (list serve).</p> <p>Agreement on job postings will go through ACHE. Non job posting will be sponsorship inquires.</p> <p>Darrielle has a sponsor for an upcoming program. She will send an email to Tamara who will create the invoice. Lillian has secured \$300 from Kaiser – they will be an in-kind sponsor (for catering). Both logos can be uploaded to website.</p>
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		<p>Advancement Report Out – Mike Brokloff</p> <p>Committee Objectives: Advancing our members, providing learning opportunities for students and faculty.</p> <ul style="list-style-type: none"> · Host 3 in-person BOG Preparation Workshops/yr. (Saturdays) · Provide an Advancement Information Session at each LPC · Develop a faculty pipeline and recognition program · Encourage and support members to seek advancement: outreach, BOG Workshops, Study Materials, Guide through the process <p>Committee Summary:</p> <p>Accomplishments:</p> <ul style="list-style-type: none"> • Conducted 3 Advancement Workshops in 2017 - ~10 attendees each • Developed Standard Work for BOG Workshops with specific assignments for committee members. • Reviewed / refreshed / revised the BOG Workshop (Mike will send out to board for review) <p>Presentation Performance Statistics:</p> <table style="margin-left: 40px;"> <thead> <tr> <th></th> <th>2015</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>Total Fellows:</td> <td>231</td> <td>247</td> <td>258</td> </tr> <tr> <td>Percent Fellows:</td> <td>16%</td> <td>17%</td> <td>18%</td> </tr> <tr> <td>Advanced 28 Fellows (CAHL records)</td> <td colspan="3">32 (ACHE records)</td> </tr> </tbody> </table> <p>Work Plan:</p> <ul style="list-style-type: none"> · Conduct 3 Advancement Workshops in 2018 · Develop Faculty Pool / Knowledge Area SMEs and recognition · On-going revision of workshop based on survey feedback and participant / faculty / SME input · Review / Deep Dive into CAHL Advancement Resources (new website) – develop a quick reference “cheat sheet” of where to find information (LinkedIn BOG group underused). ACHE website has questions, chat groups and resources. 		2015	2016	2017	Total Fellows:	231	247	258	Percent Fellows:	16%	17%	18%	Advanced 28 Fellows (CAHL records)	32 (ACHE records)		
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		<p>Requested Board Action:</p> <ol style="list-style-type: none"> 1. Approval to Calendar the 2018 BOG Session Dates: <ol style="list-style-type: none"> a. Saturday April 7 b. Saturday July 28 c. Saturday October 27 Kaiser Vacaville – central, other locations where the need is. Kim offered Queen of the Valley as a location 2. BOARD APPROVAL to Refer Candidates to ACHE resources and close the LinkedIn CAHL Advancement Site (details in CAHL Board Proposal). (LinkedIn BOG group underused and not well maintained). ACHE website has questions, chat groups and resources. 3. Need to broaden our Faculty Pool. Request a candidate (or self) from each Board Member (area of expertise). As a first assignment, that designee would review their, revised, new and improved BOG Workshop Section. Would like to see additional engagement. Prefer FACHE as faculty, but not required. Kim and Ruth offered to help. 4. Committee Members Needed: a. Faculty Coordinator b. Site Coordinator
<p>Requested Committee Discussions</p> <p>Mike</p>	<p>Member Advancement</p>	<p>Current Issue:</p> <p>The CAHL FACHE Study Group website on LinkedIn was intended to continue the learning conversations after our BOG Workshops. By many accounts, It has not been effective.</p> <p>ACHE offers a wealth of study materials and discussion groups on their website. We reviewed these resources and strongly recommend that we point our members to the ACHE Website and shut down the CAHL FACHE LinkedIn Study Group.</p> <p>Board proposals/recommendations:</p> <p>Post this final message on the study group prior to closing:</p> <p>Thank you to all who joined or contributed to this study group. CAHL's goal is to support you as you continue on the path of lifelong learning and pursue</p>

