

# March 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 4:31pm</p> <p>Confirm attendance and approve February Board meeting minutes. Review action items.</p>	<p>Kim Brown-Sims, Melanie Toutai, Laura Hill Temmerman, Jason Lee, Lillian Chan, Jeff Logan, Nikhil Singal, Lt Col John DeCataldo, David Bettencourt, Michael Angelillo, Mike Brokloff, Brenda Captain, David Akinsanya, Fayola Edwards-Ojeba, Ronnie Yamanaka, Tamara Dilbeck, Eric Johnson, Andrew Pete, Christina Slee</p> <p><b>BOARD MOTION:</b> Approval of the February minutes- motion to approve made by Lillian, Nikhil 2<sup>nd</sup>. All in favor, no one opposed - minutes approved.</p>
<p>Moment of Gratitude Best Practice</p> <p>All</p> <p>Eric Johnson</p>	<p>Round robin highlighting board &amp; chapter accomplishments</p> <p>Best Practice</p>	<p>Jason's twin brother had a baby – grateful for that</p> <p>Eric J. – shout out to Sachin/Shalesha for increasing social media.</p> <p>Eric J. Best Practice: Book called “So good they can’t ignore you” title taken from Steve Martin for aspiring entertainers. Developing your skills that turns into your passion. First rule is don’t follow your passion – figure out what you’re good at. Another rule is to turn down a promotion. Speak low but act big. Great book for early careerists and mid-careerists. Building up your career capital and finding your mission.</p>



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<p>Executive Committee Updates</p> <p>Kim</p>	<p>Updates from Executive Committee</p>	<p>Difficult decision was made to cancel College Bowl this year. Too much of an undertaking under short amount of time. Looking at 2021 to resurrect College Bowl. HCE will work with SOHL for 2021 and CAHL will take a lead role for 2022.</p> <p>Congress in Chicago cancelled. Positive for CAHLCon with offering 12 f2f credits. Keeping our membership informed and will reevaluate in June for moving forward or not due to COVID-19.</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>Kimmie</p>	<p>CAHL Board Financial Review/Updates</p>	<p>Brief summary: No revenue in February. February expenses totaled \$1,370.63. Admin Support: \$800.42 Website Updates: \$550.00</p> <p>Year to Date: Revenue unfavorable to budget by \$12,925. The LPC's had some budgeted revenue (\$2,425) for events that didn't occur in Jan or Feb. We also have \$5,500 budgeted in HEN for the UCSF MS Hale contribution (not yet received), and \$5,000 in additional Sponsorships (we just received a \$5,000 sponsorship from Gurnick Academy that will post in March).</p>

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		<p>Expenses favorable to budget by \$5,181.96. YTD Net Revenue unfavorable to budget by \$7,744.09</p>
<p>Annual Meeting &amp; Awards  Kim for Navi</p>	<p>Annual Meeting &amp; Awards Updates</p>	<p>CAHL Congress Project Regarding board participation: Ask organization to cover the expense. Board members can volunteer at CAHLCon in lieu of purchasing a ticket.</p> <p><b>Scope: Green</b> <b>Timeline: Green</b> <b>Budget: Green</b></p> <p><b>Risks/Issues:</b></p> <p><b>Summary of Updates:</b> Since last update on February 20<sup>th</sup>, Committee:</p> <ol style="list-style-type: none"> <li>1. Released CAHL Congress registration links</li> <li>2. Received submissions for panelists - all approved by ACHE. Speakers can be added to ensure diversity.</li> </ol> <p>Next steps:</p> <ol style="list-style-type: none"> <li>1. Confirm speakers</li> <li>2. Release CAHL Congress full agenda (target 3/27)</li> </ol> <p>Aya is interested as a sponsor in some capacity to the Awards Gala.</p>

