

**HHRAM Board Meeting Minutes**

Date: October 23, 2020

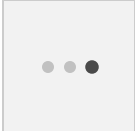
Location: Google Meets



**Attendees:**

Chad Engstrom-President, Shannon Demgen-Chapter Management Director, Jennifer Gryte- Secretary, Lisa Smude-Membership Director, Paula Wokasch- Business Partner Liaison , Dave Mandel- Business Partner Member at Large, Chrissy Draper-Scholarship Coordinator,

**Absent:** Lois Slick- Treasurer, Jane Koliias -Salary Survey Committee, 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	10:00 am
II. Review previous meeting minutes	Chad Engstrom	Shannon approved Chrissy second the motion- Minutes Approved
III. Treasurer Report	Lois Slick	As of September 30, 2020 <ul style="list-style-type: none"> <li>• Total assists - \$134,757.69</li> <li>• Net income - \$826.40</li> <li>• Checking account balance \$ 87,033.83</li> </ul> <a href="#">Preview attachment HHRAM September 2020 P&amp;L YTD Detail.pdf</a> 



[HHRAM September 2020 P&L YTD Detail.pdf](#)

[50 KB](#)

[Preview attachment HHRAM September 2020 P&L YTD Compare.pdf](#)



[HHRAM September 2020 P&L YTD Compare.pdf](#)

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[Preview attachment HHRAM September 2020 P&L by Month.pdf](#)



[HHRAM September 2020 P&L by Month.pdf](#)

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[Preview attachment HHRAM September 2020 BS Compare.pdf](#)




[HHRAM September 2020 BS Compare.pdf](#)

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[Preview attachment HHRAM September 2020 Actual to Budget.xlsx](#)



		 <a href="#">HHRAM September 2020 Actual to Budget.xlsx</a> <a href="#">35 KB</a>
<b>Spring and fall conference</b>	Chad	<ul style="list-style-type: none"> <li>• Keeping spring and fall on the forefront of our minds</li> </ul>
<b>IV. October 27th Grant Collins</b>	Chad Engstrom	<ul style="list-style-type: none"> <li>• Paula will reach out to all of the business partners and they are all willing to do a webinar. Paula sent all the information to Jen Behe. <ul style="list-style-type: none"> <li>○ Francis</li> <li>○ vital worklife</li> <li>○ hays</li> <li>○ Grant</li> </ul> </li> </ul> <p>Paula will reach out to Grant and see if we can move the webinar to November.</p> <p>We also need to get HRCI, SHRM and CHHR credits. We will want to collaborate with Kansas</p>
<b>New Business</b>		
<b>V. Logo</b>	Mandy	<ul style="list-style-type: none"> <li>• Logo is updated</li> <li>• Rolled out in the winter newsletter- Laurie</li> </ul>
<b>Covid Update</b>	Chad	<ul style="list-style-type: none"> <li>• There were some changes with the family first act which defined who was exempt in September.</li> <li>• Some sites are testing their employees</li> <li>• It is an interesting time</li> </ul>
<b>November Planning meeting</b>	Chad	<ul style="list-style-type: none"> <li>• Lisa and Chad met to discuss the November planning meeting. They are also meeting with Lois to talk through the budget.</li> </ul>
<b>TEAM</b>	Chad	<ul style="list-style-type: none"> <li>• The HHRAM executive team met with TEAM to discuss our contract. Chad met with them on 10/22/20. TEAM was projecting an increase for HHRAM. Chad talked with Becky</li> </ul>

		<p>about the increase and the amount of work TEAM has done with us from 2020. Chad heard back from TEAM and they are willing the stay at the \$649 per month in 2021 and \$680 in 2022.</p> <ul style="list-style-type: none"> <li>• Many of us were disappointed in the services TEAM could offer but didn't make us aware of. Customer service has gotten better but is not where we need it to be. We will need to stay on top of it and may need to look elsewhere if it doesn't improve. If response time does not get better, again we may need to look elsewhere.</li> <li>• Jennifer will invite Clairra to the November board meeting</li> </ul>
<b>Succession Planning</b>	Chad	<ul style="list-style-type: none"> <li>• Membership position will be open because Lisa is stepping into the President role.</li> <li>• Election- Secretary role- Chrissy Draper- Chrissy will send a bio</li> <li>• Jennifer will reach out to Clairra and have her set up an election and send out to membership. December is when it was sent out.</li> </ul>

