



MAHQ Board Meeting

Date: Feb 10, 2010
Time: 12:30 pm to 1:30 pm.
Place: Conference call Number info:
 1-866-200-5786
 Password: 6505067

<u>Agenda Item</u>	<u>Purpose</u>	<u>Owner</u>
<u>I. CALL TO ORDER</u>		Paula Dustin, MAHQ President
<u>II. REVIEW MINUTES</u>	Minutes have been sent to the membership via the website.	All
Minutes review: How to communicate proposed changes of membership period to members.	A discussion was held on the best communication approach to membership on changes to the membership renewal due dates. Any change would also require changes to the MAHQ By-laws. Agreed that the best approach would be to announce all Bylaw changes to membership at the October 2010 Education Session. The new dues structure would start in January 2011.	Jeff Gregory will review Bylaws and make changes to the Dues section, Section 4. Board will review all other By-Laws during next Board meeting.
<u>III. Regular/Old BUSINESS</u>		
1. Treasury Report	Joanne Fuller, MAHQ Treasurer reported the following: MAHQ currently has a total of \$19,604.08 in our Key Bank accounts. The breakout includes: \$13,124.60 Checking \$ 4006.38 Savings \$ 1, 273.33 Certificate 1 \$ 1,199.77 Certificate 2 Balances do not include recent payment of \$60.00 received for web site job posting or membership renewal checks totaling approximately \$300. This will be deposited this week	Treasurer Report approved.
2. Membership updates	Mary Ann Johnson, MAHQ Membership Chair reported	

	<p>the following:</p> <p>Sent out the volunteer list to the board from the memberships she has received to date.</p> <p>There have been 8 new members since July 2009. As of 2/10/10, we have 67 current members (decrease in members reflected outstanding renewals). Mary Ann reported that most renewals come in April-May and October-November time periods. Mary Ann continues to send out reminders when a membership is set to expire, some recent reminders are late going out.</p> <p>Sent recent mailing for Program Committee Re: Program Location Survey to 73 contacts. Initially yielded 8 returns undeliverable; all investigated one remains undeliverable. Follow-up to locate member.</p> <p>Sent out objectives for 2010 to the Board prior to this meeting. Goals: make mailing lists current; recruit and retain current members to increase membership.</p>	<p>Individual chairs should follow-up with members who expressed interest.</p> <p>Mary Ann Johnson</p> <p>Membership Committee</p>
<p>3. Educational Report</p>	<p>Sue Wilcox/Program Committee reported the following:</p> <p>Sue Wilcox reviewed March meeting and the agenda. There are three speakers for the March 19th program: 1) Chris Simons of Spring Harbor 2) Kevin Varga of Pen Bay Medical Center 3) Jeffrey Peters of Preti-Flaherty Law Firm. We are trying to receive 4.75 CEUs for this program (includes a ½ hr Q&A Session if HQCB approves). The NAHQ Speaker will present during the October meeting.</p>	<p>Program Committee to keep board updated.</p> <p>Membership Chair will send out agenda to membership.</p>

	<p>Sue mentioned that we should start planning for future programs and perhaps use money for a national speaker. She has checked on potential topics/speakers for a day long education session on OPPE/PI Indicators, focusing on four areas from Leapfrog, or Clinical Microsystems or Team Training. Cindy Bridgham said a potential topic might be the Sentinel Event Law that will go into effect this year. Sue Wilcox will check with Sandra Parker at the MHA on potential speakers for this topic.</p> <p>Survey results indicated that members liked sessions held in Augusta, Portland, and Bangor. Plan will be to hold March program in Augusta, the June program in Bangor, and the Fall program in Portland.</p> <p>Cheryl Roberts and Sue Devoe have agreed to continue helping the Program Chair. Sue Wilcox recommended that we begin the search for a new Program Chair as soon as possible</p>	
4. Website update	<p>Cindy Bridgham said it may be a good time to overhaul the MAHQ website. She has received examples of sites in Arizona and Illinois and will pass it on to our current web master, Mark McGee.</p> <p>The idea behind the overhaul is to recognize that members are more likely to use the website for information but it has to be up-to-date. Discussed how best to keep site updated on a regular basis and reasonable costs.</p>	Cindy Bridgham will follow-up with Mark McGee and will provide him with examples.
V. NEW / OTHER BUSINESS		
1. NAHQ Leadership Meeting	Request travel	Paula Dustin will check with

in Chicago	reimbursement for President and perhaps one other person to attend NAHQ Leadership Summit in May.	Jennifer Charrette, the President-Elect on attending Leadership Meeting.
2. Newsletter	Next Issue: Cindy Bridgham said Jennifer was just waiting on an article on the Larry Ramuno and Doug Salvador presentation from last fall.	Cindy Bridgham to follow-up with Jennifer Charrette regarding the article on the fall program.
Next Meeting	April 23, 2010 2:00-3:30pm in Augusta at the MHA	All