**Board Meeting**

**February 1, 2019**

**8:30am - 10:00am**

**Conference Call**

|  |  |
| --- | --- |
| Catherine “Callie” Andrews, FACHE *present*President | Craig Honaman, LFACHE *not present*Board Advisor |
| Chet Bhasin, FACHE *present*Member at LargeGrowth & Satisfaction Committee Chair | John Kueven, FACHE *present*Secretary |
| Ty Bozkurt, FACHE *present*TreasurerFinance Committee Chair | Trent Lind, FACHE *present*Vice President/President ElectNominating 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 *not present*Career Development Committee Chair |
| Stuart Downs *present*Joint Programs Sub-Committee Chair | Bobby Ryan, FACHE *present*Member at LargeSponsorship Committee Chair |
| Mary Germann, FACHE *present*ACHE Regent  | Tim Slocum, FACHE *present*Immediate Past PresidentSenior Executive Committee Chair |
| Rahul Ghotge, FACHE *present*Member at LargeFellow Advancement Committee Chair | Larry Tyler, FACHE *not present*Board Advisor |
| Doug Gregory, FACHE *present*Member at LargePrograms Committee Chair |  |

|  |  |  |
| --- | --- | --- |
| **Agenda Items** | **Time** | **Responsible Party** |
| Welcome & Roll Call  | 8:30am | Callie Andrews |
| Approval of Minutes* Motion to approve by Jon-Paul, seconded Trent.
 | 8:33am | John Kueven |
| Nominating Committee & JD Update* Nominating committee work in progress to find 2020 candidates.
* John Henson has moved away from Georgia and has resigned as Member At Large and PEG (Physician Executive Group) Committee Chair so replacement is needed. Suggestions for PEG Chair include Debbie Dalton of Wellstar, Mac Knight. A job description for PEG Chair is needed. Rahul has been on PEG group and described their typical activities. Other member of PEG has been Mary Gregg but she has stated she is not interested in chairmanship. Mary Germann & Bobby Ryan suggest Boykin Robinson. ACTION: Trent and committee to follow up with intent to have a candidate in time for the March Board meeting.
* JDs for each committee are being reviewed and will be presented for board approval at March Board meeting.
 | 8:33am | Trent Lind |
| Treasurer’s Report* Finance committee met. Some committee members have left and replacements needed.
* Maggiano’s will be increasing the per person meal price for our events in 2020 from current cost of $21.45 (which is discounted from their public price of $27.95) to $24.70. Discussion of whether to look for new venues. This year we will be saving approx. $1,200 per meeting by doing our own AV service. Maggiano’s is still a good value for its price, food, location, free parking. Question: Is our intent to break even or make money on events? Doug to consider whether we will need to increase charge to attendees. Chet offered Shepherd for possible use for events.
* Question: to approve request from our accounting firm to increase monthly fee for bookkeeping from 1 to 1½ hours per month (from $200/month to $285/month). Ty and Finance committee recommends this as reasonable considering the work to be done. MOTION: To approve increase in bookkeeping charges to $285/month. First motion by Rahul, Bobby seconded, approved.
* Net cash on hand was reported from the Treasurer Board Report. We have a good surplus. Question: How much should be kept as Minimum Net Days Cash on Hand. Finance Committee recommends $50,000 based on previous years. Proposal: To keep $50,000 Minimum Net Days Cash on Hand as one year of operating expenses and adjust this at the start of the year to the new average based on last 12 months. Mary suggested to use 3 year average instead, particularly considering fluctuations in sponsorship money brought in. MOTION: To keep $50,000 Minimum Net Days Cash on Hand as one year of operating expenses and adjust this at the start of the year to the new average operating expenses based on last 3 years. First motion by John, Bobby seconded, approved.
* Question: How to invest the financial surplus. John Henson had started investigating creation of a GAHE Foundation to provide scholarships to Congress & leader conferences and to bring in paid speakers of prominence. Recommendation is to use the surplus for these purposes. Ty will develop proposals with (1) Senior Executive committee for paid speakers; (2) Fellow Advancement and Career Development committees for Congress scholarships. Budget is already increased for more to attend this year’s Chapter Leaders Conference.
* Recommendation: to stop using Arkadin for GAHE conference calls due to cost. Ty recommended switching to UberConference ($120/year). Discussion: we already have an account with BlueJeans $19.99/month which might be used for conference calls. Ty to work with Doug & Sepi to determine if we will switch to BlueJeans.
* A new form has been distributed: GAHE Program Forecast and Actual Form. Proposal: For all GAHE events, the organizers should use this form and submit to the Treasurer before the event to forecast costs and then complete it afterwards with actual costs. Approved.
 |  8:47am | Ty Bozkurt |
| Regent’s Report Jay Dennard has resigned as Regent because he is moving to North Carolina. Welcome to Mary Germann who has been appointed by ACHE to fill out his term through March 2021 and is now doing ACHE’s Regent orientation. Jay will write the winter Regent’s newsletter. | 9:14am | Mary Germann |
