



**Board of Directors Meeting  
November 16, 2018  
10am-2pm  
CentraCare**

**Attendees:**

Shannon Demgen	President
Chad Engstrom	President Elect
Jennifer Gryte	Secretary
Lois Slick	Past President
Heidi Powell	Member at Large & Conference planner
Roxanne Hejhal	Communication and Marketing
Paula Wokasch	Business Partner Liaison
Dave Mandel	Business Partner –Member at Large
Chrissy Draper	Scholarship Coordinator
Shelly Diener	BP Member at Large
Lisa Smude	Membership Director
Jen Bahe	Education Director
Rachel Ask	Member at Larger

**Absent:**

Brad Lindow	Salary Survey Coordinator
Mandy Dobosenski	Treasurer

AGENDA ITEM	DISCUSSION / DECISION / MOTION	PERSON RESPONSIBLE	ACTION/ DUE DATE
<b>Call to Order and review of meeting minutes</b>	Meeting called to order at 10: 07 Meeting minutes- Chad Engstrom made a motion and Roxy second the motion	Shannon	

<p><b>Financial Report</b></p>	<p>Total Assets as of 10/31/2018 is \$150,798.60  Net income as of 10/31/2018 is \$ 30,878.13  Checking account as of 10/31/2018 is \$106,739.16</p> <p>The board will ask Mandy to make a recommendation for January as to moving money to a CD</p>	<p>Mandy Dobosenski</p>	
	<p><b>Old Business</b></p>		
<p><b>2018 Fall Conference</b></p>	<p>Heidi shared that the total expenses for the fall conference here \$27,850.84 and the total income was \$30,000. Business partners brought in around \$23,000.</p> <p>Conference feedback was collected by SurveyMonkey. One member stated it was that it was one of the best conferences they had ever been to. One comment was that the big prize for attending the business meeting went to a board member and they should not be able to win that prize. We discussed and decided that it was fair feedback and the board would no longer be in that drawing.</p> <p><b>Speaker ideas for the future are:</b>  Salary Planning  Jon Graci  Time Sackett</p> <p><b>Jen Hansen</b> and <b>Hillary Emerson</b> stated they are interested in helping plan a conference. Lois will reach out to the for fall 2019</p> <p>Dates- May and September are the dates members feel are best for the conference.</p> <p>Lois would like to plan fall at Grandview Lodge in central Minnesota. This</p>	<p>Heidi Powell, Angela Kaufmann &amp; Roxy Hejhal</p>	

	would be a little more expensive but it has a new conference center and the food is amazing. The board supported this decision.		
<b>2019 Spring Conference</b>	May 16 & 17 2019 Twin Cities No location picked as of year. Jennifer and Shannon on working on locking down the key note speakers	Shannon and Jennifer	
<b>Newsletter</b>	Kathy from Gallagher, Dave and Roxy talked about the benefit survey and want to share that with members. Regional workforce alliance- State partners share the resources in the newsletter. Paul will work on a Business Partner article An article on the new Board members. Rachael agreed. Budget recap. Vital Worklife has a nurse coaching/RN mentoring program. See if they would do an article or volunteer to speak.	Shannon Demgen	
	<b>New Business</b>		
<b>2019 Fall Conference</b>	Lois Slick as that we approve going to Grand View Lodge and the board approve it.	Lois Slick	
<b>2019 Goal discussion</b>	<ol style="list-style-type: none"> <li>1. Treasurer goal- <ul style="list-style-type: none"> <li>• Research bank to see if we can take credit cards for business partners and what that would cost HHRAM.</li> <li>• Decrease credit card costs/fees</li> <li>• Research bank options to see if there is a bank with better/less fees</li> </ul> </li> <li>2. Website update <ul style="list-style-type: none"> <li>• More interactive to add value</li> <li>• One log in</li> <li>• Updated by May 1, 2019</li> </ul> </li> <li>3. Template for Chapter Management</li> <li>4. Survey partners and develop and implement plan by 3/31/2019 <ul style="list-style-type: none"> <li>• Recruit new Business partners to help strengthen and support</li> </ul> </li> </ol>	Mandy Roxy Lois Paula Chad Jennifer	

