

<p>MAHQ Board Meeting Minutes June 10, 2011</p>
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TIME/LOCATION: June 10, 2011 09:00 – 10:40 conference call

PRESENT: Jennifer Charrette, Joanne Fuller, Beth Dodge, Rhonda Lanzara-Dalfonso, Paula Dustin, Betty-Ann Cyr, Trudy O’Bar

Excused: Cheryl Long Jeff Gregory, Carolyn Koepke, Kathy Vezina

Agenda Item	Discussion Summary	Action to be Taken/Date
Introductions, Acceptance of Minutes Agenda Scan	<p>Jennifer announced the resignation of Susan Wilcox as Member-at –large. Sue is moving to a more clinical position at the end of this month. Replacing Sue will be Betty-Ann Cyr and a warm welcome was offered.</p> <p>Jennifer also received a letter from Mary Ann Johnson resigning her position as chair of the membership committee. Mary Ann is planning to spend more time with her husband as he retires. Betty Ann Cyr volunteered to chair the membership committee moving forward.</p> <p>Minutes of the March 4th 2011 meeting were reviewed and approved as written.</p>	Minutes accepted.
Business Secretary Report	Carolyn was unable to attend today’s meeting to provide a report.	Updates to the 2011 calendar to be presented at the August meeting.
Treasurer Report	<p>Joanne Fuller presented the Treasurer’s report.</p> <ul style="list-style-type: none"> • Checking account \$1460.32 • Savings account \$6510.55 • CD #1 \$1275.28 • CD#2 \$1201.67 • Deposits ready \$ 270.00 • Accts Receivable \$ 260.00. 	Accepted.
Membership Report	<p>Jennifer Charrette presented the Membership report.</p> <ul style="list-style-type: none"> • Current members = 51 • NAHQ members = 37% • CPHQs = 41% <p>8 new members in 2011 to date!</p>	Accepted.

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Education/Program Report	<p>Trudy O'Bar presented the summary of program evaluations from the spring conference. Equipment and facility comments showed opportunities for improvement. Joanne Fuller reported there were thirty-nine (39) attendees at the conference.</p> <p>The Program committee will be looking at finalizing the speakers, date and facilities for the Fall conference. Trudy reported the Spectrum Generations facility in Hallowell can accommodate 100-120 people. The cost would be for food only. They would be able to supply technology/WiFi. This facility is located in Hallowell, right off the interstate. Housing accommodations are not available on site, but are nearby. Portland is also being considered as a potential site as we are considering opening this to groups outside Maine. The tentative date is October 27th and 28th, 2011. The program committee will be meeting in the next few weeks and report back to the next meeting.</p> <p>The CPHQ review course will be planned for the last week in September with a tentative location of MHA. The location may be adjusted to best accommodate the participants. Trudy will be contacting Sharon King next week to continue moving forward with this program.</p> <p>Vendor/Speaker contracts: Kathy Vezina to develop a standard contract from the information we have received. This will be brought to the program committee for discussion before bringing brought to the Board.</p> <p>Jennifer noted that volunteers were needed for the Program Committee with the departure of Cheryl Roberts and Sue Wilcox. Beth Dodge volunteered to participate on the Program Committee.</p>	<p>Update next meeting (Trudy O'Bar)</p> <p>(Trudy O'Bar)</p> <p>Invite Kathy Vezina---- to next meeting (Jenn Charrette)</p>
Communication report	<ul style="list-style-type: none"> • The spring newsletter has been posted to the MAHQ website. • Jeff is working with the Web Master to update the site on a quarterly basis. 	
Nominations report	<ul style="list-style-type: none"> • Cheryl Roberts has been voted this year's Distinguished Member. She will be presented with this honor at the 6/23/11 Summer Forum. Jennifer Charrette, Sharon King, Beth Bunker-Anderson, Elizabeth Salberg and Linda Moulton are planning to attend the Forum as well representing MAHQ. • The announcement for the MAHQ Scholarship for the NAHQ Annual Conference will be distributed shortly. This scholarship covers registration fees for the conference. It was recommended at the NAHQ Leaders Summit that the Program Chair try to attend. Trudy was encouraged to apply. 	<p>Distribute scholarship announcement. (Jenn Charrette)</p>

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<p>New Business NAHQ Leaders Summit</p>	<ul style="list-style-type: none"> • It is common among other state organizations for the President, President-elect and Program Chair to have 2 year terms. The purpose is to allow the officers and chair the opportunity to see programs and strategic planning activities through. A motion was made to change the bylaws to reflect 2 year terms for the President, President-elect, and Program Chair beginning with the current officers and chair. This motion was unanimously approved. This will be referred to the bylaws committee for action. • Membership recruitment and retention was a focus for all states. Some suggested strategies included: waiving program fees for Board members; honorary 1 year membership for speakers and new CPHQs; personal contact with members including visits to individual sites; guest passes for education meetings; and, regionalization. Discussion included the idea of creating a list of speaking points and a packet introducing MAHQ for individual site visits; splitting up the list of hospital contacts between board members and making visits in September to encourage attendance at the fall conference; developing a new membership packet that includes the contact information for members, newsletters, bylaws, program information. This will be discussed again at the next meeting. Thank you to Betty Ann for taking the lead on this project. 	<p>Update the Bylaws with new required terms for the President, President-elect and Program Chair. (Paula Dustin)</p> <p>Betty Ann Cyr will contact Sandy Parker at MHA to get a list of hospital quality contacts. Update next meeting. (Betty Ann Cyr)</p>
<p>President Delegate to NAHQ</p>	<p>NAHQ waives the registration fees for the President of each state to attend the annual conference. This year it is in Sacramento. Jennifer has asked Beth Dodge to attend on her behalf to represent MAHQ and she accepted.</p>	<p>Report to follow attendance at conference (Beth Dodge – Oct 2011)</p>
<p>Next meeting</p>	<p>Agenda items for the next meeting include:</p> <ul style="list-style-type: none"> • Pay pal for membership dues • Membership/retention initiatives • Strategic/succession planning <p>Next meeting is scheduled for Monday August 1, 2011</p>	<p>Next meeting</p>