| Administrator’s Report* Website and events are being updated to keep current
 | 9:15am | Karen Manno |
| Presidents Update / Announcements Beware of possible spam/hacking emails which appear to come from Callie but do not.* 2019 Chapter Dashboard – the 2019 standards are not yet ready. For now work to last year’s standards which should be close to the new year.
* ACHE Congress – Who is attending? Callie, Mary, John, maybe Tim, maybe Chet. Inform Callie by next week if you are going, she will coordinate Sunday night dinner. Chet can offer local Chicago restaurant suggestions.
* Committee Report Out Template – All committees please use the updated version as distributed by John along with the minutes.
 | 9:16am | Callie Andrews |
| Committee and Sub-Committee Reports:  |  |  |
| Programs Committee, incl. Regional and Joint Programs* Great attendance at the January event. Will be requesting Maggiano’s to set more seating overage.
* February program is a new Face To Face Education Template approved by ACHE and created by Programs committee. We are submitting a second new Template for the March program.
* January’s event used our own AV for the first time and was successful in sound and in test broadcast of the video.
* Joint programs – January was approved for CNE credit and we will get this for all meetings this year. Stuart working with GONL for the credits. They agreed to have a GAHE representative on the GONL board to facilitate this. GONL wants to put their representative on GAHE’s board, this is pending more conversation and more activity on their part. Stuart has spoken with Dr. Sheila Bennett, president of GONL, and will meet with her. More nurse executives have been added to Programs committee members to assist.
* Higher Education Network (HEN) had a successful program at Georgia State on January 25
* Request for $200-$250 to purchase a second PA speaker to use at events to improve sound. PROPOSAL: up to $250 may be spent to purchase a speaker. Approved.
 | 9:22am | Doug Gregory, Jon Paul Croom, Stuart Downs |
| Senior Executive Committee Upcoming events: Senior Execs on Deck May 16, Ninfa Saunders & Gene Woods August 20 may be at Buckhead Club, Carl Armato September 25 dinner & 26 lunch (need venues), Jonathan Lewin November 11 at Carter Center. CEO lunches Alan Kent March 22 and Callie April 5, more are in progress. Planning now for 2020 with Joe Swedish in first quarter. | 9:31am | Tim Slocum  |
| Growth & Satisfaction Committee Building the committee now, 4-5 members desired. Will begin meeting in February. Considering a military event for this year. | 9:34am | Chet Bhasin |
| Fellow Advancement CommitteeReceived report of activities from last year’s committee chair. Will focus on this year’s goals. Considering adding webinar followup to the BOG Exam Tutorial event and facilitating study groups. The volunteering events already have several dates planned for this year. Committee meeting is planned. In a previous year GAHE paid for 1 year dues for the first 10 new Fellows in one year – find out more about this. Recognizing new Fellows at GAHE meetings. | 9:36am | Rahul Ghotge |
| Career Development Committee See committee’s report. A successful HEN event at Georgia State on January 25. | 9:42am | Callie Andrews for Sonja McClendon |
| Sponsorship Committee Following up with sponsors for payment and working to get new sponsors. Event sponsors for the Senior Executive events are in development.Potential new sponsor company SSR. They propose paying $1,000 for a “trial” first-year sponsorship. Discussion whether to allow this. Need to have strong definition of what their benefits would be under such arrangement. How to set this up so it does not devalue our other sponsorships. ACTION: Bobby to bring proposal to March Board meeting. | 9:43am | Bobby Ryan |
| Physician Executive Committee (PEG – Physician Executive Group) (see discussion under Nominating Committee about replacing John Henson as committee chair) | 9:46am | Callie Andrews |
| Communications Committee Continuing to develop and add to Standard Operating Book. Next newsletter deadline is February 20. Issue will focus on membership and Callie’s letter, but all committees welcome to submit items for any issue | 9:46am | Sepi Browning |
| Outstanding / Other Business Karen reminded all of the monthly ACHE Chapter Web Series webinars on chapter leadership topics. Next one is Tour of the Chapter Service Center on Feb. 11. All on the GAHE board should be receiving email notification of these webinars from our ACHE Director Terra Levin, contact Karen if you are not receiving them.  | 9:48am | Group |
| Topics for Next Meeting(s)Next board meeting will be in person following the GAHE meeting event on March 21, 2:00-3:30pm. Location will be at Maggiano’s or a venue nearby. Call-in will be available if you cannot be there. | 9:50am | Group |
| Conclusion & Adjournment  | 9:51am | Callie Andrews |

Next Board Meeting:

* Thursday, March 21 in person at Maggiano’s or location TBA, 2:00-3:30 pm

Minutes \_\_ amended \_\_ approved \_\_\_ (date)

Send minutes corrections to GAHE Administrator Karen Manno.

Signed Karen Manno
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_