	<p>HHRAM</p> <ul style="list-style-type: none"> <li>• Retain current Business Partners</li> </ul> <ol style="list-style-type: none"> <li>5. Membership- Increase membership by 5% or 10 members. This includes diversifying our membership.</li> <li>6. Review and update Job descriptions by September HHRAM Meeting</li> <li>7. Partner with another chapter for an education offering</li> <li>8. Complete a student audit</li> <li>9. Look at Chapter Management being a board role</li> </ol>		
	<ol style="list-style-type: none"> <li>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. Shannon and Dave met with Peggy at MHA. Discussion was had as to how to partner with MHA. MHA works with MOLN and other organizations. They are willing to set up another meeting to share how they use data, nurse recruiting and shortages. Is anyone interested in meeting with them? Maybe set up a conference call. Roxy and Lois both volunteered.</li> </ol>	<p>Shelly and Shannon for MMGMA Dave and Shannon for MHA and Leading Edge</p>	<b>COMPLETE</b>
	<ol style="list-style-type: none"> <li>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.</li> </ol>	<p>This should be the membership director</p>	<b>COMPLETE</b>
	<ol style="list-style-type: none"> <li>3. Business Partner Liaison and Board will bring in three new business partners. This will be implemented by the fall 2018 conference.</li> </ol>	<p>Chad and Paula</p>	<b>COMPLETE</b>
	<ol style="list-style-type: none"> <li>4. Review and update bylaws by October 1, 2018. <ol style="list-style-type: none"> <li>1. HHRAM is listed as inactive (since 2009) on the secretary of state website for failing to file an annual renewal. We should reinstate it by filing a reinstatement, which is free.</li> <li>2. The statute (section 317A.411) requires that the procedure for expelling or suspending a member is "fair and reasonable." The statute further specifies that a fair and reasonable procedure provides for at least 15 days' written notice and the reasoning, and an opportunity for the member to be heard at least 5 days before the expulsion or suspension. While Bylaw 5.2 provides for an opportunity to be heard, it does not include notice and timing requirements. I recommend these be included.</li> <li>3. Bylaw 7.3 on actions without a meeting is fine (it follows the</li> </ol> </li> </ol>	<p>Jennifer</p>	<b>COMPLETE</b>

	<p>statute verbatim). I recommend adding a definition of authenticated electronic communication for clarity, though.</p> <p>4. Similarly, I recommend spelling out “ballot by electronic communication” in Bylaw 7.4 to conform to the statute, and adding a definition of electronic communication (which is different than authenticated electronic communication). Also, why do the changes remove delivery of a ballot by electronic communication by fax?</p> <p>5. In Bylaw 8.3, a Member must first consent to receive notifications by electronic communication.</p> <p>6. The statutorily prescribed minimum number of directors should be included in Bylaw 9.1: “The Board of Directors shall consist of three (3) or more individuals.”</p> <p>7. Under the statute (section 317A.255), a contract or transaction may be authorized or ratified by two-thirds of the members entitled to vote—not two-thirds of the directors, as provided under Bylaw 9.16(b).</p>		
	<p>5. Ensure HHRAM members are receiving all email communication delivered from the Wild Apricot system by April 1, 2018.</p>	Shannon Demgen	<b>COMPLETE</b>
	<p>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%.</p> <p>Allowing Platinum and gold to bring a non-member and give a free membership to that guest. Paula updated the business partner letter and offered this benefit for fall 2018</p>	Shelly and Dave	<b>COMPLETE</b>
<b>Updates</b>			
Secretary	No Updates	Jennifer	
Treasurer	<ul style="list-style-type: none"> <li>• Increase salary survey as 2019</li> <li>• Membership increase by \$1000 to \$15,000</li> </ul>	Chad/Shannon	<b>Roxy will check on website costs</b>

