

HHRAM Board Meeting Minutes

Date: April 17, 2020





Location: Zoom Call



Attendees:

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

Absent: Heidi Powell-Member at Large, Jane Koliass -Salary Survey Committee

AGENDA ITEM	PRESENTER	ANTICIPATED DISCUSSION / ACTION
I. Call Meeting to order	Chad Engstrom	10:04 am
II. Review previous meeting minutes	Chad Engstrom	Lisa Smude made a motion to approve the meeting minutes and Laurie Daniel second the motion
III. Treasurer Report	Lois Slick	<p>As of March 31, 2020</p> <ul style="list-style-type: none">• Total assets - \$140,275.68• Net income - \$3,217.22• Checking account balance \$95,985.92• Lois submitted the 990• There is a CD maturing in May 2020. At this time we are recommending to let it auto renew <p>   </p> <p>HHRAM March 2020HHRAM March 2020HHRAM March 2020HHRAM March 2020 BS Compare.pdf P&L YTD Compare.p P&L YTD Detail.pdf Actual to Budget.xls</p>

IV. Spring Conference 2020	Mandy, Dave and Rachel	<ul style="list-style-type: none"> • Dave will check with the speakers, conference center and boat about deposits. We will move everything to 2021. The deposits were pretty small so Mandy is not worried about that money just going to the next year. • Paula will work with the business partners
V. Fall Conference 2020	Jess Spicer, Nikki Tanaka	<ul style="list-style-type: none"> • Have all the speakers in place, I have sent the HRCI credit grid to Jennifer Bahe to be submitted. Brochure almost complete has all the speaker, schedule content...just needs a few small details to be added <p>They have met with Robbin from Diggity Dowdle to discuss possible swag items.</p>
New Business		
VI. HHRAM Succession Plan	Chad	<ul style="list-style-type: none"> • Roxy is not going to be able to continue in her role as President Elect. • Lisa Smude and Rachel Ask are both open to the role and will follow up • Chad will connect with both Lisa and Rachel
VII. Covid 19- Corona Virus	Chad	<ul style="list-style-type: none"> • We had a good conversation about what each of the board members are doing in response to the covid epidemic
VIII. Logo	Mandy	<ul style="list-style-type: none"> • We eliminated a couple of the options and Mandy is going to take what the board like about some of the logos and put them into one.
IX. Business partner link on website	Dave	<ul style="list-style-type: none"> • Francis created a website specifically for HHRAM. Can we have links on HHRAM website? Would it make more sense to just do the eblasts right no
X. 2019 Goals		
Increase membership by 3%- Lisa Smude 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.	Lisa	Lisa will be deactivating those on the overdue list. Lisa will work with Jane and the salary survey committee to make sure they are all members.
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 for fall Spring 2019 conference cost-early bird, 200 for members, 250 non-	Roxy and Heidi	We had three people that used the discount for spring before it was cancelled and will want to honor that for fall. More to come as fall gets closer

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		
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)	Paula	2 new BPs for spring. Paula will work to see if they want to move their sponsorship to fall
Offer two webinars , one with another ASHHRA chapter utilizing our current business partners.	Jen B	No update Work with SHRM, CHHR or HRCI credits for our webinars. This will be needed for chapter management. If there are webinars, reach out to Jen to get these approve and to invite other chapters.
Review our branding and social media to better promote HHRAM. Identify 3 tactics	Mandy	Mandy will continue to work on the logo and get that out to the board.
Create and communicate two HHRAM newsletters and 10 eblasts. - Laurie (Laurie and Mandy will meet and can assign blast to the board	Mandy and Laurie	The newsletter has gone out. There have been multiple eblast with the covid19 communication.
Increase awareness of the HHRAM scholarship by communicating 4 touchpoints	Chrissy	Chrissy has re-written the scholarship for fall and for ASHHRA. One touchpoint is done.

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UPDATES		
XI. Secretary	Jennifer	<ul style="list-style-type: none"> • No update
XII. Communication/Website	Laurie	<ul style="list-style-type: none"> • No update
XIII. Social Media Director	Mandy	<ul style="list-style-type: none"> • No update
XIV. Director of Education	Jen B.	<ul style="list-style-type: none"> • No update
XV. Membership	Lisa	<ul style="list-style-type: none"> • As of 04/17/2020 192 active • 11 overdue • 2 new consultants • 3 new practitioners

XVI. ASHHRA	Chad	<ul style="list-style-type: none"> Continue to watch for updates on annual conference
XVII. Salary Survey	Jane	<ul style="list-style-type: none"> No update
XVIII. Scholarship Director	Chrissy	<ul style="list-style-type: none"> Application has been updated for fall and ASHHRA
XIX. Business Partner Liaison	Paula	<ul style="list-style-type: none"> No updates
XX. Chapter Management	Shannon	<ul style="list-style-type: none"> Roxy and Shannon got the awards submitted yesterday. Chapter management has already been submitted
XXI. Members at Large	Heidi & Rachel	<ul style="list-style-type: none"> No update
XXII. Business Partner Member at Large	Dave & Blake	<ul style="list-style-type: none"> No updates
XXIII. Open Discussion	Chad	<ul style="list-style-type: none"> Discussion on the support the board has given each other with navigating the covid experience. We are all grateful for each other.
XXIV. Adjourn	Chad	<p>Next meeting May 15th. 10:00am It will be a zoom call</p> <ul style="list-style-type: none"> Meeting adjourned at 11:58 pm