

DRAFT

**MAHQ Board Meeting Minutes
January 14, 2011**

TIME/LOCATION: 9:30-11:00 am conference call

PRESENT: Jennifer Charrette, Joanne Fuller, Jeff Gregory, MaryAnn Johnson, Sue Wilcox, Beth Dodge, Carolyn Koepke, Rhonda Lanzara-Dalfonso

Excused: Paula Dustin, Cheryl Long

Agenda Item	Discussion Summary	Action to be Taken/Date
Introductions, Acceptance of Minutes Agenda Scan	Minutes of the December 17, 2010 meeting were reviewed and Beth Dodge will be added as a attendee of that meeting	Minutes accepted.
Business Secretary Report	Carolyn distributed the calendar from 2010 for update and revisions	Committee chairpersons & board members will submit calendar items to Carolyn who will update the 2011 calendar for discussion at the next meeting
Treasurer Report	<ul style="list-style-type: none">Joanne Fuller presented the Treasurer's report	Accepted.
Membership Report	The membership period is now January through December. At present there are 11 official members. Lisa French is a new member. The membership list on the website is inaccurate as there are non-members and 2 listed without a facility identified. It was decided to update the website including the members listed on a quarterly basis.	Mary Ann will send e-mail reminders about renewal and Jennifer and Beth to assist in drafting a letter to hospitals to encourage new members to join after 2011 education programs have been finalized. Jeff will check on having the membership forms on the website. Carolyn will update the 2011 calendar to include quarterly website updates.

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Education/Program Report	<p>The fall program evaluations were positive with good comments made. Considering the cost of the facility, alternative venues were discussed for future programs. The MHA facility can accommodate 85 people and is centrally located. The MHA video conferencing doesn't work too well at this point. MHA staff are very open to holding the MAHQ meetings there. "Go to Webinar" offers a plan of up to 100 attendees at \$99 per month or for 25 attendees, \$50 per month. Another alternative is to have a host hospital support the program. An average of 30 people attend MAHQ programs.</p> <p>Ideas for the spring program include:</p> <ul style="list-style-type: none"> - Sue Butts-Dion for data analysis and Sandy Parker for Maine data collection requirements <p>Ideas for the fall conference include:</p> <ul style="list-style-type: none"> - Crucial Conversations (VitalSmarts or a more local consultant) - Cheryl Roberts for disclosing medical errors - Katie Fullam Harris for healthcare reform - MHA representative for a state legislative update <p>CEUs: To get CEUs it is required to submit the program information 6 weeks prior to the conference. CEUs allocated for the meetings could be listed on the website. Partnership with other states for future conferences was discussed.</p>	<p>MAHQ members will evaluate their respective facility for the possibility to have programs there, and members will let Trudy know. Trudy will continue to gather information for sites that might work.</p> <p>Members will submit any suggestions for educational programs to Trudy and Jennifer. Jeff will address CEUs allocated and updated membership list on the website, hopeful to be updated the end of February. Jennifer will check with New Hampshire and Massachusetts associations for potential partnerships.</p>
Communication report	<ul style="list-style-type: none"> • It was suggested that a pdf format should be used for documents prior to posting. • Jeff confirmed that the website password issued after membership renewal. 	
New Business Committee Chairs	<p><u>NAHQ State Leader Summit:</u> MAHQ covered airfare for two members to the NAHQ conference last year. The 2011 Annual NAHQ State Leader's Summit will take place April 29-30 in Des Plaines, Illinois. A motion was made to send the MAHQ President and President Elect with airfare and registration again this year.</p> <p><u>2011 Committee Chair announcements:</u></p> <ul style="list-style-type: none"> • Program- Trudy O'Bar • Membership- Mary Ann Johnson • Communications- Jeff Gregory • Bylaws, Policies & Procedures- Paula Dustin • Nominating- Cheryl Long • Finance- Joanne Fuller 	Motion accepted
New Business Committee Goals	<ul style="list-style-type: none"> • Annual objectives for each committee will be reviewed at the next Board meeting. 	Joanne and Mary Ann will e-mail 2010 objectives for the committee members review.
Next meeting	<ul style="list-style-type: none"> • TBD 	Date to be determined by Jennifer via e-mail to all Board members

