



**Board of Directors Meeting
June 15, 2018
Phone Call
10:00am-2:00pm**

Attendees:

Shannon Demgen	President
Chad Engstrom	President Elect
Jennifer Gryte	Secretary
Heidi Powell	Member at Large & Conference planner
Elizabeth Hensley	Regional Consultant
Lois Slick	Past President
Paula Wokasch	Business Partner Liaison

Absent:

Brad Lindow	Salary Survey Coordinator
Sarah Fredrickson	ASHHRA Liaison
Dave Mandel	Business Partner –Member at Large
Chrissy Draper	Member at Large
Shelly Diener	BP Member at Large
Mandy Dobosenski	Treasurer
Roxanne Hejhal	Communication and Marketing

AGENDA ITEM	DISCUSSION / DECISION / MOTION	PERSON RESPONSIBLE	ACTION/ DUE DATE
Call to Order and review of meeting minutes	Meeting called to order at 10: 05 Meeting minutes- Chad Engstrom made a motion and Lois Slick second the motion	Shannon	

<p>Financial Report</p>	<p>Total Assets as of 05/31/2018 is \$142,334.79 Net income as of 05/31/2018 is \$ 20,905.47 Checking account as of 05/31/2018 is \$98,302.53 Shannon will follow up with Mandy about the Wells Fargo fees for using credit card or accepting credit cards.</p>	<p>Mandy Dobosenski</p>																									
	<p>Old Business</p>																										
<p>2018 Spring Conference</p>	<p>Spring Conference Wrap-Up:</p> <ul style="list-style-type: none"> • Highlights <ul style="list-style-type: none"> o Registration was on the lower side, but everyone who registered actually showed up! o Sassy Lassy was a hit and we had good attendance o Based on feedback, May still seems to be a good time for spring conference planning • Here's the link to the actual survey results: https://www.surveymonkey.com/results/SM-ZL8NQ7NCL/ • Here are the final conference financials: <table border="1" data-bbox="688 1031 1339 1388"> <thead> <tr> <th>Income</th> <th>Budget</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Registration</td> <td>\$12,000.00</td> <td>\$8,350.00</td> </tr> <tr> <td>Business Partners</td> <td>\$19,000.00</td> <td>\$27,500.00</td> </tr> <tr> <td>Total Income</td> <td>\$31,000.00</td> <td>\$35,850.00</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Total Expenses</td> <td>\$25,000.00</td> <td>\$20,581.88</td> </tr> <tr> <td>Net Income</td> <td>\$6,000.00</td> <td>\$15,268.12</td> </tr> <tr> <td colspan="3"> </td> </tr> </tbody> </table>	Income	Budget	Actual	Registration	\$12,000.00	\$8,350.00	Business Partners	\$19,000.00	\$27,500.00	Total Income	\$31,000.00	\$35,850.00				Total Expenses	\$25,000.00	\$20,581.88	Net Income	\$6,000.00	\$15,268.12				<p>Mandy</p>	<p>Paula will write up how the platinum and gold sponsorship free membership and conference attendance would work and communicate it out to the business partner.</p>
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	<p>Discussion was had that maybe we give the Platinum and Gold Sponsors a free membership to HHRAM and or also allowing the business partners to bring one or two new people without a conference fee for the conference they are sponsoring. It would have to be a non HHRAM member. <u>Paula</u> will write up how this would work and communicate it out to the business partner.</p>		
2018 Fall Conference	<p>Update- Heidi talked to Blake about the hospitality room and he is set to go. We want to start pushing the fall conference on LinkedIn, Facebook and send out a save the date to all HHRAM members.</p> <p>Budget</p> <p>Speakers- Still looking for a couple more speakers.</p> <p>Remember for the website and brochure to list MMGMA members get the HHRAM membership rate.</p> <p>Get brochure out by end of July beginning of August. Team takes about a week to get the brochures out.</p> <p>2017 Early bird \$275, Non early for members \$325 and non-member non early bird \$400 24 members and 7 nonmembers at early bird. 2017 had a total of 43 attendees.</p> <p>For 2018 fall conference the conference rates will stay the same as 2017.</p> <p>Ask Sarah to show us how to submit for credits for CHHR, HRCI, SHRM. This is the conference planners responsibility. We have a google drive that all of the conference info and education info on the drive.</p>	<p>Heidi Powell, Angela Kaufmann and Roxanne Hejhal</p>	
Newsletter	<p>Jennifer article on Roxann Hejhal. All articles have been submitted to Shannon and she will have it out by the end of June.</p>	<p>Shannon Demgen</p>	
	<p>New Business</p>		
HHRAM open positions	<p>Scholarship Membership Coordinator Chad and Shannon will connect about succession planning.</p>	<p>Shannon</p>	<p>Chad and Shannon will connect about succession planning.</p>

