

January 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 4:30pm</p> <p>Confirm attendance and approve November Board meeting minutes. Review action items.</p>	<p>Kim Brown-Sims, Melanie Toutai, Baljeet Sangha, Laura Hill Temmerman, Kimmie Belcher-Jones, Jason Lee, Lillian Chan, Jeff Logan, Nikhil Singal, Rachel Faber, Alice Nguyen, Lt Col John DeCataldo, David Bettencourt, Navi Atwal, Tina Slee, Laura Perez-Ehrheart, Ryan Peck, Michael ?, Mike Brokloff, Luis Fonseca, Jillian, Brenda Captain-Edwards, Tamara Dilbeck</p> <p>BOARD MOTION: Approval of the November minutes- motion to approve by Kimmie, Lt Col John DeCataldo 2nd. All in favor, no one opposed - minutes approved.</p>
<p>Moment of Gratitude Best Practice</p> <p>All</p> <p>David Bettencourt</p>	<p>Round robin highlighting board & chapter accomplishments</p> <p>Best Practice</p>	<p>Last issue of Healthcare Executives – CAHL was acknowledged.</p> <p>Shared a book called “The Five Dysfunctions of a Team”. Summarized a functional team starts with trust. Without trust, you end up with a fear of conflict. Focus on clarity and closure with clear messages, holding huddles, etc....Avoidance of accountability places burden on leadership. Rewards and trackers can help.</p> <p>Kim will request that new board members share best practices.</p>

January 2020 CAHL Board Meeting Minutes

<p>Executive Committee Updates</p> <p>Kim</p>	<p>Updates from Executive Committee</p>	<p>HFMA Conference is QE Credits only this year (no F2F).Pricing will remain the same as last year.</p> <p>Progress on the template for CAHL Con</p> <p>Our rep from ACHE, noted a discrepancy on member numbers.</p> <p>Action Item: Laura will do research and find out why member numbers are different.</p>
<p>Regent’s Report</p> <p>Baljeet</p>	<p>Updates from national and Regent announcements</p>	<p>Goal this year is to have total participation at Congress from the RAC.</p> <p>New ACHE Chairman Elect (past CAHL President) Cari</p> <p>Updates regarding CAHL CON to the RAC can be in the form of an informal email.</p>
<p>Volunteer Recognition & Member Outreach</p> <p>Laura</p>	<p>Volunteer Engagement Survey Results</p>	<p>Survey ran end of December.</p> <p>Highlights:</p> <p>Lower response rate vs ACHE chapter survey</p> <p>Volunteer Experience rated higher than previous years.</p> <p>Ample time to give feedback to chapter was rated low.</p> <p>Open end feedback was overall positive.</p> <p>Members wanting short term assignments was noted.</p> <p>Will run the survey much earlier in the fall this year.</p>

January 2020 CAHL Board Meeting Minutes

<p>2020 Strategic Plan</p> <p>Kim</p>	<p>Approval of 2020 Strategic Plan</p>	<p>Strategic Plan is complete. Baljeet does not recommend having a RAC component.</p> <p>Action Item: Melanie to include a Regent report out for CAHL meetings</p> <p>Motion to approve with discussed modifications, Mike Brokloff, Sachin 2nd. No one opposed, All approved.</p>
<p>Finance Report/2020 Budget</p> <p>Kimmie</p>	<p>CAHL Board Financial Review/Updates</p> <p>Approval of 2020 Budget</p>	<p>December, 2019: Revenue \$1,768 Expenses: \$6,700 – (Strategic planning, Meet the Board Networking event expenses) Loss of \$4,950</p> <p>Year to Date: Revenue 85k Expenses: 95K</p>

January 2020 CAHL Board Meeting Minutes

<p>Annual Meeting & Awards</p> <p>Navi</p>		<p>Secured location, finalizing info for sponsors, working through logos. Net steps: day to day communications: Bios needed, creating a sub page on the CAHL website. 8 committees identified that will assist with panelists/moderators. Deadline is March 1, 2020.</p>
<p>Committee Reports/Proposals</p> <p>Tina/Sachin David/Laura PE Jason/Rachel/Alice</p>	<p>Communication CDTC HEN: Board Proposal</p>	<p>Communication Report: Newsletter/Annual Report: - Winter 2019 Newsletter published on time; thanks to all who contributed - Standard Operating Procedures for Newsletter updated - Annual Report planning to commence soon; report to be published in early May prior to member survey.</p> <p>Website: • 2020 CAHL Board has been updated</p> <p>Live-streaming/recording: • Ian Carson is training to assist with live streaming and video recording.</p> <p>Social Media: - New volunteer member Shalisha Grace helping with social media - New LinkedIn 'company page' established - We are experimenting with dividing up the newsletter and posting individual articles on LinkedIn</p> <p>CAHL Con: • Sachin working with Navi and others on communication plan; we are using the services of Caleb Wills, newsletter designer, to create branding for event and website</p>



January 2020 CAHL Board Meeting Minutes

		<p>CDTC Report:</p> <p>Welcome to lead Chairs, Debra, Guya (Co-Leads for mentorship)</p> <ul style="list-style-type: none"> ● Continue to Develop, Resource and Expand Coach-Mentor Program <ul style="list-style-type: none"> ○ 2020 Cohort begins ● Continue Open Positions List Serve <ul style="list-style-type: none"> ○ Darrielle Ehrheart is leading this project ● Continue Contributions to the quarterly chapter newsletter via “Career Corner” <ul style="list-style-type: none"> ○ Navi Atwal– Submitted in December (for January newsletter) ○ Ankoor Taylor – for March newsletter (submitted) ○ Edda – Q3 ○ Navi and Laura Q4, Leadership ● Career Web site enhancement for CareerEdge <ul style="list-style-type: none"> ○ Tiffany and Sachin working together to improve website analytics to track “visitor” clicks on page ○ Expand web presence ● Develop & Expand Career Development and Leadership LPC Program(s) <ul style="list-style-type: none"> ○ F2F Social Event, March at Stanford, Laura Perez Ehrheart ○ QE – Career Workshops – Tiffany Caster – August, Sacramento ○ QE- Michael Felder, Q 3 event - TBA ● CAHL Congress – August, Template 117. The Principles and Characteristics of Emotional Intelligence in Healthcare <ul style="list-style-type: none"> ○ Laura Perez Ehrheart- identifying and interviewing candidates. Up to 3 panelist and 1 moderator ○ Q4 event - TBA
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January 2020 CAHL Board Meeting Minutes

		Proposal tabled – to be reviewed by executive committee.
Meeting Adjourned	Meeting was adjourned at 5:39pm	Kim thanked everyone for their time.