

HHRAM Board Meeting Minutes

Date: February 21, 2020





Location: Phone Call




Attendees:

Chad Engstrom-President, Roxy Hejhall- President Elect 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, Jane Kolias -Salary Survey Committee Laurie Daniels- Communication Director, Blake Martin, Business Partner Member at Large

Absent: Heidi Powell-Member at Large, Rachel Ask-Member at Large, Dave Mandel- Business Partner –Member at Large, Chrissy Draper- Scholarship Coordinator

AGENDA ITEM	PRESENTER	ANTICIPATED DISCUSSION / ACTION
I. Call Meeting to order	Chad Engstrom	10:06 am
II. Review previous meeting minutes	Chad Engstrom	Lisa Smude made a motion to approve the meeting minutes and Lois Slick second the motion
III. Treasurer Report	Lois Slick	<p>As of January 31, 2020</p> <ul style="list-style-type: none"> Total assists - \$137,522.52 Net income - \$ \$2,975.94 Checking account balance 93,267.74 Budget review- Jen Bahe made a motion and Jane Kolias second the motion <p>     </p> <p>HHRAM January 2020 P&L YTD Compare.pdf HHRAM January 2020 P&L YTD Detail.pdf HHRAM January 2020 BS Compare.pdf HHRAM 2020 Budget Final.xlsx</p>

IV. Spring Conference 2020	Mandy, Dave and Rachel	<ul style="list-style-type: none"> • Goal to have brochures out March 1st • Social Media communication has gone out • There will be a charged for the networking event so people sign up and actually attend. • After the keynote, Lisa will take the new members over to the business partners and introduce them. • HHRAM going to the MN Senate to discuss wage theft • 2:00pm board meeting at the Waterstreet Inn • 4:00pm on Wednesday board event • Dinner at 5:30 at the matchstick restaurant
V. Fall Conference 2020	Jess Spicer, Nikki Tanaka	No update
VI. Wage theft update	Chad	<ul style="list-style-type: none"> • On Wednesday February 19th Shannon Demgen and Chad Engstrom spoke at the Senate building in front of the Job committee in which Senator Pratt oversees. • There were about 12 people that testified. Some union, SHRM, School districts, small business. • One thing everyone had in common was how burdensome the law is and how it was written and interpreted.
New Business		
VII. 2020 HHRAM Budget	Chad	<ul style="list-style-type: none"> • Approved
VIII. TEAM Agreement	Chad	<ul style="list-style-type: none"> • Becky from TEAM met with Chad to discuss service agreement. A large increase was proposed. TEAM agreed to keep cost flat for 2020. • Membership has not been impressed with the service. Things are not being sent out, standing Lisa up for conference calls, having to call and constantly follow up with them, sending out communication without approval. TEAM also has a very slow response to emails or state they never got the email. The HHRAM/TEAM agreement took a very long time to get to agreement. • Two sponsor invoices were stated as being overdue that were actually paid which led to embarrassing conversation with our business partners. • Chad will make sure we have the service agreement from TEAM in the early fall

<p>IX. HHRAM Succession Plan</p>	<p>Chad Engstrom</p>	<ul style="list-style-type: none"> • Jennifer would be interested in moving to a Member at Large role • Lisa would like to stay as Membership Director • Jen Bahe would be interested in keeping Education Director role. • Chad will reach out to Chrissy about Scholarship and or Secretary as well as Rachel to see if she is interested in either role. This needs to be done <div style="text-align: right;">  <p>Chapter leadership succession planning.d</p> </div> <p>by next week and given to Shannon</p>
---	----------------------	--

<p>X. 2019 Goals</p>		
<p>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.</p>	<p>Lisa</p>	<p>Lisa is making great progress on this goal. Please see her update</p>
<p>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</p> <p>Spring 2019 conference cost-early bird, 200 for members, 250 non-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</p>	<p>Roxy and Heidi</p>	<p>Lisa talked about the discount for new members</p>
<p>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)</p>	<p>Paula</p>	<p>We have one new Business Partner for spring. Healthsource Solutions and they registered for a Bronze sponsorship. Paula has reached out to all BP's that have been a BP in the past 3 years. Paula has also had an expectation conversation with TEAM as it pertains to BPs</p>
<p>Offer two webinars, one with another ASHHRA chapter utilizing our current business partners.</p>	<p>Jen B</p>	<p>No update</p>
<p>Review our branding and social media to better promote HHRAM. Identify 3 tactics</p>	<p>Mandy</p>	<ul style="list-style-type: none"> • Refresh some of our branding materials • Post on social media 4 times a month • Determine how many times we want to pay for targeted advertising on social media.
<p>Create and communicate two HHRAM newsletters and 10 eblasts. - Laurie (Laurie and Mandy will meet and can assign blast to the board</p>	<p>Mandy and Laurie</p>	<p>Will work with Chad and Mandy to create what HHRAM wants to blast. * Make sure HHRAM promotes Healthcare HR Week which is the 3rd week of March.</p>

Increase awareness of the HHRAM scholarship by communicating 4 touchpoints	Chrissy	No Update
•		
UPDATES		
XI. Secretary	Jennifer	<ul style="list-style-type: none"> No update
XII. President Elect	Roxy	<ul style="list-style-type: none"> No update
XIII. Communication/Website	Laurie	<ul style="list-style-type: none"> Update website to reflect new board members, waiting for a picture of Karen and posted the updated bi laws. We will need to spotlight a HHRAM member. Chad and Laurie will work on this
XIV. Education	Jen B.	<ul style="list-style-type: none"> No update
XV. Membership	Lisa	<ul style="list-style-type: none"> As of 2/21/20 we have 207 168 current members 39 that need to renew Reached out to members of ASHHRA that are not HHRAM members We have people listed as consultants that we could work with to be Business Partners. Those that are business partners asking them to be a consultant member to get
XVI. ASHHRA	Chad	<ul style="list-style-type: none"> Reminder that the conference will be in Denver in August. Shannon, Jennifer, Chad, Lois, Roxy will be in attendance.
XVII. Salary Survey	Jane	<ul style="list-style-type: none"> 2/21/20 is the last day to submit
XVIII. Scholarship	Chrissy	<ul style="list-style-type: none"> No Update
XIX. Business Partner Liaison	Paula	<ul style="list-style-type: none"> We currently have two business partners that have committed for spring
XX. Chapter Management	Shannon	<ul style="list-style-type: none"> Anyone that receives an award, needs to send it to Shannon. Chad needs to get the succession plan document to Shannon by 2/28. If anyone is interested in applying for the CHHR scholarship that would be great. Lisa volunteered to do so.

		<ul style="list-style-type: none"> • If you have any HR community outreach, interviews, presenting, leadership training you put on, please send to Shannon of chapter management • A nomination committee needs to be identified for the ASHHRA awards. Shannon will connect with Roxy
XXI. Members at Large	Heidi, Rachel and Dave	<ul style="list-style-type: none"> • No update
XXII. Open Discussion	Chad	<ul style="list-style-type: none"> • Lois is looking for the membership certificates from ASHHRA. HHRAM has not received the certificates for the 5 star award. Lois will reach out to Karen to see how to get them.
XXIII. Adjourn	Chad	<ul style="list-style-type: none"> • Meeting adjourned at 12:07 pm
