

HHRAM Board Meeting Minutes

Date: January 17, 2020


Location: Phone Call



Attendees:


Chad Engstrom-President, Roxy Hejhall- President Elect Lois Slick- Treasurer, Jennifer Gryte- Secretary, Lisa Smude-Membership Director, Chrissy Draper-Scholarship Coordinator, Mandy Dobosenski- Social Media Director, Shannon Demgen-Chapter Management Director, Paula Wokasch-Business Partner Liaison, Heidi Powell-Member at Large, Rachel Ask-Member at Large, Dave Mandel- Business Partner –Member at Large, Jen Bahe-Education Director, Jane Koliias -Salary Survey Committee Laurie Daniels- Communication Director

Absent:

AGENDA ITEM	PRESENTER	ANTICIPATED DISCUSSION / ACTION
I. Call Meeting to order	Chad Engstrom	10:09 am
II. Review previous meeting minutes	Chad Engstrom	Jen Bahe made a motion to approve the meeting minutes and Lois Slick second the motion
III. Treasurer Report  12.2019 Human Resources.xlsx	Lois Slick	As of December 31, <ul style="list-style-type: none">• Total assists - \$133,897.26• Net income - \$ \$4,674.78• Loss at end of year -\$12,602.50• Checking account balance 89,660.93 Survey monkey bill- Jennifer set up the survey monkey bill in \$2004.00. Jennifer has been reimbursed in December 2019. We have moved this to the HHRAM credit card.
IV. Spring Conference 2020	Mandy, Dave and Rachel	<ul style="list-style-type: none">• Most of the first day is figured out.• Alina total rewards with Willis• Panel discussion• Actively options Escape room, Axe throwing, paddle boat for Thursday night

		<ul style="list-style-type: none"> New member orientation- maybe 15 minutes in the afternoon instead of before the conference. Maybe include the vendors?
V. Fall Conference 2020	Jess Spicer, Nikki Tanaka	<ul style="list-style-type: none"> Keynote is John Kriesel- Still Standing. https://www.johnmkriesel.com/ Getting contracts set up with speakers Working on evening events. Haunted Ship, mystery theater, outdoor activity
VI. Wage theft update	Chad	<ul style="list-style-type: none"> Shannon, Lisa and Chad Met with Senator Pratt-December 18th Shannon, Lisa and Chad met with the Assistant Director, Nicole Blissenbach of DOLI about wage theft on January 15th Minneapolis is different Lisa will send her notes
VII. 2020 Budget	Chad	<p>Ways to decrease expenses</p> <ul style="list-style-type: none"> Decrease ASHHRA conference budget back to \$1500 from the budgeted \$1800 Increase business partners \$25.5K spring and \$23.5K for fall 2019 Board members did not have to pay to attend the conference. Is this something we want to change back as it gives us income? Let's watch this and make a decision for 2021 budget. Chad will update the budget and send it out for us to review and see if there are other ways we can reduce costs
VIII. Business Partner at Large Applications	Chad Engstrom	<ul style="list-style-type: none"> 3 communications were sent to business partners. Blake Martin at Hays was the only business partner that applied. The board reviewed and application and it was supported by the board to approve Blakes application and invited him on the board.
IX. 2019 Goals	Chad Engstrom	<ul style="list-style-type: none"> 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. <p>Spring 2019 conference cost-early bird, 200 for members, 250 non-members then after early bird member 250 and non-member 300</p> <ul style="list-style-type: none"> A discount of \$150 for spring conference- This needs to be by invite only GOAL: Increase membership by 3%- Lisa Smude GOAL: Increase conference attendance by offering a discount to current member that have not ever attended a conference. Increase of attendance to 65 for spring and 55 fo fall - Roxy and Heidi GOAL: Attract 1 new business partner and add one previous who has not attended in a couple years. Offer a sponsorship level above where they would normally sponsor. (3 years)

		<ul style="list-style-type: none"> GOAL: Offer two webinars, one with another ASHHRA chapter utilizing our current business partners. - Jen B. GOAL: Use social media to better promote HHRAM. Identify 3 tactics - Mandy GOAL: Create and communicate two HHRAM newsletters and 10 eblasts. - Laurie (Laurie and Mandy will meet and can assign blast to the board) GOAL: Increase awareness of the HHRAM scholarship by communicating 4 touchpoints
Eblast		<ul style="list-style-type: none"> HR Healthcare week Scholarships, HHRAM, Conference and ASHHRA Spring conference Fall Conference Chapter management needs Webinar
UPDATES		
X. Secretary	Jennifer	No update
XI. President Elect	Roxy	No update
XII. Communication/Website	Laurie	No update
XIII. Education	Jen B.	No update
XIV. Membership	Lisa	Ended 2019 at 204 129 current members
XV. ASHHRA	Chad	<ul style="list-style-type: none"> ASHHRA conference is now in August Chad put information in the newsletter HHRAM did not have to provide a yearend report
XVI. Salary Survey	Jane	<ul style="list-style-type: none"> Deadline is February 9th.

 HHRAM Scholarship Application.msg XVII. Scholarship	Chrissy	<ul style="list-style-type: none"> Once scholarship application for spring. Jessica Spicer has applied, and the board approved the scholarship
XVIII. Business Partner Liaison	Paula	<ul style="list-style-type: none"> Nothing additional
XIX. Chapter Management	Shannon	<ul style="list-style-type: none"> First part of chapter management was submitted. The next due date is in February
XX. Members at Large	Heidi, Rachel and Dave	<ul style="list-style-type: none"> Adding additional BP Member at Large.
XXI. Open Discussion	Chad	<ul style="list-style-type: none"> Shannon and Chad will set up a meeting with Jane to do an overview of HHRAM
XXII. Adjourn	Chad	<ul style="list-style-type: none"> Meeting adjourned at 12:54 pm