



# **TSHHRAE**

TEXAS SOCIETY FOR HEALTHCARE HUMAN RESOURCES  
ADMINISTRATION AND EDUCATION

**Board Meeting Minutes**  
**February 25<sup>th</sup>, 2013**  
3:00pm – 4:00pm

**I. Call to Order** **Marcos Ramirez**

On Call: Marcos Ramirez (President), Teresa Westover (Director), Susan Willars (President-Elect), Dana Brandt (Immediate Past President), Kathy Sanford (Director), Emmett Craig (Director), Eileen Brown (Director)

CMP Staff: Tish Campbell

Marcos Ramirez called the meeting to order at 3:08 PM

**II. Review of January Minutes from Strategic Session** **Jennifer Rummel**

**Motion to accept January minutes as presented by Eileen. 2<sup>nd</sup> by Emmett.**  
**None opposed. Motion passed.**

**III. Review of January Financials** **Tammy Oehlke**

**a. Review current balance statement & PL Statement**

**Motion to approve Financials by Dana Brandt, 2<sup>nd</sup> Eileen Brown. None Opposed. Motion passed.** It was noted that we must attain some corporate Sponsors in order to make up the deficit (\$4863), which is less than the deficit as compared to last year, but still a deficit.

**IV. Membership** **Dana Brandt/Sheila Richards**

**a. Membership Report**

Susan reported that we had discussed reaching out to non-hospital groups through the THA list. Teresa has not been able to get list of TORCH hospitals yet, but will get back to the Board about it.

Membership report may not be fully scrubbed up. Kathy reported that she saw people with active status indicators that may be incorrect.

**b. Associate Membership Value Review**

Dana and Sheila will make a recommendation as to what should be done with this membership category and report back at the next meeting.

**V. Education**

**Susan Willars**

**a. Annual Conference**

**i. 2013 Date/Location**

October 17<sup>th</sup> and 18<sup>th</sup> at Santa Rosa. 17<sup>th</sup> will be set-up for vendors in the afternoon; 18<sup>th</sup> auditorium available at 9:00am. Breakfast and registration could happen before that 9AM. Dana reported that we would be charged \$1000 (\$200 x5 rooms) for the use of the facility.

**Motion to increase the annual conference line item in the budget to \$1000 by Susan Willars, 2<sup>nd</sup> by Kathy Sanford. None opposed. Motion passed.**

**ii. Planning Committee Formation & Schedule**

Susan and Kathy and Becky will be on the committee. Save the date postcard will be mailed to the list provided by Susan Jones at THA (through Susan Willars).

**b. Networking Luncheons**

**Kathy Sanford**

We cancelled the last date due venue and speaker issues. We are trying to reschedule. Spoke with Rep. from Alliance to see if they had a speaker on the affordable health care act that could be a draw for attendance. Rep. will get back with Kathy tomorrow. Late March early April is the Target date for the next luncheon.

**c. Webinars**

Nothing to report. Remove from agenda. Concentration will be on luncheons.

**VI. Committees** **Marcos Ramirez**

**a. Active Committee Review**

1. Annual conference- Susan, Kathy, Becky (non-board)
2. Houston Dallas Task Force
3. Website task force- to communication committee- Cheryl, Teresa (Others TBD)

**VII. Website** **Susan Willars**

**a. Posting minutes online**

Tish will post the approved minutes on the website henceforward.

**VIII. Communications** **Cheryl Jones**

**a. Newsletter**

Board asked to submit pertinent and relevant content. Possible sources for content: The Pulse, Dr. Susan Fletcher, Dr. Werling. We will publish two newsletters a year to meet AHHRA requirements. Marcos will send out an email requesting newsletter content. Tish will forward it to the membership base.

**IX. Old Business** **Marcos Ramirez**

**a. Review of 1 year Goals & Action Items**

The newly created goals document created during the strategic planning meeting shall be reviewed each meeting and will become a standing agenda item.

**X. New Business** **Marcos Ramirez**

**a. Houston/Dallas Alliance- Future Events** **Eileen Brown/Sheila Richards**

Eileen reported that there are no updates. Eileen and Sheila are representing TSHHRAE and the task force will meet on an as needed basis.

**b. Tish and Eileen are working on first set of submission requirements for the ASHHRA Affiliation**

**XI. Adjourn**

Meeting adjourned 4:00