**Georgia Association of Healthcare Executives**

**2017 - 2018 Board Transition**

**January 5, 2018**

**9:30 am - 2:00 pm**

**Gwinnett Medical Center Foundation Boardroom**

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| * Mary Germann (present)
* Callie Andrews (present)
* Bryant Cornett ( present)
* Jay Dennard ( present)
 | * Karen Manno (present)
* Tripp Penn (not present)
* DougChad Knight( not Present)
* Ty Bozkurt (present)
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| * John Henson, MD ( present)
* Craig Honaman (not present)
 | * Marlene Sidon(present)
* Tim Slocum( present)
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| * Matt Jernigan (present)
 | * Stephanie Troncalli ( not present)
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| * Kirsten Jones (present)
* Preston Smith (not present)
* Alexandra Pieper-Jones(present)
 | * Larry Tyler (present)
* Bobby Ryan (present)
* Lynn Scroggins (present)
* Doug Gregory (present)
* Sepi Brown (present)
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Minutes

1. Welcome & Introductions Tim Slocum
2. Approval of Minutes - Bryant 1st, Mary 2nd Marlene Sidon
3. Treasurer’s Report Matt Jernigan

Matt transitioned the Treasurer role to Bryant Cornett

P&L and Balance sheet reviewed

Contribution and sponsorships up to 35K

Discussion about breaking up sponsorship amounts and suggestion that we need to keep at our set levels.

Discussion about what profit margin do we want to set? Finance committee will address this.

Mary suggests that we focus our dollars on higher level speakers to attract the Sr. Execs.

Past two years we worked at a 10K loss. This year we spent more on membership than in the past. 6 people enjoyed the advantage of the program.

Bryant is seeking approval to select an accountant to support the treasurer. The goal of the accountant would be to obtain a credit card and have the accountant process invoices. Would also like to obtain bookkeeping services, and set up finance committee. Larry has a suggestion to have an outside finance professional on the committee. E\*TRADE account, would like to consolidate accounts and give access to accountant to release. Move to a savings account.

Jay suggests that we need to keep track of card transfer. Doug suggests that the accountant can have the primary oversight.

* Motion to approve credit card. Jay first motion Mary second motion to approve.
* Motion to approve spending for bookkeeping services 200-300 per month, with a 6-month review. Larry disclosed that he is working with the firm. No one else has a relationship. Mary agrees we need the support. Concern about the review of proposals, we have not seen the detail of how we decided on one firm.
* **Action**- we need a documentation of expectations and discussion. Suggests a letter of understanding to outline the plan. Bryant will send a MOU to them. Marlene Motion to approve, Bobby second motion to approve.
* Third request activation of a finance committee. Not approval over budget, however will make recommendations to the Board. Past treasurer, current, past president, current, finance professional. The creation of a finance committee was already approved. The goal of the committee will be established by the end of April 30 Date.
* **Action:** Bryant will commit to pull information together for the next meeting. Suggest that the Board VP is included. Meeting frequency needs to be established. Need to meet more than once per quarter to start and then can set up quarterly. Discussion about HFMA as a resource for Finance. Jonathan Skaggs. Dr. Henson suggests we keep the committee small. Seek CFO who is in GAHE. Ty questioned the value of a committee and Larry suggests it would be expected of a nonprofit. Jay suggests we let the committee decide. Matt Jernigan first approval. Second approval was Larry.
* Budget statement of position needs to be sent in the end of the first quarter.
* Motion for the ability of the exec committee to decide to move financial institution to another FDIC institution approval to move to executive committee.
* **Action:** Mary recommends that Bryant send an email to the Board officers for a vote to move to X and why. Speak with 3 banks. Tim supports this recommendation. Ty first motion, Mary second. Affinity, BB&T, Bank of America. Accountants may have a recommendation.
1. Administrator’s Report Karen Manno

Karen reports high metrics and looking forward to new committees. Sponsorship money coming in, so far, 4 paid and 11 annual sponsors to come in. Reminded the Board of the Chapter resources. Including the membership roster. ACHE monthly webinars available. Jan topic is a tour of the service center. Wed around noon and can view recorded sessions. Dr. Henson asked how her workload is. Karen stated she was very busy. The bookkeeper will help and the communication committee has some plans underway that will help. Tim said we may want to consider a student. We will reevaluate our registration system. Discussion around Eventbrite and Constant Comment. All set for the year with Maggianos.

