



Board Meeting Minutes

January 15, 2014

7:30 a.m. – 8:30 a.m.

Members Present: Dana Brandt, Rebecca Stirzaker, Kathy Sanford, Cheryl Jones, Marcos Ramirez, Lisa Bibb, Eileen Brown, Teresa Westover, Tammy Oehlke, Susan Willars

CMP team: Mark Taylor, Lindy Jordan, Elizabeth Baur

I. Call to Order

Marcos Ramirez

Meeting called to order: 7:41 a.m.

II. Minutes Approval and Action Item Tracking

Susan Willars

December meeting minutes and the action item tracking were reviewed.

Motion to approve: Tammy Oehlke

Second to motion: Rebecca Stirzaker

All approve, motion carries

III. Review of December Financials

Tammy Oehlke

The board reviewed the financial reports and monthly income and operating costs. It was clarified that the fiscal year is November 1 – October 31.

Motion to approve December Financials: Cheryl Jones

Second to motion: Kathy Sanford

IV. 2014 Budget

The draft budget was reviewed by the board. It was noted that it directly relates to the PL report. Specific line items and expenses were explained. The annual conference draft budget was discussed. Increasing sponsorships and attendance for the event was discussed as being considered for the draft. It was recommended that the conference be held at the Pickle Conference Center with a nearby hotel for accommodations. A downtown location was noted

as desirable and cost was considered. A shuttle downtown as well as back and forth between the hotel and venue was requested. The location of the vendor sponsored reception in the hotel or conference center was discussed. The board will review further considerations on the February call and vote to approve a budget to prepare for March marketing plans.

Action item- CMP to research shuttle costs and share a link to the commons center

V. Membership

a. Membership Report

The membership report was reviewed by the board.

VI. Committee Reports

a. Communications

Cheryl Jones/Teresa Westover

The newsletter was distributed in December and it was noted that the LinkedIn page continues to strongly grow.

Action item- get Facebook icon website

b. Education

i. Annual Conference Update

Susan Willars

See previous report.

ii. Goal Tracker Review

No additional review.

VII. Old Business

Susan Willars

a. ASHHRA 4 Star Qualification

One meeting has been held. It was noted that the President has historically been given free membership to ASHHRA. Eileen and Teresa will work to compile a review email and send to the board with the difference between two and four star awards. March 1st is the deadline for submission for the application.

Action item- Responses to be sent to Teresa and Eileen

b. Werling Letter of Agreement

It was suggested that an MOU be created between the two parties.

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Motion to approve: Jennifer Rummel

Second to Motion: Tammy Oehlke

All approve, motion carries

The agreement will be signed and sent to Werling.

c. TSHHRAE Community Database

i. Memberclicks capabilities

Cleaning the list up will be needed so that Memberclicks charges do not increase based on the contacts input.

ii. Current list status/review

VIII. New Business

Susan Willars

a. Web Page

i. New Content Request

The website has been updated and new and interesting content was requested from the board.

ii. Sponsorship

Action item- CMP to follow up with Susan on current sponsorship renewal

Action item- Board to review and respond to Elizabeth if information is not correct

IX. Adjourn

Susan Willars