**Board Meeting**

**January 4, 2018**

**8:30 am – 10:00 am**

**Conference Call**

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| * Callie Andrews (present)
* Chet Bhasin (not present)
* Ty Bozkurt (present)
* Sepi Browning (present)
* Jon-Paul Croom (present)
* Jay Dennard (present)
* Stuart Downs (present)
* Rahul Ghotge (not present)
* Doug Gregory
 | * John Henson (not present)
* Craig Honaman (present)
* John Kueven (not present)
* Trent Lind (present)
* Karen Manno (present)
* Sonja McLendon (present)
* Bobby Ryan (present)
* Tim Slocum (present)
* Larry Tyler (not present)
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| **Agenda Items** | **Time** | **Responsible Party** |
| **Welcome & Roll Call** Callie introduced the structure of board meetings this year which will be a phone call on the first Friday in the first 2 months of the quarter and an in-person meeting in the 3rd month. A standard report form will be distributed 48 hours prior to the monthly call and the goal is to have all committee reports received in order to send them out to all for review 24 hours prior to the call.This year the board meeting minutes will be taken by Karen, and Secretary John K.’s tasks will include oversight of the strategic plan and tracking of the ACHE dashboard figures. | 8:30am | Callie Andrews |
| **Approval of Minutes**Craig and Sonja recommended corrections to December minutes. Motion to approve by Jon-Paul, seconded by Ty | 8:35am | Callie Andrews |
| **Treasurer’s Report**The 2019 budget was proposed and approved at the December meeting. The Finance Committee is planning its meeting by the end of January. Bank account access by President & Treasurer has been transitioned to the new 2019 officers. |  | Ty Bozkurt |
| **Regent’s Report** Jay’s report has been circulated listing actions from the ACHE Board of Governors meeting in November. Jay relayed the ACHE recommendations to the chapters encouraging donations to ACHE’s Fund for Healthcare Leadership and attending Congress. **Action** Callie asks all who are going to Congress to let her know. She will coordinate a dinner there for GAHE board members, and gathering at the Tuesday lunch when the chapter awards are presented. |  | Jay Dennard |
| **Administrator’s Report**Callie & Karen will meet before each board meeting to confirm procedures. Karen will be taking the meeting minutes. Program registration setup and website updates will continue as needed throughout the year. |  | Karen Manno |
| **President’s Update / Announcements** 2018 Required Submissions have been filed with ACHE: Multi Year Plan, Board Self Evaluation, 2019 Elected Board.2018 Final Chapter Dashboard figures: GAHE met 3 of the 4 standards for chapter awards: member satisfaction 4.1 (goal 4.1), program attendee hours 14.5 (goal 13.7), membership growth -1.5 (goal 7.7), fellow advancement 21 (goal 15). We will continue to pursue more realistic member growth goal-setting by ACHE.**Action:** Everyone should know their responsibilities in the Strategic Plan. John K. will partner with each committee for this. **Action:** Everyone is tasked to review and comply with any requirements of the GAHE Bylaws which pertain.**Action:** Everyone should review and update their job description which is posted on the website. Trent Lind will help with this task. |  | Callie Andrews |
| **Committee and Sub-Committee Report Template** The report template file has been distributed. **Action:** Submit reports to Callie 48 hours prior to the board meeting so they can be distributed to everyone 24 hour prior to the meeting**Action:** Everyone should read all the reports before the board meeting.  | 8:52 am | Callie Andrews |
| **Programs Committee, incl. Regional and Joint Programs**January program will be on Emergency Preparedness led by Jon-Paul. For February we have developed a new custom Face To Face Education template pending ACHE approval (2nd in 2 years!) led by Shawn McBride. Stuart is getting GONL and Emory to approve CNE credits for the monthly meeting programs. Nurse managers are the target audience, will help grow our membership and program attendance.We will use our own AV equipment at January meeting, will likely recoup equipment cost paid last year in just 1 event. Program calendar, sent for all 2019 maximizing F2F credits. Planning joint events with UAB, GONL and more. |  | Doug Gregory |
| **Senior Executive Committee** Planned events: April 23 with Ninfa Saunders & Gene Woods (may need to move this); May 11 Braves game; November 13 with Johnathan Lewin. A fourth program intended in August/Sept with ACHE Chair Elect. More possible: joint event with GHA; Joe Swedish.Lunch with the CEO events planned with Alan Kent, Callie, John K., Shane George. Tim asked if we should consider any post-acute CEOs, there was general agreement. Also suggested was Carol Burrell. Be sure to communicate these events to Doug & Karen. |  | Tim Slocum  |
| Growth & Satisfaction Committee  | Absent – Will send Report | Chet Bhasin |
| Fellow Advancement Committee | Absent – Will send Report | Rahul Ghotge |
| **Career Development Committee** Mentorship program off to a good start using lessons learned from last year. Contracts are being followed up, 75% submitted with is very good. Thank you to all the board members who are serving as mentors.HEN activity – Planning an event at Georgia State on January 25 where students can interact with executives. Sonja requested approval of up to $650 to pay expenses for this event. Approved after discussion by board.  |  | Sonja McLendon |
| **Sponsorship Committee** Thank you for the sponsorship documents review, and to Callie & Trent for the sponsor thank you letter. Sponsorship drive conducted, Sepi assisting, active followup on the list of vendors developed from 2018 event attendees. Will be developing a pipeline report of prospects. Commitments received from 2018 Platinum and Gold sponsors except Grady and Veralon. Eagle Telemedicine will be a new Gold sponsor. More prospects being pursued. A second sponsor is desired for Senior Executive Braves game. 2018 sponsorship dollars were best ever. Is a key to sustainability for nicer venues. **Action:** Callie mentioned list of committee volunteers from those who send in board position applications, she has sent these to all applicable committees (not just sponsorship), be sure to follow up within a week. |  | Bobby Ryan |
| **Physician Executive Committee** No report. **Action:** Tim will connect with John H. |  | Dr. John Henson |
| **Communications Committee** Next newsletter expected by Jan. 11. Articles written by Tim, sponsor and programs committees.The committees will be featured through this year. GAHE Playbook should be ready for review around end of January.Deadline for article for the next newsletter is Feb. 20. Will feature the committees of member relations.Social media statistics reported, will be a focus for 2019. Website stats show good engagement. Goal for email stats will be to improve open rates.**Action:** Headshot photos are needed from everyone for the website. |  | Sepi Browning |
| **Nominating Committee** Trent is the chairperson. This will be standing item this year to remain aware of required timetable. Target to begin candidate search in June. |  | Callie Andrews |
| **Outstanding / Other Business**Board meeting cadence: meet once per quarter in person March, June, September. Discussion whether to do this before or after the GAHE meeting event at Maggiano’s. Decision to meet 1:30-3 pm after the GAHE event either at Maggiano’s or another location nearby. **Action:** Hold the date for a strategic planning meeting on December 6.It was pointed out that the invitations sent yesterday for the in-person meetings had wrong dates. **Action:** Callie’s assistant will reissue invitations.  |  | Callie Andrews |
| Topics for Next Meeting(s) |  | Group |
| **Conclusion & Adjournment** Adjourned early at 9:29 am**Final action items reminder:**1. Send your headshot for the website
2. Review your job description
 | 9:29 am | Callie Andrews |

Next Board Meeting:

* February 1, 8:30 am, call in: 1-866-252-0050,,4480340#

Minutes \_\_ amended \_X approved \_2/1/19

Send minutes corrections to GAHE Administrator Karen Manno.

Signed Karen Manno

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