

Minutes

Maine Association of Health Care Quality

DATE:	09/30/08
ATTENDANCE:	Cindy Bridgham, Jeff Gregory, Betsy Shew, Cheryl Roberts, Jennifer Charette, and Paula Dustin. By phone: Anne Sands, Sue Currier.
ABSENT:	Mary Finnegan
RECORDER:	Paula Dustin
NEXT MEETING:	2009

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

SUMMARY	
HOMEWORK:	<p>J. Gregory to do:</p> <ol style="list-style-type: none"> 1. Discuss with Mary Finnegan the plan to keep track of active and non-active members. <p>C. Bridgham to do:</p> <ol style="list-style-type: none"> 1. Send brochure to NSHRM. And NH Quality Association, as well. 2. Review and edit bylaws as needed. <p>A. Sands to do:</p> <ol style="list-style-type: none"> 1. Send brochure to Scott Goodwin <p>B. Shew to do:</p> <ol style="list-style-type: none"> 1. Bring auditors report at next mtg. 2. Finalize budget for 2009 <p>S. Currier to do:</p> <ol style="list-style-type: none"> 1. Continue to work with Sue Wilcox, next program chair. 2. Finalize any arrangements for the Oct mtg. <p>P. Dustin to do:</p> <ol style="list-style-type: none"> 1. Retype bylaws and forward them to Cindy.

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
3. Review and approval of minutes:	Accepted as submitted.		Agreed
4. Regular Business			
4. Strategies, Administration, Financial and Planning <ul style="list-style-type: none"> Treasurer's Report 	Betsy Shew presented the Treasurer's report . She has worked on a budget-preliminary, for 2009. See attachment. Accepted as presented with suggestions for future reporting purposes. Financial Report ; verbal report given. Finalized Audit report : to be ready for next mtg. Auditor is almost completed the review.		Agreed

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<ul style="list-style-type: none"> • HCQ Grant Application 	<p>No problems known to date.</p> <p>HCQ Grant Application— Submitted by J. Charette in 7/08. NAHQ has awarded the grant to MAHQ. Specifically in order to complete the grant we need to do the following:</p> <ol style="list-style-type: none"> Need to address objectives of educational program by educational speaker. Photo-op of speaker and attendee's. Article to be submitted to NAHQ within 45 days or presentation on how the meeting went and educational objectives met and can be applied to the life of the healthcare quality worker. We will be eligible to reapply for this grant in 2010. <p>Newsletter Update: New issue will be done after the Oct 20th meeting. We had an overview of the 2008 NAHQ Conference by J. Charette and J. Gregory. Med Reconciliation project is underway at MMC></p>		<ol style="list-style-type: none"> Sue and Cindy to help assure that evaluations are completed by the audience. Anne to do photography of speaker and audience Cindy to write an article and submit it to MAHQ
<p>5. Nominating Committee:</p> <p>The following positions need to be filled this year: 2009: Secretary</p>	<p>(Kept in for general reminders)</p>	<p>.</p>	<p>Agreed</p>
<p>6. Education, growth and development</p>	<p>Education report: Presented by Sue Currier who has been working with Sue Wilcox and keeping her in the loop as next Program Chair of 2009.</p> <p>The deadline to attend the Oct. meeting is 10/9/08. We are obtaining 5.25 CEU's for this mtg. Next Program Chair is Sue Wilcox who will be assisted by Cheryl Roberts and 1 other person.</p>		<p>Cindy to send brochure to NSHRM and the NH Assoc Quality group to see if they have members who would like to attend this educational session. Anne S. to send brochure to Scott Goodwin.</p>

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<p>7. Membership Committee Chair Reports</p>	<p>Membership Update: Given by Jeff Gregory. He has recently contacted several people who will be renewing their MAHQ membership with us for another year. We need to track of active participating members for full voting privileges at fall elections. It has been suggested that there be a 3 month grace period for renewing membership, after receiving 1 or 2 notices. But those not renewed in grace period, will not have voting privileges. Cindy and Betsy to work on this. Continue discussion at next meeting.</p>		<p>Continue discussion at next mtg</p>
<p>8. Calendar.</p>	<p>Kept in for reminders</p>		<p>Agreed</p>
<p>9. website</p>	<p>Need to poll membership for their opinion on our new website. It was discussed that the President may post a member who has interest and talent in keep website up to date, etc.</p>		<p>Agreed</p>
<p>Additional Items: By-laws</p>	<p>Reviewed bylaws and secretary will retype them and forward them to Cindy.</p>		<p>Paula to retype and send to Cindy.</p>
<p>Calendar: See above</p>	<p>(Kept in for general reminders) Same calendar for 2009 as per 2008</p>		
<p>Goals/Board Responsibilities</p>			
<p>Recognition of Achievements</p>			
<p>Other:</p>	<p>Fall meeting with vendors present at Oct mtg. Presented by Cindy and Anne. We will be having a raffle at the Oct mtg. Jeff to donate book and Cindy to donate other items.</p>		<p>Sue to bring/send raffle tickets to Oct mtg.</p>
<p>Next meeting</p>	<p>2009 unless otherwise directed by President.</p>	<p>Agreed Upon</p>	<p>All</p>