



**Board of Directors Meeting Minutes
February 17, 2023 10AM**

Join Zoom

<https://www.google.com/url?q=https://us06web.zoom.us/j/86786784161?pwd%3DY3orVIBjbmtORTFPZkhhd0Q4YWQ1Zz09&sa=D&source=calendar&ust=1643119448430674&usg=AOvVaw1CHaBDT25m3IIIZNuoxJVt>

Present: Mary Hoffman, Laurie Daniels, Dave Mandel, Heidi Powell, Lois Slick, Lisa Smude, Chad Engstrom, Shannon Demgen, Roxanne Hejhal, Kyle

Lois Slick	President
Lisa Smude	Past President
Chrissy Draper	Secretary/Treasurer
Chad Engstrom	Business Partner liaison / ASHHRA Liason
Heidi Powell	Scholarship / Education Director
Laurie Daniels	Membership Director
Dave Mandel	Business Partner – Member at Large
Blake Martin	Business Partner – Member at Large
Mary Hoffman	Social Media Director
Brianne Ptacek	Salary Survey Director
Shannon Demgen	Chapter Management Director
Jessica Gervenak	Member at Large
Nicole Nyberg	Member at Large
Kyle Buckingham	Guest
Roxanne Hejhal	Communications and Marketing Director

Agenda

1. Call to Order Lois Slick, President
 - a. 10:05 AM
2. Presentation of the Nov. Board Minutes Chrissy Draper, Secretary/Treasurer
 - a. Lisa motions to approve, Chad seconds the motion
 - b. Minutes approved unanimously
3. Treasurer Report Chrissy Draper, Secretary/Treasurer
 - a. Assets \$120,850.14
 - b. Checking: \$69,162.02
 - c. Net Income: \$1,161.80

- d. Chad ASHHRA conference is listed twice – it is for Chad’s travel expense and the conference.
- e. Printing and copying included in monthly TEAM fees – no, in-house copies are charged back.
- f. Shannon motions to approve treasurers report, Chad seconds.
 - i. Motion approved unanimously.

4. Old Business

- a. 2023 Spring Conference Lisa Smude and Shannon Demgen
 - i. Advertising and emails have been going out in last couple of weeks
 - ii. Brochure is on its way
 - iii. Evening event is being planned
 - iv. Food is being determined
 - v. Bomber Jackets for conference Board swag
- b. 2023 Fall Conference Mary Hoffmann, Roxie Hejhal & Lois Slick
 - i. Working on obtaining speakers
 - ii. 27th - 29th of September at Maddens on Gull Lake
 - 1. Activities: bonfire and games by the lake, could do a trivia night
- c. Awards Lisa Smude
 - i. Awards – no nominations
 - ii. Will lose 6 points for chapter management
 - iii. Can try to start earlier next year to give more time for nominations
- d. Chapter Management questions Lois, Chrissy or Lisa
 - i. Shannon pulling together a list of what to do next year
 - 1. Advocacy, partnership with other ASHHRA chapters, etc
 - 2. MMGMA panel participation will give us points
 - 3. Dave Mandel’s webinar can help with points
- e. MMGMA Conference Panel request Lois, Chrissy or Lisa
 - i. Looking for Healthcare GR professionals.
 - ii. 2 members said they would be willing
 - 1. Roxanne and Shannon will participate
 - 2. Can have people join remotely

5. New Business

- a. Secure Act 2 Webinar Dave Mandel
- b. 2023 Newsletters Lois Slick

- i. Laurie will be handing this off to Roxy
- ii. Lois to write the welcome introduction and proofread.
- c. Business Contact template Lois Slick
 - i. Will discuss in Goals section

6. 2023 Goals

<i>Goal</i>	<i>Presenter</i>	<i>Updates</i>
<p>Membership: Increase Membership by 3% from 2022 (ended at 160 members in 2022) and diversify membership by adding 1 (one) nonhealthcare membership (i.e. Dental, Mental Health, & Vision). Also increase ASHHRA Membership by 2 people. Engage Members at large to reach out.</p>	Laurie Daniels and Lisa Smude	<p>Currently 20 ASHHRA Members (ASHHRA would like 20% of members to be ASHHRA members)</p> <p>Laurie is in contact with members non-renewed.</p> <p>A lot of ASHHRA members are NOT HHRAM members – could be a good way to grow membership – Laurie and Lisa to see how to contact those individuals.</p>
<p>Business Partners: Create BP relationship template Engage members at large to reach out.</p>	Chad Engstrom / Dave Mandel	<p>Dave and Chad have created a template to send to vendors. Then HHRAM BP's could fill it out, this may give some traction. BP's identify relationships with vendors, and reach out to get them on-board with HHRAM.</p>
<p>Increase Social Media Presence and following Advertise ASHHRA Events at least 2 times a year (for chapter management points)</p> <p>Website: Increase resources and tools for members.</p>	<p>Mary Hoffman and Lisa Smude</p> <p>Lois Slick & Roxanne Hejhal</p>	<p>Posting on LinkedIn and Facebook. Mary will create an Instagram account – would be fun to have some reels with BP's and people at conferences.</p> <p>Q&A page has been created under member resources.</p> <p>Looking into posting sample job descriptions, policies, etc – may have to post a disclaimer that it is not legal advice. Concerns lie in the quality – if they are coming from different</p>

<p>Salary Survey: Look into increasing jobs on salary survey</p>	<p>Brianne Ptacek</p>	<p>companies, want to make sure they reflect well on HHRAM.</p> <p>Open a new page with forum where people can post job descriptions, and policies, and be sure to post SHRM 'this is not legal advice' disclaimer</p> <p>Put the Q&A and the other forum in emails, newsletters, etc.</p> <p>Brianne is collecting information from members on what other jobs are out there that would entice people to buy the survey.</p>
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Updates

- a. President Lois Slick
- b. Past President Lisa Smude
- c. Secretary/Treasurer Chrissy Draper
- d. Business Partner Liaison Chad Engstrom
 - 1. Dave will create draft letter to send, for the Board to review
- e. Scholarship Director Heidi Powell
 - 1. No scholarship requests
- f. Director of Education Open
 - 1. TEAM to E-mail membership that the position is open – attach the job description.
- g. Communications and Marketing Roxy Hejhal
- h. Membership Laurie Daniels
- i. ASHHRA Liaison Lois Slick
 - 1. Non-existent position right now – ASHHRA does not have a regional position right now.
- j. Salary Survey Brianne Ptacek
- k. Business Partner Members at Large Dave Mandel & Blake Martin
- l. Social Media Director Mary Hoffman
- m. Chapter Management Director Shannon Demgen
- n. Member at large Jessica Frank
- o. Member at large Nicole Nyberg

2023 HHRAM Board Members

Lois Slick - President
Lisa Smude -Past President
Chrissy Draper -Secretary/Treasurer
Chad Engstrom - Business Partner Liaison / ASHHRA Liason
Heidi Powell - Scholarship/Education Director
Laurie Daniels – Membership Director
Dave Mandel - Business Partner –Member at Large
Blake Martin - Business Partner-Member at Large
Mary Hoffman - Social Media Director
Brianne Ptacek –Salary Survey Director
Shannon Demgen – Chapter Management Director
Jessica Gervenak - Member at large
Nicole Nyberg - Member at Large
Roxanne Hejhal - Communications and Marketing Director

Future meeting	March 17 , 2023 @ 10:00
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