

**Minutes**  
**Maine Association of Health Care Quality**

<b>DATE:</b>	6.16.08
<b>ATTENDANCE:</b>	Cindy Bridgham, Jeff Gregory, Anne Sands, Sue Currier, Twila Damon, Paula Dustin, Betsy Shew, Cheryl Roberts, with (C. Long-excused)
<b>ABSENT:</b>	None
<b>RECORDER:</b>	Paula Dustin
<b>NEXT MEETING:</b>	

**PURPOSE:** To support professional growth, development, and education of healthcare quality management professionals

SUMMARY	
<b>HOMEWORK:</b>	<p><b>J. Gregory to do:</b></p> <ol style="list-style-type: none"> <li>1. to work with Betsy Shew and Joanne Fuller to complete and submit “audit” of our finances in report format at next meeting.</li> </ol> <p><b>C. Bridgham to do:</b></p> <ol style="list-style-type: none"> <li>1. work with Betsy re: budget development.</li> <li>2. Have our vendor do: Save the Date on website for Fall program educational session.</li> <li>3. Recruitment of new Program Chair.</li> <li>4. have our website vendor put in change in yearly rates to \$50.00</li> <li>5. In members only section of website, have our vendor put in “start date” of the job posting.</li> <li>6. NAHQ scholarship. Cindy to mail out to the Board.</li> </ol> <p><b>B. Shew to do:</b></p> <ol style="list-style-type: none"> <li>1. to work with Jeff Gregory and Joanne Fuller to complete nad submit “audit” of our finances in report format at next mtg.</li> <li>2. Budget development: work with Cindy</li> </ol>

RECOMMENDATIONS AND ACTION PLANS			
<i>Suggestion/Action/Recommendation</i>	<i>Who is Responsible</i>	<i>Target Date</i>	<i>Status</i>
1. Call to Order	All		Agreed
2. Request for other items:	All		Agreed
<b>3. Review and approval of minutes:</b>	Last meetings’ minutes approved and sent to membership. All reviewed and we are all set with this.		Agreed
<b>4. Regular Business</b>			
<b>4. Strategies, Administration, Financial and Planning</b>			
Treasurer’s Report	<ol style="list-style-type: none"> <li>1. Jeff and Betsy asked Joanne Fuller to do an audit but she has not yet finalized it. This will be reviewed at next meeting.</li> <li>2. Summer Educ.-not all</li> </ol>		Agreed

**Minutes**  
**Maine Association of Health Care Quality**

	<p>bills have been submitted to us yet.</p> <ol style="list-style-type: none"> <li>3. As of 4/15/08: \$7605.44 Bank Bal. See attachment.</li> <li>4. Budget Development—Annually. We used to do it but in recent years it hasn't been done. Discussion hold. Cindy to help Betsy. This would include items such as food, educ. programs, website, and mailings. To be ready for next mtg.</li> <li>5. We also decided to have a yearly statement on website indicating our financial health.</li> </ol>		
<p><b>1. Nominating Committee:</b></p> <p>The following positions need to be filled this year:  (2009)</p> <ul style="list-style-type: none"> <li>• Secretary</li> <li>• President Elect</li> </ul>	<p>(Kept in for general reminders)</p>		<p>Agreed</p>
<p><b>6. Education, growth and development</b></p>	<ul style="list-style-type: none"> <li>• Good report from last educ meeting.</li> <li>• Fall Program—Oct 20<sup>th</sup>. Dr. Merry will be presenting. We will want our vendor to put this on our website to have members “save the date” for this meeting.</li> <li>• Recruitment of new program chair. Cindy B. to ask Mary Ann Johnson, or Mary Finnegan. Also Cheryl Roberts may be interested in helping out.</li> <li>• CEU for CPHQ can be obtained thru national. Follows content with outline. The Board felt it was</li> </ul>		

**Minutes**  
**Maine Association of Health Care Quality**

	not needed. No further action to be done on this at this time. Cindy to tell the interested member of board's decision.		
<b>7. Membership Committee Chair Reports</b>	Jeff reported that he has received a few renewals since last meeting. The yearly rate will be \$50.00. Website should be updated to reflect new rate. Cindy to get vendor to do this.		Agreed
<b>8. Calendar.</b>	Kept in for reminders		Agreed
<b>9. website</b>	Members only section. Job postings. Put in date of posting. Website layout—held for future discussions.		Agreed
<b>Additional Items: (kept in as a reminder)</b>			
<b>By-laws</b>			
<b>Calendar:</b>	(Kept in for general reminders) <b>Distinguished member Award</b> to be announced at Summer Forum. Recipient: Sue Carrier. Congratulations to Sue! <b>NAHQ scholarship.</b> Cindy to mail out to the Board. <b>Election of officers:</b> Secretary President Elect		
<b>Goals/Board Responsibilities</b>			
<b>Nominating Committee</b>	(Short term). Need to start working on this project in near future.		
<b>Misc.:</b>	HCPRO is a vendor that will be displaying free materials. Newsletter: Jennifer Charette is working on this.		
<b>NAHQ delegates</b>	2 applications have been submitted.		
<b>HQC Grant</b>	Jennifer Charette is working on this. Cindy to update us at next mtg.		
<b>Next meeting</b>		Agreed Upon	All