**Board Meeting**

**March 21, 2019**

**1:45 – 4:00 pm**

**In-person meeting at Maggiano’s Buckhead**

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| Catherine “Callie” Andrews, FACHE *present* President | Craig Honaman, LFACHE *not present* Board Advisor |
| Chet Bhasin, FACHE *present* Member at Large Growth & Satisfaction Committee Chair | John Kueven, FACHE *present* Secretary |
| Ty Bozkurt, FACHE *present* Treasurer Finance Committee Chair | Trent Lind, FACHE *present* Vice President/President Elect Nominating Committee Chair |
| Sepi Browning *present* Communications Committee Chair | Karen Manno *present* GAHE Administrator & Business Manager |
| Jon-Paul Croom *present* Local Programs Sub-Committee Chair | Sonja McLendon, FACHE *present* Career Development Committee Chair |
| Stuart Downs, FACHE *present* Joint Programs Sub-Committee Chair | Bobby Ryan, FACHE *present* Member at Large Sponsorship Committee Chair |
| Mary Germann, FACHE *present* ACHE Regent | Tim Slocum, FACHE *present* Immediate Past President Senior Executive Committee Chair |
| Rahul Ghotge, FACHE *present* Member at Large Fellow Advancement Committee Chair | Larry Tyler, FACHE *not present* Board Advisor |
| Doug Gregory, FACHE *not present* Member at Large Programs Committee Chair |  |

