

# June 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 May Board meeting minutes. Review action items.</p>	<p>Kim Brown-Sims, Melanie Toutai, Laura Hill Temmerman, Jason Lee, David Akinsanya, David Bettencourt, Michael Angelillo, Baljeet Sangha, Brenda Captain-Edwards, Mike Brokloff, Fayola Edwards-Ojeba, Ryan Peck, Kimmie Bleichner-Jones, Alice Nguyen, Ruth Cieri, Joleen Lonigan, Andrew Pete, Navi Atwal, Ronnie Yamanaka, Tamara Dilbeck, Rachel Faber, Gary Krboyan, Nikhil Singal, Christina Slee, Jillian Springer, Sachin Gangupantula</p> <p><b>BOARD MOTION:</b> Approval of the May minutes- motion to approve made by Kimmie, Mike B. 2<sup>nd</sup>. All in favor, no one opposed - minutes approved.</p>
<p>Moment of Gratitude Best Practice</p> <p>All</p> <p>Mike Brokloff</p>	<p>Round robin highlighting board &amp; chapter accomplishments</p> <p>Best Practice</p>	<p>Jason grateful for Alice and Bezawit working with the HEN and all the judges who volunteered to judge for the scholarships</p> <p>Joleen grateful for Sarah Khan and Keiran G. on CAHLCon and the credits application process.</p> <p>Kim shout out to Laura Hill Temmerman for keeping us on track for the awards. And to Navi, Sarah, Sacahin and Nikhil for being able to pivot.</p> <p>Mike Brokloff – happy to have him back. Mike and Ryan on their continued support for sponsorship efforts. David and Laura and team on great virtual programs. Tina and Eric and Sachin for efforts around the newsletter. Shalisha for all her efforts on social media.</p> <p>Baljeet grateful for D&amp;I group for optimism and thoughtfulness. Admire them and appreciate their vulnerability. Team of Luis, Kim, everyone came together on the statement. Thank you for efforts.</p> <p>Andrew thanked Kim and Baljeet on getting the message out to membership. Great leadership with all the challenges this year.</p>



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		<p>Mike Brokloff Best Practice: April 28<sup>th</sup> motorcycle accident – UC Davis for two weeks – ICU. Missed the month of May. It’s easy to be isolated right now. No visitors. Since home – can’t go out due to COVID-19. Started to get back into the sponsorships and reaching out to others. It’s been good for the soul. Message of importance: Don’t isolate yourself. Stay engaged, stay involved with the work, LinkedIn, reach out and initiate conversations.</p>
<p>Executive Committee Updates  Kim</p>		<p>CAHLCon recommendation and Annual Awards</p> <p>ACHE Face-to-Face credits now being allowed for virtual events. Kim has been asked to review some of the educational information for ACHE.</p> <p>ACHE is waiving a lot of fees right now for Fellowship and renewing.</p>
<p>Regent’s Report  Baljeet</p>	<p>Updates from national and Regent announcements</p>	<p>Nominees: final was June 1<sup>st</sup>. All accepted and moving forward. Looking forward to the next year with Luis and D&amp;I being a component for awards.</p> <p>Met with ACHE finance committee – reserves were discussed. ACHE feels confident they can weather the storm.</p>



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<p>Finance Report/2020 Budget</p> <p>Kimie</p>	<p>CAHL Board Financial Review/Updates</p>	<p>No revenue in May \$600 website services \$1,000 for newsletter Still waiting on the \$5k sponsorship from Aya</p>
<p>Annual Meeting &amp; Awards</p> <p>Navi</p>	<p>Annual Meeting &amp; Awards Updates</p> <ul style="list-style-type: none"> <li>Proposed Board Motion: CAHL Congress to Virtual Event</li> </ul>	<p>Met with Executive Board to propose we hold in-person CAHLCon to 2021. Attendee experience, shelter in place, costs involved were all considered and the risks to attendees and speakers.</p> <p>Given the current global pandemic, it is recommended that CAHL move the inaugural Congress 2020 event to 2021 and plan on delivering a set of context-sensitive webinars virtually for 2020 with Face-to-Face credits.</p> <p>Eight panels would be over the course of six months – hold individual session with F2F credits.</p> <p>Notice will go out tomorrow to membership. Marriott will move the contract over to 2021.</p> <p>Working on the Annual Awards and Ceremony. More to come later.</p> <p><u>Open Items:</u></p> <ol style="list-style-type: none"> <li>Annual Meeting and Awards Ceremony: Plans to hold the ceremony yet to be determined.</li> <li>Planned Eight Educational Sessions: Congress team to be deployed to work alongside the committees to schedule the eight sessions during the remainder of the year (2020). Details to be determined.</li> </ol>