	Elizabeth feels like the scholarship makes sense in the Director of Education role and continuing to add regional speakers but HHRAM will also spend some dollars on technology.		
2019 Spring Conference	Lois has volunteered for fall of 2019. Jennifer and Shannon are considering planning the spring 2019 conference	Shannon	
2019 HHRAM Salary Survey Pricing	Lockton is recommending an increase in the cost of the salary survey for 2019. Jennifer Gryte made a motion to increase the cost to the salary survey price for 2019 and Lois Slick second the motion. Motion passed. Lockton send out a survey after the HHRAM salary asking about jobs that need to be added and additional information. Lockton would like to do it again. The board is ok with them continuing this practice.	Shannon	
2018 Goal discussion			
	<p>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. Conference this fall at Maddens and see how we can partner.</p> <p>Dave and Shannon will connect next week about MHA and Leading age WISHHRA and the Wisconsin hospital association will take care of all of the tech stuff. They will connect with Elizabeth.</p> <p>MMGMA and HHRAM will give reciprocity for conferences and discussion was had about having a HHRAM table at the MMGMA conference.</p>	<p>Shelly and Shannon for MMGMA</p> <p>Dave and Shannon for MHA and Leading Edge</p>	Shannon, Elizabeth and Shelly.
	<p>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.</p> <p>At the spring conference it was hard to have Shannon be on the business partner card and manning the HHRAM/ASHHRA table. Can we do something different? A recommendation was made to not have the President on the BP card. Another recommendation was</p>	<p>This should be the membership director</p>	

	to have other people man the table. The decision was to have other HHRAM board members man the table. The conference planner will assign table responsibilities for the HHRAM/ASHHRA table.		
	3. Business Partner Liaison and Board will bring in three new business partners. This will be implemented by the fall 2018 conference.	Chad and Paula	COMPLETE
	4. Review and update bylaws by October 1, 2018. We have chapter management taken care of for the next two years. The motion to change the term of office for the President from 3 years to 4 years. Lois Slick made the motion and Elizabeth Hensley second the motion. The motion passed. Jennifer will update the bylaws and send them out before the August meeting for review. Bylaws will be sent to all membership to vote.	Jennifer	Each board meeting completed by October 1, 2018 Jennifer will update bylaws for next board meeting
	5. Ensure HHRAM members are receiving all email communication delivered from the Wild Apricot system by April 1, 2018.	Shannon Demgen	
	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%. Allowing Platinum and gold to bring a non-member and give a free membership to that guest.	Shelly and Dave	
Updates			
Secretary	No Updates	Jennifer	
Communications/Website	Roxy has been working on some possibilities for out new website. Roxy would like to know HHRAMs goals for the website. <ul style="list-style-type: none"> • Making events more visible and easier to register for events • Not having two log ins 	Roxanne	

	<ul style="list-style-type: none"> • Making the website more interactive • Link our website to our social media • Ease of use to maintain and update <p>What do you think our members want or dislike about our site?</p> <ul style="list-style-type: none"> • Not easy to get in. • Not a ton of reason to go there • Mobil friendly • Password issues or remembering the password. There are two different because of Wild Apricot and the HHRAM password. • Adding a little more color • Twin Cities SHRM is a nice website <p>Want to be able to join, register for conferences and know what is coming up next.</p> <p>It was not recommended to do a survey about the website. We can do a survey once we get it to where the board needs it to be.</p> <p>Could we get members to write articles or Business partners to write articles? We like this idea. The only concern is the management of keeping this updated and valuable.</p>		
Education-SHRM/ HRCI/CHHR/Regional Consultant	This would move to the conference planner.	Elizabeth	
Membership	187 active members	Shannon	
ASHHRA	ASHHRA Early bird is over HHRAM Members attending:	Sarah	

	<p>Shannon Demgen Jennifer Gryte Heidi Chad Engstrom Lois Slick Will all be attending the ASHHRA conference</p>		
Salary Survey	<p>Lockton and the Salary Survey committee members will be at the August meeting.</p>	Brad	
Scholarship	<p>Education and ASHHRA scholarship will be due July 31st.</p>	Elizabeth	
Business Partner Liaison	<p>Wild Apricot is all set up for business partners to sign up for the conference. All communication can go through there. Checks will all be sent to TEAM/Wild Apricot. Paula will be included on all communication. We will not accept business partners to use credit cards as the fees are just too high. Wild Apricot sends an invoice to the business partner.</p>	Paula	
Chapter Management	<p>Everything has been submitted. At the August meeting the board will review chapter management. It was discussed to keep document on the google drive. Discuss in August.</p>	Shannon	
Member at-Large	<p>Looking for a philanthropy project for the fall conference. If anyone has ideas please share with Heidi.</p>	Chrissy and Heidi	
Other Discussion		Chad	
	<p>Next meeting: August 17, 2018 10am-2PM Minnesota Gastroenterology Office 3001 Broadway St NE. Suite 500 Minneapolis MN 55413</p>		

Meeting adjourned at 11:53am

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