



**Board of Directors Meeting**

**Friday, February 16, 2018 – 10:00am-1:00pm**

**Agenda**

**Join Me Meeting**

**Attendees:**

Shannon Demgen	President
Chad Engstrom	President Elect
Jennifer Gryte	Secretary
Mandy Dobosenski	Treasurer
Roxanne Hejhal	Communication and Marketing
Elizabeth Hensley	Regional Consultant
Dave Mandel	Business Partner –Member at Large
Heidi Powell	Member at Large & Conference planner
Chrissy Draper	Member at Large
Lois Slick	Past President
Paul Wokasch	Business Partner Liaison

**Absent:**

Brad Lindow	Salary Survey Coordinator
Shelly Diener	Business Partner –Member at Large

AGENDA ITEM	DISCUSSION / DECISION / MOTION	PERSON RESPONSIBLE	ACTION/ DUE DATE
<b>Call to Order and review of meeting minutes</b>	Meeting called to order at 10:05 am Meeting minutes- Chad Engstrom and second by Lois Slick. Seconded	Shannon Demgen	

AGENDA ITEM	DISCUSSION / DECISION / MOTION	PERSON RESPONSIBLE	ACTION/ DUE DATE
<b>Financial Report</b>	<p>Total Assets as of 1/31 is \$124,655.32  Net income as of 1/31 is \$3441.40  Checking account as of 1/31 is \$80,636.45</p>	Mandy Dobosenski	
	<b>Old Business</b>		
<b>2018 Spring Conference</b>	<ol style="list-style-type: none"> <li>1. Sassy Lassie trivia was booked for the reception on the first day. This would be a gold sponsor event. Mandy will ask for an RSVP to gauge interest.</li> <li>2. Mandy has reached out to Sarah F. to coordinate HRCI credits.</li> <li>3. Dave will present on benefits benchmarking and trends in healthcare.</li> <li>4. Deadline to get brochures out by March 1<sup>st</sup>, 2018</li> <li>5. Chad and Paula- Business partner update. We have our first Gold sponsor registered. All the business partner information has been sent out. On issue is there is turnover within the companies that are business partners. It is hard to find out who is the correct contact. If Paula is missing contacts she will reach out to the board to see if we have updated contacts. Please send any ideas for business partners to Paula.</li> </ol>	Mandy Dobosenski and Christy Laustad	<b>Chad Engstrom, Mandy Dobosenski and Christy Laustad</b>
<b>2018 Fall Conference</b>	<ol style="list-style-type: none"> <li>1. Budget- has not been started but has the template has been sent</li> <li>2. Matt Birk will be the key note speaker. He will do it for \$6000 + hotel. One hour talk with a QA and meet and greet.</li> </ol>	Heidi Powell, Angela Kleffman and Roxanne Hejhal	<b>Heidi Powell, Angela Kleffman and Roxanne Hejhal</b>

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	Rutgers Bay Lake in Deerwood will be where the conference is held. October 24-26, 2018		
<b>Newsletter</b>	<ul style="list-style-type: none"> <li>• Mandy will put something together for the spring conference</li> <li>• Paula or Heidi something for fall</li> <li>• Shannon will put budget, board meeting dates, Todd sent his article, department of labor article, spot light new business partner liaison role- Jennifer will come up with that. Shelly got Shannon the white paper to include. Does anyone have some fun HR facts? If so, please share with Shannon. Chad will write an article on Paula for the newsletters.</li> </ul> <p><b>Get articles to Shannon by March 16th</b></p>	Shannon Demgen, Mandy Dobosenski, Heidi Powell, Paula Wokasch, Jennifer Gryte, and Chad Engstrom	
	<b>New Business</b>		
<b>HHRAM open positions</b>	<p>Membership Director and Scholarship coordinator- Scholarship-</p> <ul style="list-style-type: none"> <li>• Shannon put together an e-mail that will go out to membership for this. Mandy will send out through social media</li> </ul>	Shannon Demgen	<b>Shannon Demgen and Mandy Dobosenski</b>
<b>2018 Goal discussion</b>			
	<ol style="list-style-type: none"> <li>1. Research partnering with MHA, WISHHRA, MMGMA or other state ASHHRA Chapters. Research will be completed by March and implement new relationships by November 2018. <ul style="list-style-type: none"> <li>• Shannon reached out to MMGMA and has not heard back. Shelly has some connections so Shannon will reach out to her.</li> <li>• Dave and Shannon will connect on MHA and Leading age.</li> </ul> </li> </ol>	Shelly Diener and Shannon Demgen for MMGMA Dave Mandel and Shannon Demgen for MHA and Leading Edge	<b>Shannon Demgen, Shelly Diener and Dave Mandel</b>
	<ol style="list-style-type: none"> <li>2. Succession Plan: Have a membership table at the Spring and Fall conference to share HHRAM membership benefits, Board positions and collect interest in joining the HHRAM Board.</li> </ol>	This should be the membership director	