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		<p>Motion to approve to move CAHL Congress to a virtual only event for 2020 and moving face-to-face to 2021 made by Navi, 2<sup>nd</sup> by Kimmie. All in favor, no one opposed. Motion approved.</p> <p>Annual Award ceremony will be virtual – Carey is scheduled to speak. Recommendation to do newsletter to highlight the awardees vs a virtual event where we do the PPT and presentation of the awardees. Or just to schedule an update from board elect by Carey in conjunction with the newsletter highlighting awardees.</p>
<p>Audit Report  Michael A.</p>	<p>Review/Approve Audit Report</p>	<p>Per ASC 205-40 released by the Financial Accounting Standards Board (FASB) and AU-C 570 released by AICPA management/leadership must evaluate the organization’s ability to continue operations and meet their obligations from 1 year after the date of the financial statements, December 31, 2019 and determine if substantial doubt to meet those obligations exist. Internal Audit evaluated the following conditions;</p> <ul style="list-style-type: none"> <li>• As of April 16, 2020, CAHL has less than 1 year of cash and cash equivalents on hand to meet future obligations based on 2020 budget. This is in violation of the financial policy.             <ul style="list-style-type: none"> <li>• COVID19 has put a halt on chapter activities with a transition to virtual events. This will have a significant impact on revenue and expense.</li> <li>• CAHL is planning a budget neutral convention in August 2020 “CAHLCON”, however if anticipated attendance is not met reserves will need to be exhausted to cover the expense and/or anticipated sponsorship revenue.</li> </ul> </li> </ul> <p>Based on these 3 factors there doesn’t appear to be significant doubt to the organization’s ability to meet future obligations, because most reductions in revenue will have a corresponding decrease in expense as fixed costs are minimal in the organization. However, the risks above are significant and leadership should monitor them carefully to avoid significant doubt in the future.</p> <p>Below are the formal written findings as part of this agreed upon procedures</p>

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		<p>audit, please note that there are informal verbal recommendations made to the treasurer as needed;</p> <p>Finding 2019-01: Cash and cash equivalents is less than 1 year.</p> <p><b>Audit Results</b> Based on interview with Treasurer and receipt of documents there were no special budgets or modifications for 2019 or time sensitive/non-budget transactions. Internal Audit reviewed the current check signers noting that the Treasurer, Past President, and President currently have authority which appears reasonable. Based on work above there doesn't appear to be any material misstatements or violations of the financial policy except for finding(s) above.</p> <p><b>Audit Recommendation(s)</b> Finding 2019-01: Increase cash and cash equivalents to a minimum of 1 year. Internal Audit recommends that cash and cash equivalents be increased to 2-3 years which is well within the IRS guidelines for non-profits and will provide the necessary buffer to not go under the minimum of 1 year.</p> <p>Finding NA: Require dual signature for disbursements over \$5,000. This is a common feature of organizations at this size to mitigate the risk of misappropriation of funds, but is not necessary.</p> <p>Finding NA: Require itemized receipts with limited exceptions as needed. Generally, this isn't required, but will greatly improve audit support, especially in the unlikely scenario that CAHL was audited by the IRS.</p> <p>Finding NA: Require annual review of active QuickBooks user accounts, and other accounts with financial impact (chapter services, Eventbrite, One Drive, etc.) and deactivate users who no longer need access.</p> <p><b>Motion to approve</b> the audit report and execute the recommendations made by Jason, Alice 2<sup>nd</sup>, all in favor, no one opposed. Motion approved.</p>
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<p>Committee Reports/Proposals</p> <p>Eric/Tina Laura/David</p>	<p>Communications</p> <p>CDTC</p>	<p>Tina reported: Newsletter update – Spring newsletter was late (early May). Probably be the same for summer newsletter. Delay might allow us to provide more content. Lance is the new volunteer. Annual Report is moving slowly. Intention was to get it out before the ACHE survey (survey is on hold). Website update: possible delays due to Eric being in SoCal. Sachin reported on the message for members regarding CAHLCon. It will also be on website and LinkedIn. Will be working with Tamara on the outreach. Working with mentorship committee to highlight benefits. Social media calendar – Shalisha</p> <p>David Bettencourt = CDTC report Successful event last month with 42 people in attendees. 28 evaluations with good feedback. Next program is Wed. 6/24 with 160 people registered. Mentor program subcommittee – reliqued himself from it – in good hands. Looking to connect with Diversity, HEN and Military.</p>
<p>Meeting Adjourned</p>	<p>Meeting was adjourned at 5:38pm</p>	<p>David A. nod to HIMSS and their level of success.</p>