

April 2020 CAHL Board Meeting Minutes

Topic	Status	Notes/Discussion
<p>Welcome, Roll Call and Approval of Minutes</p> <p>Kim Brown Sims</p>	<p>Kim called the meeting to order at 4:33pm</p> <p>Confirm attendance and approve March Board meeting minutes. Review action items.</p>	<p>Kim Brown-Sims, Melanie Toutai, Darrielle, Laura Hill Temmerman, Jason Lee, Lillian Chan, Jeff Logan, Nikhil Singal, David Bettencourt, Michael A., Mike Brokloff, Brenda Captain-Edwards, David A., Fayola, Navi, Nora, Alice, Ruth, Tina, Laura Perez Ehrheart, Joleen, Tamara Dilbeck</p> <p>BOARD MOTION: Approval of the March minutes- motion to approve made by Darrielle, Jason Lee 2nd. All in favor, no one opposed - minutes approved.</p>
<p>Moment of Gratitude Best Practice</p> <p>All</p> <p>Laura Perez Ehrheart</p>	<p>Round robin highlighting board & chapter accomplishments</p> <p>Best Practice</p>	<p>David Bettencourt – wrapped up mentorship program last night – good group of people.</p> <p>Alice thanked Eric Johnson for getting the scholarship up on the website.</p> <p>Kim thanked Tina her work on the newsletter</p> <p>Best Practice: Psychological safety plays a vital role in helping people overcome barriers. Covid-19, panic stress etc. brings new perspective. Coach and cohorts discussed and the challenges around change leading to empowerment. Being present with level 1 communication. Ask questions with the intention of learning and offer input. Demonstrate tolerance. Laura will share a video.</p>

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<p>Executive Committee Updates</p> <p>Kim</p>	<p>Updates from Executive Committee</p> <ul style="list-style-type: none"> • COVID-19 Communication 	<p>Virtual events, COvid-19 and communication that went out to members moving forward thoughtfully. We will wait until June for go/no go for CAHLCon.</p> <p>ACHE is putting out some of the material from Congress that was supposed to take place. We can offer QE based on these things.</p>
<p>Regent's Report</p> <p>Baljeet</p>	<p>Updates from national and Regent announcements</p>	<p>Tabled</p>
<p>Finance Report/2020 Budget</p> <p>Melanie and behalf of Kimmie</p>	<p>CAHL Board Financial Review/Updates</p>	<p>Revenue is 5, 756 (Gurnick Academy sponsor) Feb expense 2,128 admin support and networking events \$11,559 unfavorable \$10,510 favorable to date</p> <p>ACHE rebate check will offset these numbers.</p>

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<p>Annual Meeting & Awards</p> <p>Navi</p>	<p>Annual Meeting & Awards Updates</p>	<p>CAHL Congress Project</p> <p>Scope: Green</p> <p>Timeline: Green</p> <p>Budget: Green</p> <p>Risks/Issues:</p> <p>Summary of Updates: Since last update on March 19th, Committee:</p> <ul style="list-style-type: none"> Communicated ongoing commitment to meeting Aug 2020 timeline amid COVID-19 concerns Ongoing planning with the hotel, CAHL committees, speakers, and other stakeholders. <p>Next steps:</p> <ul style="list-style-type: none"> Release CAHL Congress full agenda. This was delayed from 3/27 due to resource constraint caused by COVID-19. June is an appropriate time to reconsider, if required, moving the Congress timeline. Written communication to go out to panelists and moderators confirming the timeline for Congress. <p>Requested Board Items: Continue to promote Congress and reassure speakers and/or moderators that there will not be delay or reschedule (as of yet).</p>
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<p>Virtual Programming</p> <p>Eric</p>	<p>Virtual Events/CAHL Zoom Account Discussion</p>	<p>ACHE is allowing the chapter to do virtual events and we can offer Qualified Education credits.</p> <p>Interested in hosting free virtual networking session (informal) and also a more formal setting based on expertise or tips on relevance during this time. Q&A opportunities.</p> <p>Zoom options/pricing were shared and discussed. \$14.99/mo. Pro Plan seems fitting. Board was in support of this subscription to offer programs to our membership. Great opportunity to have this option for those in remote areas.</p> <p>Darrielle made a motion to approve the purchase for the Pro plan subscription for CAHL. Laura 1st, Eric J 2nd. No one opposed, all approved.</p>
<p>Committee Reports/Proposals</p> <p>Mike/Ryan Sherie</p>	<p>Sponsorship Member Advancement</p>	<p>Review of sponsorships and the benefits of each level via PPT presentation. Overview of sponsorships on the CAHL website.</p> <p>THE ASK:</p> <ol style="list-style-type: none"> 1. For board members to familiarize yourself with the Sponsorship Tab on our Website 2. Reach out to 5 of your contacts / vendors - Identify interest - help us fill the funnel. Our goal is 3 qualified “warm” candidates from each Board Member. <ol style="list-style-type: none"> a. <i>Cancelled conferences Q1 / Q2 = Opportunities for Q3</i> 3. Notify Committee of “warm” Candidates via: “Become a Sponsor” on the Sponsorship Tab. <ol style="list-style-type: none"> a. Your Name & Email b. Select “Sponsorship Level” i.e. \$5000 c. Use “Message” for referral information including contact info 4. If you would like to assist with follow-up, join the committee <p>Great value for any vendor for \$5,000 for CAHLCon booth.</p>



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		<p>Discussion on contact names – no later by the end of April.</p> <p>Nora for Member Advancement:</p> <ol style="list-style-type: none"> 1. The FACHE advancement committee would like to thank the board for the allocation of funds for a projector and screen-Nora has obtained both for our committee. 2. We have a new committee member: Michael Decoco. He will support communications for the committee. We are trying to determine if CAHL has a Survey Monkey account. We have discussed using that format for feedback for our sessions. 3. As many committees have experienced we had planning sessions and a Review session scheduled the first quarter and needed to postpone due to COVID-19. 4. We continue to do our best to respond to CAHL members interested in advancement, providing support via email and have offered to connect by phone. 5. We have connected with Navpreet to coordinate presenting a session at CAHL congress as a 45minute session on day and time best for the Congress planning team. One recommendation was a 45minute breakfast introduction session on Day 2 with a follow-up WebEx for participants after the congress. 6. We have rescheduled our committee in-person planning session (for a third time) to 6/4. The new format we are working on would be presented as follows: <p>THE FIRST STEP TO FACHE</p> <ul style="list-style-type: none"> • Test Techniques • How to study-tips and best practices • Self-Assessment to develop a study plan • Study Resources-including voice-over power point presentations sent to participants prior to each session, watch review videos in advance , analyzing questions and practice tests, send out PDF flashcards and open link to references <p>CAHL Con – on day 2 – possibly have a breakfast meeting at 7:45am and have people register separately.</p>
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Meeting Adjourned	Meeting was adjourned at 5:36pm	Darrielle thanked everyone for their time.
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