

Minutes

Maine Association of Health Care Quality

DATE:	12/2/08
ATTENDANCE:	Cindy Bridgham, Jeff Gregory, Beth Dodge, Cheryl Roberts, Jennifer Charrette, and Paula Dustin. By phone: Anne Sands, Sue Currier, Betsey Shew, Bill Zuber
ABSENT:	Mary Finnegan, Sue Wilcox
RECORDER:	Jennifer Charrette
NEXT MEETING:	Late January 2009

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

SUMMARY

HOMEWORK:

J. Gregory to do:

1. Transition Membership Chair responsibilities to Mary Finnegan.
2. Meet with Betsey Shew about improving communication related to new member applications and membership renewals received with educational program registrations.
3. Poll Board members for ITV capability at their work sites and January availability for the next Board meeting.

C. Bridgham to do:

1. Contact Mark McGhie (website) about A) a possible shared directory on the MAHQ website that could be accessed and maintained by the Treasurer and Membership Chair, B) posting additional Board meeting minutes on the website, C) updating the appearance of the link to the Fall 2008 newsletter.

B. Shew to do:

1. Present auditor's report at next Board meeting.
2. Prepare Financial Report for members to present at March educational program.

C. Roberts to do:

1. Meet with Sue Currier and Bill Zuber to develop March educational program.

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	N/A	Agreed
2. Review and approval of minutes:	Accepted as submitted.	N/A	Agreed
Regular/Old Business			
3. Treasurer's Report	Betsy Shew presented the Treasurer's report . 2008 year to date budget reviewed and 2009 budget was discussed. Betsey reported that Dr. Merry's expenses are still outstanding for 2008 and Sue Currier reported that a reminder has been sent to Dr.		

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<ul style="list-style-type: none"> Treasurer's Report (cont.) 	<p>Merry by e-mail. A Certificate of Deposit held by MAHQ will mature in February, 2009. The group agreed to evaluate moving additional funds into the CD or the MAHQ savings account in February.</p> <p>Financial Report: Betsey to prepare a financial report in PowerPoint for presentation to the larger MAHQ membership during the next educational program planned for March, 2009.</p> <p>Finalized Audit report: Betsey to present the finalized audit report at the next Board meeting. Auditor has almost completed the review. No problems known to date. An audit is recommended to be completed every other year.</p>	<p>02/2009</p> <p>03/2009</p> <p>01/2009</p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p>
<p>4. Membership Updates:</p>	<p>Jeff presented a draft letter for new MAHQ members for review and comment. Jeff to work with Mary Finnegan to transfer Membership Committee chair responsibilities. Jeff to meet with Betsey and the new Membership Chair to discuss how to improve/maintain communication about membership renewals (and new member applications) received with educational program registrations. Cindy to contact Mark McGhie (website) to discuss a possible shared directory on the MAHQ website that could be accessed and maintained by the Treasurer and Membership Chair. The group agreed to discuss a single annual renewal date versus the current rolling membership schedule for MAHQ members at the next Board meeting.</p>	<p>.</p> <p>No target dates set</p> <p>01/2009</p>	<p>Agreed</p> <p>Agreed</p>
<p>5. Education Report</p>	<p>Education report: Cheryl Roberts described the proposed educational program</p>		

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	<p>for March, 2009, and shared some printed materials authored by E. Scott Gellar, PhD (professor at Virginia Polytechnic Institute and State University; senior partner of Safety Performance Solutions, Inc, a organization specializing in people-based safety training and consulting) The program would be taught by Cheryl and Lisa French (from Penobscot Valley Hospital in Lincoln) and would use videos and printed materials based on Dr. Gellar's research in human factors related to patient safety. Cheryl to meet with Sue Wilcox, Program Chair, and Bill Zuber to develop the program plan (date, location, CEUs, advertising, food, program fees, and invitations to other organizations) before the next Board meeting. The group agreed that holding the program at the Maine Hospital Association (MHA) in Augusta is a good option for this program.</p> <p>The group agreed not to purchase a LCD projector for MAHQ at this time, as Bill Zuber indicated that he will have regular access to a projector for 2009 MAHQ educational programs, if needed.</p>	<p>01/2009</p> <p>N/A</p>	<p>Agreed</p> <p>Agreed</p>
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<p>6. Website Update</p>	<p>Website Update: Cindy agreed to continue handling website issues and updates as the immediate past president.</p> <p>Jeff reported that the Board meeting minutes from the last couple of meetings have not yet been posted to the website and that the link to the most recent newsletter looks different than the previous links. Cindy to follow-up with Mark McGhie about these two issues. Jeff also suggested adding an educational calendar to the website.</p>	<p>No target date set</p>	<p>Agreed</p>
<p>New/Other Business</p>			
<p>7. Calendar 2009</p>	<p>No updates were proposed.</p>	<p>N/A</p>	
<p>8. Newsletter</p>	<p>Jennifer reported that the Fall 2008 newsletter has been posted to the MAHQ website. Cindy discussed the challenge of maintaining a current MAHQ e-mail group list. The use of Flash e-mail and/or accessing a current Excel spreadsheet maintained by the Membership Chair in the future were suggested.</p>		<p>Agreed</p>
<p>Next meeting</p>	<p>Late January, 2009, with a conference call-in number. Jeff to poll Board members about possible January meeting dates/times and the availability of ITV at work sites.</p>	<p>01/2009</p>	<p>Agreed</p>