



**Board of Directors Meeting Minutes
February 18, 2022 10AM**

Join Zoom

<https://www.google.com/url?q=https://us06web.zoom.us/j/86786784161?pwd%3DY3orVlBjbmtORTFPZkhhd0Q4YWQ1Zz09&sa=D&source=calendar&ust=1643119448430674&usg=AOvVaw1CHaBDT25m3IIIZNuoxJVt>

Lisa Smude	President
Chad Engstrom	Past President, ASHHRA Liaison, Business Partner Liason
Lois Slick	Treasurer
Christina Draper	Secretary & Scholarship Coordinator
Shannon Demgen	Chapter Management Director
Jessica Frank	Social Media Director
Jane Kolas	Salary Survey Coordinator
Heidi Powell	Education Director
Laurie Daniels	Communications and Marketing Director & Membership Director
Brianne Ptacek	Member at Large
Dave Mandel	Business Partner at Large
Blake Martin	Business Partner at Large
Nicole Nyberg	Member at Large

Agenda

1. Call to Order Lisa Smude, President
 - a. 10:07 am
2. Presentation of the January Board Minutes Chrissy Draper, Secretary/Treasurer
 - a. Shannon Motions to approve January meeting minutes
 - b. Nicole Nyberg seconds the motion
 - c. Motion passes unanimously
3. Treasurer Report Chrissy Draper, Secretary/Treasurer
 - a. Checking: \$90,973.70
 - b. Total Current Assets: \$140,396.60
 - c. Net Income: \$7,664.20
4. Old Business

5. New Business

- a. Spring Conference Dave Mandel, and team
 - i. Early bird timing
 - 1. Before April 1st is Early Bird, after is full price
 - 2. Sometimes Early bird gets extended depending on registration
 - ii. President's Reception
 - 1. Usually a sit down dinner
 - 2. Only done at the Fall conference, not the Spring Conference
 - iii. Might have additional speaker to add to the schedule – topic of employee mental health concerns and substance abuse.
 - iv. Start sending out E-blast for registration
 - v. Will hold off on sending out Brochure to members
 - vi. Printing handouts, agenda, etc – [Nicole and Shannon to help](#)
 - vii. Need to source Thank You cards for speakers
 - 1. [Lisa to source](#)
 - viii. HHRAM Giveaways
 - 1. Have extra mugs, shirts, etc
 - 2. Will not purchase new giveaways, but instead do multiple drawings to giveaway the items.
 - 3. Business Meeting – Purchase 1 nice prize
 - a. [Lisa to look into this](#)
 - ix. Business Partner Sign Off Sheet
 - x. Nametags
 - 1. [TEAM to print off and mail to HHRAM](#)
 - 2. Drink Tickets – will use a reel from party supply store
 - 3. Dave Mandel can donate lanyards from Francis
 - xi. Decorations
 - 1. Dave and Chad to pick up decorations
- b. Fall Conference Heidi Powell and Blake Martin
 - i. Venue and dates are picked out.
 - ii. Speakers will be the next step
 - iii. Theme: Healthcare professionals taking care of themselves – selfcare
 - iv. Committee is meeting bi-weekly
- c. Survey update Claira Stollfus
 - i. Board elections have met quorum, Chrissy and Lois have been voted into their proposed positions.
 - ii. Bylaw amendments do not have enough votes. [TEAM to continue sending to all active members.](#)
- d. Membership outreach Laurie Daniels

6. 2021 Goals keeping these on as a reference as we plan 2022

<i>Goal</i>	<i>Presenter</i>	<i>Updates</i>
Membership: Increase Membership by 3% from 2021 (ended at 181 members in 2021) and diversify membership by adding 1 (one) nonhealthcare membership (i.e. Dental, Mental Health, Vision). Also want to increase ASHHRA Membership by 2 people.	Lisa Smude and Laurie Daniels	Currently have 29 HHRAM members that are signed up for ASHHRA. That is 15%. ASHHRA wants 20% or at least be able to show the efforts made to get that percentage up. HHRAM to pay for Executive Boards ASHHRA membership (if exec board employers do not pay for it).
Conference Attendance: Increase conference attendance. Had 54 attendees for Spring Virtual 2021 - increase by 5 people. Had 41 attendees for Fall 2021 – increase by 5 for 2022.	Lisa Smude	
Re-engage Business Partners: On 3 separate occasions engage Business Partners (once at each conference and 1 additional time)	Chad Engstrom/ Dave Mandel	
Increase Social Media Presence Advertise ASHHRA Events at least 2 times a year (for chapter management points)	Jessica Frank	

Updates

- | | |
|-----------------------------|----------------|
| a. President | Lisa Smude |
| b. President Elect | Lois Slick |
| c. Secretary/Treasurer | Chrissy Draper |
| d. Business Partner Liaison | Chad Engstrom |
| e. Chapter Management | Shannon Demgen |
1. Took away survey requirement for getting points for new member orientation. Should be able to get points for this.
 2. Chapter membership diversity – chapter develop and implement membership diversity within the industry.

1. Chapter must provide copies of outreach efforts. Do we have this from 2021?
2. [Jessica Frank to work on soliciting diversity through posts for 2022](#)
3. No work with other ASHHRA chapters in 2021.
4. No interaction with Allied HealthCare organizations.
 1. [HHRAM has a few SHRM contacts within membership – Lisa to look into exploring connections for the future.](#)
5. Do we have documentation regarding community work?
 1. Lois may have mock interviews to submit
 2. Lisa may have proof of resume review program
6. [TEAM to send Fall conference brochure to Shannon](#)
7. [CHHR education credits – send evidence docs to Shannon for spring and fall 2021 conferences](#)
8. President’s award – fall conference president’s reception was for Chad but nothing official was given.
 1. [Chrissy to order an award for Chad](#)

f.	Scholarship Director	Heidi Powell
g.	Director of Education	Heidi Powell
h.	Communications and Marketing	Laurie Daniels
i.	Membership	Laurie Daniels
j.	ASHHRA	Lisa Smude
k.	Salary Survey	Jane Kalias
l.	Business Partner Members at Large	Dave Mandel & Blake Martin
m.	Social Media Director	Jessica Frank
n.	Member at large	Brianne Ptacek
o.	Member at large	Nicole Nyberg

2022 HHRAM Board Members

Lisa Smude - President
Lois Slick -President Elect
Chrissy Draper -Secretary/Treasurer
Chad Engstrom - Business Partner Liaison
Heidi Powell - Director of Education, Scholarship Director
Laurie Daniels - Communication and Marketing Director
Jane Kalias -Salary Survey Coordinator
Dave Mandel - Business Partner –Member at Large
Blake Martin - Business Partner-Member at Large
Jessica Frank - Social Media
Brianne Ptacek -Member at Large
Shannon Demgen – Member at Large
Paula Wokasch - Member at Large
Nicole Nyberg - Member at Large

Future meeting	March 18, 2022 @ 10:00
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