**VI. 2019 Goals**

<p><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 organizations in MN and let them know about HHRA.</p>	Lisa	Currently have 195 members
<p><b>Increase conference attendance</b> by offering a discount to current members that have not ever attended a conference. Increase of attendance to 65 for spring and 55 for fall</p> <p>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</p>	Heidi	No update
<p><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)</p>	Paula	Complete but didn't have the conference
<p><b>Offer two webinars</b>, one with another ASHHRA chapter utilizing our current business partners.</p>	Jen B	Hays did a webinar 10/15/20 Paula will work with Jen and Grant on the 2nd webinar
<p>Review our branding and <b>social media to better promote HHRAM.</b> Identify 3 tactics</p>	Mandy	<ul style="list-style-type: none"> <li>• Logo</li> </ul> <p><b>Board talked about rolling out January of 2021 with a teaser of something big is coming in 2021</b></p>
<p><b>Create and communicate two HHRAM newsletters and 10 eblasts.</b> - Laurie (Laurie and Mandy will meet and can assign blast to the board</p>	Mandy and Laurie	We met this goal One more winter newsletter

Increase awareness of the HHRAM scholarship by communicating 4 touchpoints	Chrissy	Met this goal. Jessica Spicer was awarded the ASHHRA scholarship. She wants the award deferred to April 2021
<b>UPDATES</b>		
<b>VII. Secretary</b>	Jennifer	<ul style="list-style-type: none"> <li>• No update</li> </ul>
<b>VIII. Communication/Website</b>	Laurie	<ul style="list-style-type: none"> <li>• Looking for more content for the newsletter. Please send any updates to Laurie</li> </ul>
<b>IX. Social Media Director</b>	Mandy	<ul style="list-style-type: none"> <li>• Mandy has the logo done for a January roll out. If there is anything you would like to see communicated, sent to Mandy.</li> <li>• Lisa shared that on another board they are on they share information about the business partner on Facebook or linkedIN.</li> <li>• Sending a holiday gift or a renewal gift. There is discussion on both. Looking at something from MN and maybe using our logo. Jennifer will work on this.</li> </ul>
<b>X. Director of Education</b>	Jen B.	<ul style="list-style-type: none"> <li>• Jen is working with Grant to do a webinar as well as Hays, Dates coming soon</li> <li>• Robbin Dowdle will give a basket of swag for the webinar</li> <li>• Dave will reach out to Jen B. to see how Fransis can help for a webinar</li> <li>• We need to make sure we do a collaborative webinar with Kansas</li> </ul>
<b>XI. Membership</b>	Lisa	<ul style="list-style-type: none"> <li>• As of 195 active members</li> </ul>
<b>XII. ASHHRA</b>	Chad	<ul style="list-style-type: none"> <li>• Lisa won registration for the 2021 Annual Conference</li> <li>• Chad heard from Karen Galespie and her term is up. Karen is wondering if anyone from MN would be interested. Chad also wondered if HHRAM would like to send her something for being our regional consultant.</li> <li>• Reminder the HHRAM is a 4 star for 2020 which they miss classified us as a 3 star</li> </ul>
<b>XIII. Salary Survey</b>	Jane	<ul style="list-style-type: none"> <li>• Chad and Lisa were talking about the budget. \$8,400 was the profit from before, Shannon will reach out to Justin on our 2020 check which normally comes out the beginning of November.</li> </ul>

<b>XIV. Scholarship Director</b>	Chrissy	<ul style="list-style-type: none"> <li>Article written by scholarship recipient and will be in year end newsletter</li> </ul>
<b>XV. Business Partner Liaison</b>	Paula	<ul style="list-style-type: none"> <li>Had 4 business partners</li> </ul>
<b>XVI. Chapter Management</b>	Shannon	<ul style="list-style-type: none"> <li>4 star for 2020-Way to go Shannon</li> </ul>
<b>XVII. Members at Large</b>	Heidi	<ul style="list-style-type: none"> <li>No update</li> </ul>
<b>XVIII. Business Partner Member at Large</b>	Dave & Blake	<ul style="list-style-type: none"> <li>Blake has some updates on vendors that may be interested in HHRAM.</li> </ul>
<b>XIX. Open Discussion</b>	Chad	<ul style="list-style-type: none"> <li>No open discussion</li> </ul>
<b>XX. Adjourn</b>	Chad	<p><b>Next meeting November 20, 2020 10:00 am It will be a zoom call</b></p> <ul style="list-style-type: none"> <li>Meeting adjourned at 11:19 am</li> </ul>

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