1. GAHE & ACHE Overview Mary Germann

Mary reviewed our goals and results. 2017 award results Member satisfaction goal changed. We were 4 and goal 4.1, Mary petitioned and the petition was denied. Advancement of members 23 advanced to Fellow, which is greater than goal. This will give us a sustained award. We should be very proud of our attainment of Fellowship and Program and attendance growth. Mary will send the slides to the Board.

1. Chapter Governance Tim Slocum

Our strategic planning cycle is off due to our weather reschedules.

Tim reviewed the mission and strategy and compared to our GAHE tag line and it reflects that we are in line with ACHE.

* 1. Mission & Vision
	2. By-Laws

Last time bylaws were updated was 2012. We should review this year to determine if any changes are needed. Suggestions for committee structure changes and adjust bylaws to reflect any changes. Jay asked for the history and Callie stated that Craig led the charge for the Georgia Chapter. At the time, we did not adopt any big changes.

* 1. Job Descriptions
	2. Board Fiduciary Duties

Annual signature of duties. Signing today.

Nominations- Callie will lead and suggest we move up to July. Early start is better.

* 1. Conflict of Interest Statements- signed today

Heat map regarding where our membership base is located. How do we best meet our member needs?

* 1. 2018 Budget
1. Strategic Plan Review Mary Germann / Tim Slocum

Ty, discussed plans for the committee, Advancement requires a lot of work. Civic engagement is a large effort. Good side effect is networking opportunities. Future civic event with medishare. Bryant suggest we measure the time and participation of different organizations. Welcome calls and military taskforce need. John Quinlivin and Don Avery are the advisors. - growth and satisfaction committee, career development. Student Liaison network at local schools, this could easily be three committees with three chairs. Larry asked if we could have sub committees? Ideal Board should be up to 17 people. Would be 2 more people on the Board. MA. ACHE had quarterly breakfast meetings with the CEO at local hospitals. Video conferencing is a key need for our region. There are other chapters doing this. Michigan won an award yet still cannot earn f2f hours.

Review of programs strategy. Agree that the strategy is correct.

**Sponsorships**- ensuring the value obtained to their sponsorship and performance indicators for their investment. Gwinnett, HCA Tri-Star division, Grady, Novecento, Wellstar, metro Atlanta ambulance, s

Stenegna partners, Durolon, Broadwell and touchstone health. Program listing distributed.

**Communications**- Need to ensure that the Board members are on the proper social media sites. Also plan who will go to the event and take photos to get uploaded. Ty suggested that we get a student to give a daily update on SM. Sepi said scheduled communication is the goal.

**Foundation** – strategy. Sepi asked if we have asked an attorney such as Barry Herrin. Preston was asked and has not indicated interest. We were going to have someone reach out the N Texas group. Goal would be to have another way to utilize our money. John suggests we explore it. Let’s go to a chapter who has done it.

John and Mary will make the calls.

Committee structure is the key to our year. Suggest communication and sponsorship are fine and that programs and Member Relations may need more restructure. Communications still a work in progress.

Advancement needs to separate out from Member Relations.

HIMMS allows you to join two separate state chapters

Key opportunity is to look at matching the address of ACHE members and if they are linked to the GAHE membership. Do you show up in our chapter? Need to understand how membership is assigned to the Chapter.

John raised the question, what is the fundamental value that GAHE brings to organizations? Are we missing an opportunity for health care leaders to be credentialed?

The question was raised what is the role of the Member at Large and a Committee Chair. It was agreed to have Member at Large be a committee chair.

PEG is a subcommittee of Programs- should it be a committee?

 Three committee splits proposed are Growth and satisfaction, career develop, Fellowship Advancement. Chairs are identified and can be appointed.

Lynn expressed interest in joint programs, Bobby sponsorship, John PEG, Matt Fellow, Senior Exec Mary, Communications Sepi, total of 16 with advisors. Suggest we need an org chart to see this on paper.

Member Relations break to 3 committee and chairs two of which are filled by members at large. Programs, (Mary to insert details) Tim suggest small work group to finalize the recommendation and org chart.

Mary gave first offer of motion, Marlene second, all in favor.

For Member Relations, the new structure would be Fellowship Advancement, Member Relations and

Table the discussion for LPC to fold into Regional councils.

Tim will join Foundation call with Mary and John. Sepi will share the HIMMS data collected.

Board Meetings for the year. First Friday of the month. First Friday at 8:30 still works. Quarterly face to face. April or July in Macon

Suggest the MCEachern lecture for the awards and the first night for dinner.

**Action**: Mary asked that everyone would look at their job descriptions and send updates.

1. Next Board Meeting Discussion February 2018

Attachments:

* Board Roster with Contact Information