



**Board Meeting Agenda**

**September 26, 2013**

9:00am – 10:00am

1-866-206-0131 Participant Pin: 429439#

Members Present:

Dana, Susan, Tammy, Kathy, Marcos, Teresa

Not present: Jennifer, Eileen, Emmitt, Cheryl

CMP Team – Elizabeth Baur

**I. Call to Order**

**Marcos Ramirez**

Meeting Called to order at 9:05 A.M.

**II. Approve August Minutes**

**Marcos Ramirez**

**Motion to approve the August Minutes: Dana**

**Second to Motion: Kathy**

**Motion Carries, All Approve**

**III. Review of August Financials**

**Tammy Oehlke**

The salary survey funds have been redistributed, as they were previously attributed to the wrong category.

Action item! - What is the miscellaneous \$550.00 in misc. income?

Action item! - Where the Werling monies were previously posted?

The board reviewed the conference budget and incomes. \$7,800 for registrations and \$25,000 - \$38,500 was budgeted for the conference. \$1,625. Expenses for meals, mixers, awards are expenses still to be incurred. Currently, \$4489 ahead as of now without those expenses.

**Motion to approve August Financials- Susan**

**Second to Motion: Kathy**

**All approve, motion carries**

**IV. Membership**

**Dana Brandt**

**a. Membership Report**

The board reviewed the membership report. The goal was 197, but there are currently 56. Note about needed effort to push on ASHHRA/SHRM in order to get all registration credits was shared, and will be followed up on.

Action item!- Check on ASHHRA/SHRM and push to get the registration credits from them

**V. Committee Reports**

**a. Communications**

**Cheryl Jones/Teresa Westover**

Cheryl started a conversation on LinkedIn and had some trouble trying to post the Senator's picture, as LinkedIn does not allow it. Marcos encouraged those on Facebook to post on there to promote the event.

Action item- Marcos will contact Roseanne Martin regarding Facebook

**b. Education**

**i. Annual Conference**

**Susan Willars**

There are currently 11 registrations. The SHRM Southwest Conference is the 20<sup>th</sup> – 23<sup>rd</sup> during the same weekend. The price and geographic location were other reasons that the board felt confident in booking the conference at the current time.

Action item!- Get verbiage on website to call if they have any issues

It was suggested that a 50 percent discount for the second individual from an organization would be offered.

The sponsorship report was reviewed, and updates were asked for regarding the balance due one each sponsor that wasn't yet noted.

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Action item- Who was the individual there last year from Trinity University? Marcos will email them.

The board reviewed the past years sponsors and assigned individuals to reach out to sponsors from previous years that have not yet renewed this year.

Speaker gifts and giveaways were discussed. Giveaways for drawings will be brought by the board members.

Action item!- reorder the wooden pen sets

Action item!- blast two for one

Do the two for one, and then handle on a case by case basis. The board decided that this is the best measure.

Action item!- Resend the nominations to the board and to the entire membership asap

Action item! - Synopsis of the Speakers and the Bios needs to be posted to the webpage immediately

Action item!- Figure out

**VI. Old Business**

**Marcos Ramirez**

**a. ASHHRA affiliation update**

**Eileen Brown**

The board congratulated Teresa for being elected as the new Region 7 consultant of ASHHRA. The conference starts this weekend in Washington, with a full day of training. Starting next month, Teresa will begin to take the update slot on the agenda to report to the board.

**VII. New Business**

**Marcos Ramirez**

**a. Houston/Dallas Alliance- Future Events**

**Eileen Brown**

Marcos has emailed the Houston and Dallas groups regarding the conference and will follow up with phone calls. The Alliance has been tabled for the current focus on the

**VIII. Adjourn**

**Marcos Ramirez**

Motion to adjourn: 10:02