

**Great Lakes Chapter of HFMA**  
**Board of Directors Meeting Minutes**

Date: June 15, 2005

Location: Linwood, MI – Maple Leaf Golf Course Banquet Room

Start Time: 7:40 AM

End Time: 10:55 AM

**Members**

<u>Board Position</u>	<u>Name</u>	<u>Attendance</u>
President	Donald Misener	Yes
Past President	Joseph Kozumplic	Yes
President Elect	Ray Stover	Yes
Secretary	Tony Colarossi	Yes
Treasurer	Nicole Sheldon	Yes
Regional VP – NC	Steve Leach	No
Regional VP – UP	UNFILLED	---
Board Member	Robert Lutz	No
Board Member	Melissa McAfee	Yes
Board Member	Paul Hasselschwert	Yes
Board Member	Jerry Krevinghaus	Yes

<u>Committee Position</u>	<u>Name</u>	<u>Attendance</u>
Mentoring	<i>Melissa McAfee</i>	---
	Renee Henry	No
Membership	<i>Robert Lutz</i>	---
	Judith Holmes	No
Newsletter	Bill Roche	No
	Chris Lundine	No
Program	<i>Jerry Krevinghaus</i>	---
	Gina Butcher	No
Certification	Lori Swartz	No
	Terry Lutz	Yes
Publication / Mbr. Svc Plan	Lisa Ballard	No
Sponsorship	Jeff Gardner	Yes
Networking	UNFILLED	---
Audit	Thomas Hollerback	No

<u>Other</u>	<u>Name</u>	<u>Attendance</u>
Staff	Pam Allen	Yes
Member	Jen Bowman	Yes

The meeting was brought to order at 7:40 AM by the President, Don Misener.

Mr. Misener discussed the successful Leadership Training Conference that was recently held in New Orleans, LA. In particular he notified the board of our achievement of several Yerger Awards, and how we need to be prescient of the fact that for the coming year all Yerger applications must be preceded by a survey submitted to National prior to initiating the project.

Mr. Misener recognized Mr. Terry Lutz for his achievement of Fellow of HFMA (FHFMA), and provided his appreciation and thanks to Mr. Joseph Kozumplic for his leadership of the chapter during the past year.

The minutes from the February 23, 2005 board minutes were approved as submitted.

### **Secretary Report**

Mr. Stover submitted his last report as outgoing Secretary.

- A. The Davis Chapter Report has been submitted to National
- B. During the past year we recorded a 27% increase in education hours, and our target was a 6.8% increase. The chapter held 10 education events this past year versus 7 the prior year.
- C. 5 members passed the certification examination; therefore we achieved gold status from national.
- D. The chapter had a 94% retention rate during the past year, and achieved gold status from national by exceeding the 84% target.
- E. The chapters' member growth was 6.69% last year, and achieved silver status by exceeding the national target of 3.31%, but just short of gold status requiring 7.81% growth.
- F. Two chapter members submitted articles for publication in HFM magazine last year.
- G. The board requested that the Davis Chapter report be downloaded from national each month and distributed to the members of the Board.

### **Treasurer Report**

Mr. Colarossi submitted his last report as outgoing Treasurer.

- A. The chapter recorded a \$2,200 profit in FY 2005 versus a budgeted loss of \$1,000. Revenues were short of budget by \$2,000, but expenses were well managed during the year, particularly within programs. Supplies were one area of expense that was over budget, due to the purchase of QuickBooks software for the chapter.
- B. The board approved the transfer of all bank accounts to 5<sup>th</sup>3rd bank to both accommodate the new Treasurer, and to recognize the participation of the bank in Chapter events and leadership. Ms. Sheldon is to accomplish this by the next board meeting.
- C. The board resolved that new signature cards for all 5<sup>th</sup>3rd accounts should include the President, Secretary, and Treasurer and notification rescinding all signatory accounts at Standard Federal be made. Ms. Sheldon is to accomplish this by the next board meeting.
- D. The board requested that a detailed listing of next years budgeted sponsorship fees be provided at the next meeting. Mr. Gardner will provide.

## Membership Report

Mr. Robert Lutz was absent, and Mr. Misener reported the following:

- A. Membership grew by 17 during the past year, and member retention was 94%.
- B. The budget for next year includes \$200 for Member-Get-A-Member prizes. The board requested that Mr. R. Lutz proceed to acquire additional prizes donated from vendors.
- C. To achieve national gold status for membership increases, the chapter will have to recruit 22 new members, for silver 10 members, and for bronze 5 members.