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| **Agenda Items** | **Time** | **Responsible Party** |
| Welcome & Roll Call | 1:45pm | Callie Andrews |
| Approval of Minutes   * No corrections * Motion to approve by Callie, seconded by Trent | 1:50pm | John Kueven |
| Treasurer’s Report   * Review of financial reports * The Finance Committee is considering whether accounting should be on accrual or cash basis. We are currently on cash basis, may change to accrual by year end. * Motion on Finance Committee’s recommendation to change the checking/savings account to allow sweep in order to avoid overdrafts. Proposed Callie, seconded, Trent approved. * Discussion of increasing sponsorships and other ways to fund benefits to student members.   + Discussion of setting up non-profit status or a foundation for contributions. Mary will take question to ACHE about assistance with trial sites to develop this.   + Sepi offered her experience with setting up webpage for students to be able to apply for scholarships. * Discussion on topic of growing membership in 2018. We will likely make our goal the same as last year’s actual of 1.2%. Board members are encouraged to come early to meetings and network with new members and new attendees. Suggestion of having a computer available at events to do new member applications on site. | 2:00pm | Ty Bozkurt |
| Regent’s Report  Review of report including   * Visits and activity with HENs (Higher Education Networks) * Activities at Congress. Encourage all new Fellows to walk at Congress, a rewarding experience. * Sent letters to new members recertified Fellows, new Fellows * Mary will pursue getting more Fellow pins to give to new Fellows at meetings * Healthcare Executive podcasts are available | 2:25pm | Mary Germann |
| Administrator’s Report  None | 2:28 | Karen Manno |
| Presidents Update / Announcements   * 2019 Dashboard Report – new goals for 2019 are not yet posted. Terra Levin has indicated that the goals should be similar to last year. * Discussion of “Fellow Minute” at meetings and inviting new Fellows to meetings. * Thank you to all who went to Congress. * ACHE’s chapter requirements are being completed – the Financial P&L statement has been submitted on time; newsletter has been published for Q1 requirement. | 2:28 | Callie Andrews |
| Committee and Sub-Committee Reports: |  |  |
| Programs Committee, incl. Regional and Joint Programs   * Doug to later report on the updated attendee hours figures * Discussion of having a career roundtable event aimed at students added at the end of the April 18 luncheon meeting. Executives are needed to head a table, board members encouraged to volunteer. Since the time is so short to organize and publicize such an event board members recommend postponing this to a later meeting. Chet suggested instead having a few persons to offer this regularly after each meeting. Sonja to contact Doug and work with him for a better date. Recommend getting the HENs involved. * Discussion of having a student representative on GAHE board. Request to Sonja to ask the HENs all ideas about student engagement. | 2:40pm | Sepi Browning for Doug Gregory |
| Joint Programs Sub-committee   * Will be replicating the March 21 RN/Clinical Staff Retention panel at GONL | 2:52pm | Stuart Downs |
| Local Programs Sub-committee   * Working on doing remote F2F programs, considering the sites which will qualify for the mileage requirement * Jon-Paul to follow up with Doug | 2:57pm | Jon-Paul Croom |
| Senior Executive Committee   * Review of report * Senior Executive events scheduled for May 16, August 20, September 25/26, November 19. Lunch with CEOs scheduled and pursing more * Idea for a speaker at the May 16 Braves game to be a master brewer at Terrapin, Tim will pursue. Discussion of keeping price the same as last year. Tim and Bobby to discuss with sponsor Bryant Cornett about the number of sponsor tickets. * Bobby to develop SOP for sponsorship of Senior Exec events * This year for the Lunch with the CEO events we are offering to the host hospital to reimburse for catering | 3:00pm | Tim Slocum |
| Growth & Satisfaction Committee   * Committee’s first call will be March 26. Activities to consider will include an event for military members. * Membership satisfaction metric on Dashboard Report comes from annual ACHE survey usually sent in spring. Karen to forward GAHE’s annual survey preparation letter for review by Callie, Chet | 3:11pm | Chet Bhasin |
| Fellow Advancement Committee   * The committee has had 2 meetings this year * BOG Tutorial will be 2nd or 3rd week of July. A venue is needed. Callie will follow up with WellStar Development Center in Marietta, Sepi mentioned Emory Johns Creek, Chet mentioned Shepherd. It was discussed to keep same price as last year and keep reimbursement of registration for those who pass the Exam this year. * Committee is also exploring webinar and study group options * Need to promote ACHE’s annual campaign of waiving Exam registration fee for those applying in the spring quarter (need dates) * Community service events are scheduled through June. Will be keeping a log of community benefit statistics at the Medshare events. * Exploring ways to assist members with other requirements of Fellow such as Fellow recommendation, structured interview. | 3:15pm | Rahul Ghotge |
| Career Development Committee   * Mentorship Program is wrapping up the current season with an ending event on May 9. 30% more contracts were received over the first program year. Board approved request for money to cover ending event, Sonja will bring cost to April board meeting. * HENs: The Emory chapter has been reinstated. Many students are not ACHE members. Mary and Sonja to discuss considerations of student chapters and membership. | 3:30pm | Sonja McClendon |
| Sponsorship Committee   * Emory student chapter has asked if we will go to sponsors for help with their lunch and learns * More sponsors coming for this year. Eagle Telemedicine has committed for Gold level. Discussion of whether to offer mid-year sponsor reductions, agreement was indicated. Callie offered to reach out again to Grady to sponsor again this year. | 3:38pm | Bobby Ryan |
| Physician Executive Committee (PEG – Physician Executive Group)   * None. Nominating Committee to be looking for replacement chair for this group. | 3:42pm |  |
| Communications Committee   * LinkedIn membership is growing * Next newsletter deadline is April 20. Needs: Callie’s letter, article by Senior Executive Committee. | 3:42pm | Sepi Browning |
| Nominating Committee   * The committee is convening soon. Will consider filling empty positions: PEG Chair and At Large Board Member. * The job descriptions have been updated and circulated for review. Mary requests corrections to use consistent language describing FACHE qualifications, requirement for member in good standing; VP position should list Strategic Planning and chair of Nominating Committee; Past President should list Senior Executive Committee chair and “resource to president/assist with transition” duties; At Large Board Member positions need corrections and consistent description. * Discussion of creating a central document storage for treasurer documents, ie Dropbox. | 3:45pm | Trent Lind |
| Outstanding / Other Business   * Discussion of having in-person board meetings once per quarter at Maggiano’s after the general meeting. Consensus agreement expressed. One consideration is this requires that meeting to be in the third week of the month which will be only 2 weeks before the subsequent 1st Friday board meeting. Time needs to be longer, will be 2:00 to 4:30 pm. | 3:57pm | Group |
| Topics for Next Meeting(s)   * John Kueven read the list of followup actions from this meeting for board members, he is creating an Action Plan document to track this information | 4:00pm | Group |
| Conclusion & Adjournment   * Adjourned at 4:05 pm | 4:05 pm | Callie Andrews |

Next Board Meeting:

* Conference call - Friday, April 5, 8:30-10:00 am, call in: 1-866-252-0050,,4480340#

Minutes \_\_ amended \_x\_ approved \_4/5/2019\_\_ (date)

Send minutes corrections to GAHE Administrator Karen Manno.

Signed Karen Manno