	<ul style="list-style-type: none"> <li>• Spring Conference registration increase by \$2,500</li> <li>• Fall Registration, increase by \$1000, BP budget increase \$1000</li> </ul> <p>Expenses</p> <ul style="list-style-type: none"> <li>• ASHHRA 4 people at \$2000 each for \$8000 total</li> <li>• Education-Increase by \$450 due to SHRM an education credits</li> </ul> <p>Operations</p> <ul style="list-style-type: none"> <li>• Postage, increase by \$100</li> <li>• Roxy will check on website costs</li> </ul>		
Communications/Website	Roxy currently can't upload to the website. Is looking into a solution	Roxanne	
Education-SHRM/ HRCI/CHHR/Regional Consultant	Jen and Sarah Fredrickson need to connect and learn how to do the CHHR/HRSI/SHRM credits	Sarah/Jen B	
Membership	196 active members	Shannon	
ASHHRA	No update	Sarah/Karen	
Salary Survey	An article will be in the newsletter and the committee will be meeting in November	Brad	
Scholarship	Due November 1, 2018. Nothing has been received by date.		
Business Partner Liaison	No update	Paula	

Chapter Management	No update	Lois	
Member at-Large	No update	Chrissy and Heidi	
<b>Other Discussion</b>	Shannon was going to check with Lockton and see if we should add driver coverage to our D & O policy. She is going to have it quoted.	Shannon	
	Next meeting: January 18, 2019		
	Meeting adjourned at 12:57	Shannon	
	 2013 Job Descriptions.pdf  2019 Succession Plan.docx		

Month		
January 18, 2019 10am-2pm	<a href="http://join.me/dsteducators">join.me/dsteducators</a> +1.404.400.8750 609-190-991 #	Conference Call
February 15, 2019 10am-2pm		Conference Call
March 15, 2019 10am-2pm	1810 Minnesota Boulevard SE St. Cloud MN 56304-Benet Room	CentraCare
April 19, 2019 10am-2pm		Conference Call
May		Spring Conference
June 21, 2019 10am-2pm		Conference Call
August 16, 2019 10 am-2pm	3001 Broadway St. NE, suite 500, Minneapolis MN 55413 612-290-933	MNGI- with Salary Survey Committee
September 20, 2019 10am-2pm		Conference Call
October 9-11-Dinner and board meeting Tuesday night 10/8	23521 Nokomis Avenue Nisswa, Minnesota 56468	Fall Conference

November	1810 Minnesota Boulevard SE St. Cloud MN 56304-Benet Room	CentraCare
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## SWOT Analysis

### Strengths

- Financially Strong
- Full Leadership Board
- Strong membership renewal
- Strong Business Partner relationships
- Nice variety of speakers at the two conferences- Meets the Healthcare HR need
- Membership involvement and development. Good culture on the board.
- Business partners like hoe HHRAM does the social stuff
- Strong salary survey
- Successful chapter management program
- Changing board structure

### Weaknesses:

- Not having many large healthcare systems as members
- Big state/ lots of area makes it hard to bring people together

## Opportunities

- Adding more Healthcare related presentations
- Website needs improvement and better collaboration
- Develop the Business partner at large role
- Not so cliquy- Spread the board out. Each member sit at a different table
- Get members to come to evening events- give out prizes for attending an evening event
- Have not alcoholic drinks-do some Mocktails
- Scholarship- Get members to take advantage of them
- Scavenger hunt with App. #HHRAM on twitter
- Credit card memberships
- Better banking options for HHRAM to use
- Student memberships
- Business partners marketing HHRAM
- Be a value beyond the conferences

## Threats

- SHRM
- Budget
- Size of MN/Travel
- Losing members on the board
- Passive members-Uninvolved
- Larger practices that are non-members

