



## Board Meeting Minutes

March 19, 2014

7:30 a.m. – 8:30 a.m.

**Members Present:** Susan Willars, Eileen Brown, Cheryl Jones, Teresa Westover, Lisa Bibb, Dana Brandt,  
**CMP team:** Mark Taylor

- I.** Susan Willars called the meeting to order at 7:32am and presented the February 19, 2014 Board Meeting Minutes. A motion to approve the February Minutes was given by Dana Brandt, second by Eileen Brown and approved.
  
- II.** Mark Taylor presented the February Financials reports and noted that the income, expenses and cash balance were in line with expectations. A motion to approve the February 2014 Financials as presented was given by Cheryl Jones, second by Eileen Brown and approved.
  
- III.** Dana Brandt presented the Membership Report and noted that Membership is relatively slow. She noted that memberships renewals tend to peak around the Annual Conference time frame.  
Action Item: CMP to Contact ASHHRA to clarify the process for payment of membership dues.  
Action Item – Include a note to renew Membership with the email blast that will go out as a “Save the Date” for the Annual Conference.
  
- IV.** Committee Reports
  - a. Cheryl Jones presented the Communications Report and noted that the next newsletter is slated for June 2014 publication.
  - b. Susan Willars presented the Education Committee report and requested further input from the Board regarding the Annual Conference speakers and session topics. After

discussion it was determined that the goal will be to have the speakers and session topics confirmed by the next board meeting. Susan Willars will contact other members of the Board to establish a Conference Committee and schedule a call with the committee to address the speakers and session topics prior to the next board meeting. Action Item: CMP to send a "Save the Date" email blast for the conference.

**V. New Business**

- a. List Serve - Susan Willars asked CMP to confirm that the List Serve has the appropriate contacts included.
- b. The Board expressed appreciation to Teresa Westover for her work in filing the ASHHRA Chapter Award. Teresa reminded the Board that the next filing is due May 9th.

The next Board of Directors meeting is scheduled for Wednesday, April 16, 2014 at 7:30am.

Being no further business Susan Willars adjourned the meeting at 8:32