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<p>Committee Reports/Proposals</p> <p>Laura/Michelle Kim for Jillian/Luis Ruth/John D</p>	<p>Volunteer Recognition &amp; Member Outreach</p> <p>Diversity &amp; Inclusion</p> <p>Military</p>	<p>Volunteer Recognition and Member Outreach:</p> <p>New Volunteer onboarding, 1/1/20 to date:</p> <ul style="list-style-type: none"> <li>• 12 new volunteers assigned year to date</li> <li>• 8 additional volunteers receiving introductions/assignments following yesterday's new volunteer onboarding call</li> <li>• 1 signed up for April onboarding call</li> <li>• 1 volunteer in the cue for a spring onboarding once he is back in the country</li> <li>• With 12 volunteer positions previously still remaining to be filled this should bring us to 4 more positions to be filled moving forward</li> <li>• Awaiting updates from ACHE regarding membership renewal campaign. (Query in chapter service center was removed on 3/1)</li> </ul> <p>Completed this year:</p> <ul style="list-style-type: none"> <li>• Analysis of Volunteer Engagement survey and summary shared in January</li> <li>• Member needs survey and volunteer engagement article for March newsletter</li> <li>• Membership renewal campaign underway with ACHE</li> </ul> <p>Current endeavors:</p> <ul style="list-style-type: none"> <li>• Brainstorming volunteer recognition options to expand our program and developing recommendations. Exploring option for volunteer name badges (for those with tenure)</li> <li>• Will consider moving volunteer applications to a wait list in May if no more volunteer positions are available or only a small number as needed</li> <li>• Quarterly volunteer recognition – need to revitalize with more nominations</li> </ul> <p>Upcoming endeavors this fall:</p> <ul style="list-style-type: none"> <li>• Volunteer engagement survey design (will use results in comparison to develop volunteer engagement action plan)</li> <li>• 2020 Chapter Needs results review and updates</li> <li>• SWAG replenishment (will also provide for CAHL Congress if needed)</li> <li>• Member Reinstatement campaign coming this fall through ACHE</li> </ul>
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		<p>Requested board action:</p> <ul style="list-style-type: none"><li>• Support with response to new volunteers within 5 business days of email introduction.</li><li>• Updates to any volunteer requests previously submitted to our chapter google form</li></ul> <p>Diversity &amp; Inclusion Report: As part of the chapter’s strategic plan for 2020, the committee will be looking at the type and quality of services we deliver and at our own culture to determine how diverse, inclusive and welcoming we are as a professional organization and partner.</p> <p>Continued collaboration with LPC and CAHL Congress committee – D&amp;I focus in the following areas:</p> <ul style="list-style-type: none"><li>• Panelists and Moderators – Identify a more Diverse panel of individuals of color, gender, and the broader diversity categories as we schedule Learning from Leaders and other events. Developed checklist (Attached) to be shared with all panelists/moderators for completion. We will track all results and look to meet our goal described in our Strategic Plan.</li><li>• The Diversity and Inclusion (D&amp;I) committee has developed a series of D&amp;I questions for the CAHL Congress panel discussions. The questions were developed for each template and D&amp;I specific. We have provided to Nikhil and have asked that these be shared with all the moderators. We are of the expectation that each panel discussion will incorporate at least two D&amp;I questions in the discussion.</li></ul> <p>Requested board action:</p> <ol style="list-style-type: none"><li>1. Any concerns with the proposed attachments and process?</li><li>2. If not, please request all chapters incorporate into their CALH Congress support activities.</li></ol>
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		<p>Military report out:</p> <ul style="list-style-type: none"> <li>• Continue standing military article in Newsletter – LtCol John DeCataldo— Last article authored by Capt Amy Hartman on Integrity</li> <li>• Focusing on CAHL Congress as opposed to single F2F military/federal sector event</li> </ul> <p>Major Poe is moderator, Panelists are: Col Pangelinan, California Guard, Kim Panzuto (VA), Steve Ruggirello (VA)</p> <ul style="list-style-type: none"> <li>• TOPIC: Managing for Morale</li> <li>• CAHL Congress/Color Guard</li> <li>• Contacted all ACHE and Non-ACHE military members to obtain F2F credits at bases located within the CAHL geographic area.</li> <li>• Will target Veterans Day appreciation events with local employers for outreach. Partnered with UC Davis Medical Center in 2019.</li> <li>• (Strat Plan Initiative) Developed and will begin to deliver military federal service welcome letter to new members moving to CAHL geographic area.</li> <li>• Capt. Hartman volunteering on committee for all air force bases in California.</li> <li>• Engagement is up with good momentum.</li> </ul>
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Meeting Adjourned	Meeting was adjourned at 5:23pm	Kim thanked everyone for their time.
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