

## HHRAM Board Meeting Minutes

Date: May 15, 2020






Location: Zoom Call



### Attendees:

Chad Engstrom-President, Lois Slick- Treasurer, Jennifer Gryte- Secretary, Lisa Smude-Membership Director, Paula Wokasch- Business Partner Liaison Rachel Ask-Member at Large, Dave Mandel- Business Partner Member at Large, Chrissy Draper-Scholarship Coordinator,

**Absent:** Heidi Powell-Member at Large, Jane Kalias -Salary Survey Committee, Director, Shannon Demgen-Chapter Management Director, Mandy Dobosenski- Social Media, Jen Bahe-Education Director, Laurie Daniels- Communication Director, Blake Martin, Business Partner Member at Large

AGENDA ITEM	PRESENTER	ANTICIPATED DISCUSSION / ACTION
I. Call Meeting to order	Chad Engstrom	10:05 am
II. Review previous meeting minutes	Chad Engstrom	Lisa Smude made a motion to approve the meeting minutes and Rachel Ask second the motion
III. Treasurer Report	Lois Slick	<p>As of April 29, 2020</p> <ul style="list-style-type: none"> <li>• Total assists - \$136,573.93</li> <li>• Net income - \$2,642.64</li> <li>• Checking account balance \$92,266.17</li> <li>• Question around those that paid for spring conference and how many have been refunded.</li> <li>• Dave will get in contact Water Street Inn and move the deposit to 2021 and will get our deposit back from the boat cruiz.</li> <li>• Rachel will reach out to the two members that have paid for spring and what they want to do with their payment</li> </ul> <p>      </p> <p>HHRAM April 2020 Actual to Budget.xls HHRAM April 2020 P&amp;L YTD Detail.pdf HHRAM April 2020 P&amp;L YTD Compare.pdf HHRAM April 2020 P&amp;L by Month.pdf HHRAM April 2020 BS Compare.pdf</p>

<b>IV. Fall Conference 2020 October 7, 2020</b>	Jess Spicer, Nikki Tanaka	<ul style="list-style-type: none"> <li>• Struggling to get a hold of people as many have been furloughed. Trying to confirm night activity with the haunted ship. We will have to decide in the next month or two if we are going to have the fall conference.</li> <li>• If we are unable to do a full conference, can we do a virtual option. We need a conference for Chapter Management and to maintain membership.</li> </ul>
<b>New Business</b>		
<b>V. HHRAM Succession Plan</b>	Chad	<ul style="list-style-type: none"> <li>• Rachel Ask is going to be the President Elect for 2021</li> </ul>
<b>VI. Logo</b>	Mandy	<ul style="list-style-type: none"> <li>• Mandy will get us something for the next meeting.</li> </ul>
<b>VII. 2019 Goals</b>		
<b>Increase membership by 3%- Lisa Smude</b> Increase membership- Ended the year at 204 members. Lisa will reach out to all MN ASHHRA members and share the benefits of HHRAM. Reach out to other healthcare organization in MN and let them know about HHRA.	Lisa	Currently have 193 members
<b>Increase conference attendance</b> by offering a discount to current member that have not ever attended a conference. Increase of attendance to 65 for spring and 55 for fall  Spring 2019 conference cost-early bird, 200 for members, 250 non-members then after early bird member 250 and non-member 300 A discount of \$150 for spring conference- This needs to be by invite only	Heidi	No update
<b>Attract 1 new business partner and add one previous who has not attended in a couple years.</b> Offer a sponsorship level above where they would normally sponsor. (3 years)	Paula	No update
<b>Offer two webinars</b> , one with another ASHHRA chapter utilizing our current business partners.	Jen B	No update Work with SHRM, CHHR or HRCI credits for our webinars. This will be needed for chapter management. If there are webinars, reach out to Jen to get these approve and to invite other chapters.
Review our branding and <b>social media to better promote HHRAM.</b> Identify 3 tactics	Mandy	Mandy will continue to work on the logo and get that out to the board.
<b>Create and communicate two HHRAM newsletters and 10 eblasts.</b> - Laurie (Laurie and Mandy will meet and can assign blast to the board	Mandy and Laurie	There have been eblasts that have gone out over the last month.
<b>Increase awareness of the HHRAM scholarship by communicating 4 touchpoints</b>	Chrissy	Chrissy wants to send an email out to extend the ASHHRA conference scholarship we should know in the next week if ASHHRA is having the conference.

Fall conference communication will go out in June.  
We did communicate in the last newsletter.

•

<b>UPDATES</b>		
<b>VIII. Secretary</b>	Jennifer	<ul style="list-style-type: none"> <li>No update</li> </ul>
<b>IX. Communication/Website</b>	Laurie	<ul style="list-style-type: none"> <li>No update</li> </ul>
<b>X. Social Media Director</b>	Mandy	<ul style="list-style-type: none"> <li>Mandy is working on the logo.</li> </ul>
<b>XI. Director of Education</b>	Jen B.	<ul style="list-style-type: none"> <li>No update</li> </ul>
<b>XII. Membership</b>	Lisa	<ul style="list-style-type: none"> <li>As of 04/17/2020 193 active members</li> </ul>
<b>XIII. ASHHRA</b>	Chad	<ul style="list-style-type: none"> <li>ASHHRA is working on awards and that should be shared soon. Shannon gave a suggestion as she is on the Member Relations committee for ASHHRA that we make sure our letters for awards are consistent. HHRAM had different information in the letters for one of the applications and it looks messy and causes confusion and could lead to us not getting the award.</li> <li>Chad had an ASHHRA regional call and Karen Gillespie said she doesn't see the conference happening. There is a lot of concern around safety and organizations supporting employees to attend.</li> </ul>
<b>XIV. Salary Survey</b>	Jane	<ul style="list-style-type: none"> <li>No update</li> </ul>
<b>XV. Scholarship Director</b>	Chrissy	<ul style="list-style-type: none"> <li>One communication has gone out and we will wait and see if ASHHRA happens</li> </ul>
<b>XVI. Business Partner Liaison</b>	Paula	<ul style="list-style-type: none"> <li>No updates</li> </ul>

<b>XVII. Chapter Management</b>	Shannon	<ul style="list-style-type: none"> <li>No update</li> </ul>
<b>XVIII. Members at Large</b>	Heidi	<ul style="list-style-type: none"> <li>No update</li> </ul>
<b>XIX. Business Partner Member at Large</b>	Dave & Blake	<ul style="list-style-type: none"> <li>Paula will reach out to the business partners to see if any of them have any communication around bringing employees back in this Covid-19 time.</li> </ul>
<b>XX. Open Discussion</b>	Chad	<ul style="list-style-type: none"> <li>Covid and bringing employees back. There was great discussion around how everyone is handling Covid and bringing staff back or keeping staff working.</li> </ul>
<b>XXI. Adjourn</b>	Chad	<p>Next meeting June 19,2020 10:00 am It will be a zoom call</p> <ul style="list-style-type: none"> <li>Meeting adjourned at 11:22 pm</li> </ul>