## Sponsorship Report

Mr. Jeffrey Gardner reported on the current status of sponsorships:

- A. Mr. Gardner has spoken with all of the current sponsors and most are committed to continuing for the upcoming fiscal year.
- B. Two new gold sponsors have been recruited; Gustafson and Associates, and Crowe, Chizek at \$2,500 each.
- C. One new bronze sponsor has been recruited, AIM Healthcare at \$500.
- D. The board discussed the possibility of increasing the fees for each level of sponsorship, and the possibility of adding a Platinum level. It was decided to defer a decision until more discussion could be held at the next board meeting.
- E. The board discussed and approved the elimination of the Education sponsor opportunity, and to replace it with a Program sponsorship program. The sponsor will pay for the entire costs of the hosted event.
- F. The board discussed and approved the addition of a Presenting Sponsor opportunity, in which a sponsor will be able to speak for the first 15 minutes of the sponsored event. The fee will be \$125.
- G. The board discussed the addition of Gold sponsors logo's to the twice annual golf events hosted by the chapter. The board asked Mr. Gardner to further determine the costs associated with adding the logo's and report back at the next board meeting.

## Program Report

Mr. Krevinghaus reported on the current status of programs for the coming fiscal year:

- A. All seminars for the coming budget year are coordinated with topics and appropriate speakers.
- B. Plante & Moran agreed to coordinate a "Budget Preparation" session for the February 22, 2006 educational event.
- C. Mr. Krevinghaus requested that we continue with the "mini-sessions" that were popular last year. He requested that the board submit suggestions throughout the year on "topical" subjects of interest to our members.
- D. Mr. Krevinghaus requested that a final Revenue Sharing Agreement with the Western Chapter be prepared for submission to the board. Mr. Misener agreed to coordinate the discussions with the Western Chapter President and report back to the board.
- E. The board discussed and approved a reduced program fee for speakers at educational events. The board requested that Mr. Krevinghaus publish an appropriate reduced rate.

- F. The board discussed and approved that multiple members of a single facility who attend an education event should get a larger reduction in program fees. The board requested that Mr. Krevinghaus publish an appropriate reduced rate.

### **Mentoring Report**

No report was presented.

### **Newsletter Report**

No report was presented.

### **Certification Report**

No report was presented.

### **Membership Service Plan Report**

No report was presented. Mr. Misener has some ideas he will put into memo form and submit to Pam Allen and Lisa Ballard.

### **Networking Report**

Mr. Misener requested that nominations for the open networking chair be e-mailed to him for consideration. Some discussion was held on the possibility of combining this committee with Programs and the Golf Committee. It was determined to defer further discussion until the next board meeting.

### **Audit Report**

Mr. Misener requested that Ms. Sheldon coordinate with Mr. Hollerback on the audit to insure its completion and submission to National by August 1, 2005. Mr. Colarossi will coordinate the completion and submission to National of the annual 990 Form by August 1, 2005.

### **Other Business**

#### Golf Committee

Mr. Terry Lutz requested that the board consider specifically allocating any profits from the golf events to fund certification efforts of the chapters' members. Discussion yielded no decision, and the topic was deferred until the next board meeting.

#### Yerger Awards

There is no committee chair for this duty at this time, and the responsibilities have been temporarily assigned to the Secretary by the President. Mr. Misener informed the board that

beginning this year, a chapter can only submit 4 individual projects for Yerger award nomination, although an unlimited number of "multi-chapter" projects can be submitted for nomination.

Strategic Plan

Mr. Misener submitted the 3-Year Strategic Plan for the chapter. It was reviewed with no recommendations for changes by the board.

Draft Policy and Procedure Manual

Mr. Misener submitted the DRAFT Policy and Procedure Manual to the board for review. He requested that each board member review the manual for policies relevant to their areas of responsibility and submit recommendations for addition, deletion or revisions at the next board meeting. It was discussed and approved to post the manual on the chapters' web site.

Chapter By-Laws

Mr. Misener submitted the Chapter By-Laws to the board for review. He requested that each board member review the by-laws for articles relevant to their areas of responsibility and submit recommendations for addition, deletion or revisions at the next board meeting. It was discussed and approved to post the by-laws on the chapters' web site.

Board and Committee Responsibilities

Mr. Misener submitted the chapters' code of responsibility for Board Members and Committee Chairs. He requested that each board and committee member review the code to understand his expectations of each member. Mr. Misener also distributed a newly configured Organization Chart.

Officer Progression

This topic was deferred until the next board meeting.

There being no further business, the meeting was adjourned at 10:55 AM.

Respectfully submitted,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

Anthony Colarossi  
Secretary