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	<p>3. Business Partner Liaison and Board will bring in three new business partners. This will be implemented by the fall 2018 conference.</p> <ul style="list-style-type: none"> <li>• Currently reached out to 4 new possible business members</li> </ul>	Chad Engstrom and Paula Wokasch	<b>Chad Engstrom and Paula Wokasch</b>
	<p>4. Review and update bylaws by October 1, 2018.</p> <ul style="list-style-type: none"> <li>• Bylaws were sent out for review at March meeting</li> </ul>	Jennifer Gryte	<b>Each board meeting completed by October 1, 2018</b>
	<p>5. Ensure HHRAM members are receiving all email communication delivered from the Wild Apricot system by April 1, 2018. Shannon is going to get a meeting set up with Team as to who is responsible for updating the HHRAM website and the membership on the website. It feels like this website is a little clunky.</p>	Shannon Demgen	<b>Shannon Demgen</b>
	<p>6. Leverage the two new Business Partners at Large to determine how we can build relationships and value to our Business Partners as well as increase conference attendees and/or increase HHRAM membership by 5%.</p> <ul style="list-style-type: none"> <li>• Discussion was had that business partners at the silver, gold and platinum level would be able to bring one attendee that is not a HHRAM member to the conference for free.</li> <li>• Discussion on the new membership director calling each new member by a certain date.</li> <li>• Increase networking events in-between conferences</li> <li>• Sponsor upgrade- Sponsors in a hat and if they attend the next conference they get a sponsorship upgrade</li> </ul>	Shelly Diener and Dave Mandel	<b>Shelly Diener and Dave Mandel</b>
<b>Updates</b>			
Secretary	Bylaws were sent to the board	Jennifer Gryte	

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Communications/Website	Roxy and Mandy will connect soon. Pricing for Wild Apricot went up \$200. Shannon has budgeted for this increase	Roxanne Hejhal	
Education-SHRM/ HRCI/CHHR	No update	Sarah Fredrickson	
Membership	<p>168 active members as of 2/16/2018</p> <p>44 need to renew –</p> <p>Shannon has a spreadsheet of all of the members and would like the board to reach out to those members. In this, we would want to participate in the salary survey. The survey would extend to February 23<sup>rd</sup>. This needs to be done in the next week. Shannon will e-mail that out right after the meeting.</p>	Shannon Demgen	
ASHHRA	<ul style="list-style-type: none"> <li>• January board meeting held in Pittsburg, PA, location of the ASHHRA Conference in September (September 15-18, 2018) <ul style="list-style-type: none"> <li>○ Learning sessions currently in review and selection process</li> <li>○ Keynote speakers currently in review and selection process</li> <li>○ The early bird discount will be implemented again this year – watch for the communication when available (April or May?)</li> <li>○ Conference location (convention center) is great; great social events in planning stages</li> </ul> </li> <li>• Check out the new <a href="#">ASHHRA Learning Portal</a> - This online learning platform offers on-demand educational content specific to the</li> </ul>	Sarah Fredrickson	

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	<p>health care human resources profession. As an ASHHRA member, you have access to all learning products at significantly discounted pricing, <i>up to 50% off!</i></p> <ul style="list-style-type: none"> <li>• ASHHRA Exchange – encourage use and interaction of the platform, connecting with other members on a variety of topics</li> <li>• Board priorities for 2018 will continue to focus on the CHHR and membership strategies, among others</li> <li>• ASHHRA is promoting Health Care HR Week (March 11-17, 2018)</li> <li>• Karen Gillespie is working on setting up state calls to meeting with the members. She is also hoping to attend one of our conferences.</li> </ul>		
Salary Survey	Salary survey is extended one more week.	Brad Lindow	
Scholarship	No applications at this time	Open position	
Business Partner Liaison	Chad and Paula will connect and work on moving responsibilities to Paula	Paula Wokasch and Chad Engstrom	
Chapter Management	Chapter management for 2018 is not out yet	Shannon Demgen	
Regional Update-	Maybe incorporate into the summer networking event? Maybe same day to a webinar or hour learning session	Elizabeth Hensley	
Member at-Large	No updates	Chrissy Draper and Heidi Powell	
<b>Other Discussion</b>			
	<b>Next meeting:</b>		

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	March 16 2018. This will be an in person meeting.  Meeting adjourned at 11:17		