



**MAHQ Board Meeting/Strategic Planning
Dec 19, 2013**

TIME/LOCATION: 5:30 -8:00 pm Maine General Hospital Augusta, Maine

Attendees: Beth Dodge, Susan Curtis, Shelly Shibles, Trudy O’Bar, Betty Ann Cyr, Rhonda Lanzara-Dalfonso, Jennifer Charrette, Lisa Simm

Excused: Jeff Gregory, Lisa French

Agenda Item	Discussion Summary	Action to be Taken/Date
Review/approve Dec 19 minutes	Approved	
Old Business	Web Site-No updates from Jeff who was unable to attend MAHQ FB page- Betty Ann is working on adding info and sending invites to members; potential to use FB to elicit newsletter articles/info	
New Business A. New Member Orientation B. Committee Reports Committee Reports	<p>A. Trudy reviewed each Board member role and primary responsibilities as per our bylaws.</p> <p>B. <u>Financial</u>-Checking amt at \$4,241.87 with a few outstanding checks to deposit. Savings no change see full report to be submitted by treasurer. Rhonda has scanned historical finance records. Will shred paper copies. Our speaker we paid \$500 honorarium in Oct has given a gift of \$100 to MAHQ. Discussed cost implications for identifying a permanent MAHQ address as required by our Articles of Corporation with the State. Currently this defaults to current President’s address. Beth has not received any correspondence about this in two years. Possibilities are PO Box, which would cost \$\$ and still have to change with new President, or a lawyer ?volunteer. Also discussed using accounts to cover cost of sending additional 1-2 members to NAHQ meeting Mar 6,7,8. Estimated cost for sending 3 people is \$1600 (registration=\$500 for 3 + airfare, hotel, food) <u>Communication</u>- Jeff could use help. Betty Ann will review membership renewals to see if anyone checked off that they were interested in communications <u>Nominations</u>- Lisa F will continue. Distinguished member will start in April to be announced at MHA meeting June 18, 19 (Allied Professional meeting), and 20th. Next year will need nominations for Secretary and Members at Large <u>Membership</u>- reminders sent out twice, last one on Dec 12. Have 38 renewals and 9 new members. 38% have NAHQ memberships and 40% have CPHQ <u>Bylaws</u> -review due in 2014. Jen, Trudy, Shelley, and Beth will begin work on this in March. Jen recommended one person work on electronic revision as it gets complicated with different formats. Discussed whether we are allowed to post membership information (contact info) on our website or provide in document to other members. Should membership registration have an “opt out” for sharing personal information? <u>Program/Education</u>- Reviewed what we have charged historically for attending programs. From Spring’09 to Fall’13 has ranged from \$35-\$175(highest was for two day program with Vital Smarts Speaker). CEUs: 2008-16.25, 2009-14.75, 2010-15.0, 2011-16.0, 2012-15, 2013-16.5</p>	<p>Rhonda to send Sue complete report.</p> <p>MAHQ address: No decision made</p> <p>Betty Ann to check member registrations for anyone expressing interest in working on Communications</p> <p>Reviewed/revised Bylaws to be sent to members for review in August. Voted on at Oct Program/Meeting.</p>

Agenda Item	Discussion Summary	Action to be Taken/Date
<p>Calendar Review</p> <p>Next Meeting</p>	<p>Reviewed plans for Spring program speakers: State Sentinel Event ? Joe K (suggest more detail than presented at recent meeting) Peer Review-Beth. Suggest could expand audience to include CMO's and Medical Staff. Other recommendations: Sue Puvas at NMMC spoke at a recent HIMMS meeting on Core Measures and concurrent review. Dan at MGMC on CGCAPS; Other topics: Bullying in the Hospital, Confirmation Bias, Success with Lean at Penbay, Compliance with ED measures</p> <p>Other speakers-new CEO at Penbay from Vanguard health system; utilized lean daily management. Discussion on recent change in requirement for AHRQ survey-no longer required by CMS so not administered by our QIO. What will that mean to Leapfrog scoring?</p> <p>2014 calendar reviewed</p> <p>Friday Jan 17, 2014 1000-1100 Conference Call 1-866-200-5786 (ID –only one person required to enter 6505067)</p>	<p>Shelly will work on confirming dates, locations, and some of the suggested speakers.</p>