

MAHQ Board Meeting Minutes November 16, 2011

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

PRESENT: Jennifer Charrette, Beth Dodge, Carolyn Koepke, Rhonda Lanzara-Dalfonso, Paula Dustin and Trudy O'Bar

Excused: Cheryl Long, Jeff Gregory, Joanne Fuller and MaryAnn Johnson

Agenda Item	Discussion Summary	Action to be Taken/Date
Introductions, Acceptance of Minutes Agenda Scan	Minutes of the August 12, 2011 meeting were reviewed	Minutes accepted.
Treasurer Report	The Treasurer, Joanne Fuller couldn't attend this meeting	The Treasurer report is deferred to the next meeting...
Membership Report	At present there are 68 official members. There are 9 new members. Several people joined at the Fall Conference. Membership renewal reminders were sent out in October. 21 MAHQ members also belong to NAHQ, which is a rate of 31%.	The Membership Committee continues to follow.
Education/Program Report	<p>The fall program:</p> <ul style="list-style-type: none"> • There were 36 participants on day 1 and 38 on day 2. which is more than in the past programs... The program evaluations have been very positive. To support the grant, the program information and handouts will be submitted to NAHQ • Contracts have been drafted for future Vendor/Speakers for our program commitments. The contracts will include, for example, what the needs are of the Vendor/Speaker and MAHQ and how payment is handled. • The CPHQ review course will be deferred to January. So far at least 6 people are interested. The instructors include S. King, J. Charette, B. Dodge and K. Vezinna and we hope to get a few more volunteers to teach. - Program surveys went out to members for input for program topics... One suggestion came in for State survey reviews, to include trends in non-compliance, trends in complaints and elements of a good action plans. One concern expressed is that a State member may not be available at this time due to turnover and reorganizations at the State level. 	<ul style="list-style-type: none"> • The members congratulated and thanked the program committee and Trudy for the job well done. • Trudy will send the program info to NAHQ • The contracts continue to be developed • An email will go out to CPHQ members for instructor volunteers • Continue to review program topics survey
Communication report	<p>Jeff Gregory could not attend this meeting.</p> <p>Carolyn stated that she needs to get the Board meeting minutes on the MAHQ website. This led to discussion on other items to be added, including the fall program and NAHQ conference and career opportunities</p>	Communication report will take place at next meeting. Members are reminded to submit any news/info to Jeff for the upcoming newsletter. Carolyn will meet with Jeff for the minutes to be added. It was suggested to have the website as an agenda item for the next meeting.
Nominations report	<ul style="list-style-type: none"> • Bylaws: changing terms to two years (President, President-elect, Immediate Past President, Program Chairperson) The ballot that will be distributed will support the bylaw updates for 1/12012. It was clarified that the President elect can still remain as a Program Director, so Trudy accepts the nomination for President and Rhonda agreed to run for Treasurer. 	Members will be asked to vote in the upcoming elections...
Other Business	<ul style="list-style-type: none"> • Strategic plan and succession will be a future topic of discussion • The 2012 calendar needs to be reviewed. • Annual reports need to be reviewed (per bylaws) for each committee. 	Carolyn will distribute the calendar prior to the next meeting. Members are asked to send the reports to Carolyn before the next meeting.
Next Meeting	Members discussed possible dates.	It was agreed to have the next meeting on December 9 th at 0930.