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		<p>advancement to Fellow. To better serve you, we'd like to point you to the resources available on the ACHE website which include: Exam Outlines, Reference Materials, FAQs, an Online Tutorial, and a Discussion Board that can serve the purpose of this group. These resources are available under the "Credentialing" tab, off of the home page at www.ache.org. Thank you to our readers and contributors. We will continue to hold Exam Preparation Workshops which will be announced on the California Association of Healthcare Leaders website www.ache-cahl.org under "Upcoming Events". To avoid redundancy, we will be closing down this group in LinkedIn. I wish you all well on your journey. Becoming a Fellow in the American College of Healthcare Executives not only recognizes your accomplishments and knowledge, it enables you to serve and give back more to the industry we are all passionate about.</p> <p>Requested Board Action: Request to approve posting message above and closing the study group to further posts.</p> <p>BOARD MOTION: Mike made a Motion to approve final message on website and to closing the LinkedIn BOG sub group, Melanie 2nd. No one opposed, All Approved.</p>
<p>Communications Report Eric Johnson</p>	<p>Update on status/timeline for the roll-out of new website</p>	<p>Transfusion Designs has met 10 hours allotment for migrating over to the new website. California flag theme. Invoiced for the remaining balance. Ehren will take care of it. Still on track for April 1st to have the new website go live.</p> <p>ACTION ITEM: Toby asked for a preview at our March board meeting.</p>



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<p>Regent's Report Erick Berry</p>	<p>Updates from national and Regent announcements</p>	<p>New information: Finalized strategic plan for ACHE and finalized the video/electronic media between events. HEN visits working out well – met all requirements (a few still coming up). Visited UOP and met with Peter Hilsenrath yesterday. Will share information offline.</p>
<p>Treasurer's Report Ehren Hawkins</p>	<p>Budget Proposal & Board Approval</p>	<p>Ehren supplied board with report details – see below for summary:</p> <p>Budget Proposal/Overview: January – December 2018 Total Revenue/Gross Profit: \$88,600.00 Total Expenditures: \$115,439.40 Net Operating Revenue: \$ -26,839.40 Net Revenue: \$ -26,816.82</p> <p>January – December 2017 Summary Total Revenue *ACHE Dues Rebate \$26,462.00 *Chapter Event Registration Fees \$9,261.90 *Contributions / Sponsorships / Payments \$8,000.00 *Social Event Revenue \$6,551.13 Total Revenue \$50,275.03 GROSS PROFIT \$50,275.03 EXPENDITURES: *Administrative Services \$12,037.87 *Board of Directors Expenses \$9,925.73 *Chapter Event Expenses \$10,163.62 *Chapter Leaders Conference Travel \$2,494.33 *Committee & Other Travel \$3,255.33 *Other-Expense \$4,595.16</p>

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		<p>*Scholarships \$1,250.00 *Social Event Expense \$11,500.65 Total Expenditures: \$55,222.69 NET OPERATING REVENUE: -4,947.66 OTHER REVENUE: Interest Earned \$22.54 Total Other Revenue \$22.54 NET OTHER REVENUE \$22.54 NET REVENUE \$ -4,925.12</p> <p>\$114,582 total in checking accounts</p> <p>BOARD MOTION: Darrielle made a Motion to approve 2018 budget, Kim Brown Sims 2nd. No one opposed. Budget Approved.</p>
Executive Board Report Exec Board	Announcements, upcoming items for further review Onsite Meeting Update	<p>Toby reported that 27 are registered to attend on location conference to date. ACHE Diversity initiatives continuing to expand those programs. Congress will have the first ever Diversity reception on Sunday night. CAHL was awarded first ever Award of Chapter Merit – Toby provided the update on the ACHE F2F program process (expedited panel reviews etc.). New and fresh topics – Blueprint for Success, Engage Board, Deep dive to establish trust, safety etc..</p> <p>ACTION ITEM: Friendly reminder to have volunteer info for Baljeet by tomorrow.</p>
Meeting Adjourned	Meeting was adjourned at 5:32pm	