

Great Lakes Chapter of HFMA Board of Directors Meeting Minutes

Date: September 19, 2008
Location: St. Mary's of Michigan, Saginaw, MI
Start Time: 7:30 am
End Time: 8:40 am

Members

<u>Board Position</u>	<u>Name</u>	<u>Attendance</u>
President	Melissa McAfee	Yes
Past President	Anthony Colarossi	No
President Elect	Nicole Sheldon	Yes
Secretary	Pam Sanborn	Yes
Treasurer	Tony Doud	Yes
Director – NLP	Ted Anderson	No
Director – UP	Bobette Gustafson	Yes – teleconf
Board Member	Aaron Hebert	No
Board Member	Tim Eckert	Yes - teleconf
Board Member	Amy Bilyea	Yes - teleconf
Board Member	Mick Hagwell	No

<u>Committee Position</u>	<u>Name</u>	<u>Attendance</u>
Mentoring	Joe Kozumplik	No
Membership	Robert Lutz	Yes
Newsletter	Bill Roche	No
Program	Shari Glynn	Yes
Certification	Mark Thompson	No
Publication/Mbr. Svc Plan	Lisa Ballard	No
Sponsorship	Amy Bilyea	
Networking	Shari Glynn	
Audit	Chad Shafer	No

The President, Melissa McAfee, brought the meeting to order at 7:30 am.

President Message

McAfee welcomed the group and gave an update on the Fall President's meeting that was held in Chicago (9/15-9/16). Three individuals from national attended the meeting and gave an overview of HFMA products and services and balance scorecard requirements.

The region is looking to give out an award for the most improved Chapter. Also discussion on the possibility of a regional wide event centered around the U of M and Ohio game. Other regions offer events like this.

The President-elects will be holding a conference call to discuss the location of the next President's meeting.

Education was a topic. One chapter gains additional hours by have a lunch discussion at their all day sessions.

Secretary Report

Minutes from the August 21, 2008 Board meeting were approved with one correction noted. Correction: under the Treasurer Report – the cash position should state it increased by \$8,000. No Davis Chapter Management update, new information not published yet.

Treasurer Report

Doud presented the August 2008 financials. Cash position increased \$5,700. Two new Bronze Sponsors this month. Checks were disbursed to Rybar and the Golf outing in the amount of \$2,320. Days Cash on Hand for August was 656. Motion carried to accept statements as presented.

Program Report

Glynn reported on educational hours to date. Including today's sessions are educational hours are at 1,434, budget is 1,280 hours. UP session was held thanks to the efforts of Lori Everett and Bobette Gustafson. The session was budgeted for 180 hours, actual hours were 138. Marquette was a gracious host, and the CFO participated in the meeting and would like to host additional education sessions. Cost Report Academy session 2 had some technical difficulties, but we are working with the individual sites to resolve those issues before the next session on October 21st.

Glynn researched CPE qualifications. From Plante Moran's perspective it is not a difficult process, just keep the sign-in sheet, agenda and program information. Additional information is being gathered and will be reported back to the board. One issue is the storage of this information in case of audit.

Next live session is November 20 – 21st in Frankenmuth. It will be Finance and PFS focus, any suggestions for speakers/topics get with Shari.

Newsletter Report

No update.

Certification Report

No update this month. McAfee will get this year's committee plan from Thompson. Bobette recommended interviewing the 2 individuals in the UP that just received their certification for an article in the news brief.

Membership Report

Lutz reported the Membership through August 2008. Chapter has had 19 new members, these are non-transfer members. Membership is at 262, only 20 away from the Bronze target.

Mentoring Report

No update.

Sponsorship Report

Bilyea reported that 2 new Bronze sponsors were obtained (Clinical Financial Management Associates and E&Y).

Networking Report

No update this month.

Other Business

Fall Golf Outing netted a \$184 loss. Terry Lutz will not be running the Events for the Chapter any more. A new individual will be needed. Bob Lutz will speak with Josh about his interest in running these.

Policy & Procedures were reviewed. McAfee highlighted some of the changes. Speaker gifts were discussed when no honorarium is paid. The Board recommended up to a \$50 limit for gifts. Changes to policies included:

- Board Meeting via teleconference
- Fall President meetings, each chapter budgets \$1,000 each year
- Financial Reports to include Days Cash on Hand \
- LTC attendees are to report back to the board on information
- Newsletter changed from 4/year to 3/year
- Sponsorship grid will be updated – Amy to send to Melissa
- Mailing guidelines added, per National website

Motion carried to accept policies & procedures as presented with noted changes.

Respectfully submitted,

Pam Sanborn

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Secretary