**KRHA Board of Directors Meeting Minutes**

**Tuesday, August 25, 2015**

**Foundation for a Health Kentucky, Louisville, KY**

**Members present**: Anna Jones, Debbie Duff, Dale Skaggs, David Bolt, Brent Wright, Andrew Bledsoe, Susan Starling, John Isfort, Melody Nall, Denise Bingham, Mike Muscarella, Ernie Scott, ex-officio

Others present: Tina McCormick, ED, Steve Fisher, Matt Hunt

**Minute’s approval**: A motion made by Denise Bingham to accept the minutes as written. Kelcey Rutledge seconded the motion. After the vote, the minutes were approved.

**Committee Reports:**

 **Public Information/Membership** (Andrew Bledsoe) – Andrew referred to the report that was emailed to the board prior to the meeting and is included below. He highlighted that KRHA branding is continuing to match the new design of the KRHA website and supplied examples of how the designs match across different formats. The committee is looking at sponsorship levels and the value offered for each level.

 KRHA Public Information/Communications Committee

* Committee meets quarterly but has not met this quarter.
* Members of committee include: David Gross, Melody Nall, Dwain Harris, Tina McCormick (Dr. Wright and Sheri Erwin as President and past President)
* At May board meeting, it was decided to combine the membership committee with the PI/Communications committee to better align for member recruitment and retention. A membership committee meeting has not been held, waiting till after Strategic Planning session for further board direction.

Committee Accomplishments

* KRHA Branding-Stemming from the website redesign, the group has been working to align all marketing material to be uniform for branding and recognition purposes. (The next page has samples)
	+ The website redesign was completed early in 2015 and completely changed the look of the website towards a fresh, contemporary design.
	+ The new brochure was designed to match the websites design and disseminated in May.
	+ The design for the 6 foot vertical display for exhibition table, the table runner for exhibition table and for a new 6 foot horizontal banner to hang behind speakers at KRHA Events. These were finalized this week and are being sent to the printers. They will be ready for the KRHA conference.
* Newspaper contest- the annual newspaper contest wrapped up June 30th. There were over 30 entries this year. Personal calls were made to almost all newspapers around the state promoting the contest. The winner will be announced at the Annual Conference
* Press Release- Working to increase the number of press releases related to KRHA events.
* Facebook – Continually adding information to the Facebook page surrounding KRHA events and high priority national policy issues.
* Newsletter – Last quarter’s newsletter was not able to be completed. Articles that were completed for that quarter’s newsletter will be carried over to this quarter and will be released post-annual conference.

Committee To Do List

* Increase membership of the committee
* Increase the amount of press releases for KRHA events and press coverage for events
* Increase visibility through website and Facebook

Continue with quarterly newsletter, increasing the quality of the content

**Finance (Dale Skaggs)** – The bank balance as of July 31st is $72,434.71 and the CD is $30,369.00. NRHA approved the supplemental grant for $2260.00.

 **Foundation Update (Tina McCormick)** – The 501c3 is not completed. Dale will review some documents from Colleen.

 **Legislative Committee (Denise Bingham)** – This committee needs a chair as Denise will become the new President in September. Brent shared that he recommends that this committee have co-chairs with the amount of work that will be necessary. In addition, he shared that Loretta Maldaner emailed him that the AHEC’s will not share the KRHA legislative day or the lunch next year. Discussion: One idea is to have a day during the session that is a convening day for associations around rural health issues.

 **Education/Conference (Ernie Scott)** – Update on conference – 141 registered to date. Ernie asked the board to promote the conference with all connections. The conference budget is based on 100 paid registrations. There was discussion about how to separate out the paid registrations from speakers, sponsors, etc. to better track and know where the conference budget stands.

 **Silent Auction (Melody Nall)** – Melody asked every board member to bring or recruit someone to bring an item for the silent auction for student activities. She reported that as of this meeting five items have been donated. Tina shared that there is a donation button on the website that people can directly make a monetary donation to the auction.

 **Student Chapter (Paula Arnett)** – Not present, no report.

 **Nominations Committee (Sheri Erwin)** – Dr. Wright presented the nominations committee members and asked for Board approval for the members: Sheri Erwin, Anna Bushong, Dana Shaffer, Margaret Jones, Loretta Maldaner, Martha Pleasant, and Ernie Scott. David Bolt made the motion to accept the committee members, John Isfort seconded it and the motion passed after the vote. Sheri shared the following recommendations for the board: Andrew Bledsoe – President Elect, Board of Directors – Matthew Hunt, Jennifer Wilder, Martha Pleasant, and Noel Harilson. David Bolt made the motion to approve the recommendation of the committee, Mike Muscarella seconded the motion and the motion passes with the vote.

 **Governance (Steve Fisher and Matt Hunt**) – Matt Hunt shared the report (included below) and added that more policies will be looked at such as travel and vacation. He asked the board if this committee would be governing the foundation as well. (There was not a clear answer on this question.) He also said that he would like to see a formal plan for leadership development with younger members of the organization.

Committee Status

1. Committee activity has been on hold this year due to no volunteer to co-chair with Steve Fisher.
2. In June Matt Hunt from Bowling Green offered to co-chair with Steve. This was presented to the Board and Matt and Steve were approved as co-chairs through September 2015. Steve has pledged to continue to co-chair and mentor Matt through 2016 if appointed.

 Committee Accomplishments

1. Matt has been oriented to the documents and has reviewed them. Some reformatting has been done and he noticed some incomplete transitions in wording of the bylaws when the secretary and treasurer positions were separated a couple of years ago.
2. Bylaws amendments to be brought before the Board and then the membership at the annual meeting in September were completed. They included the addition of the Student Organization Committee as a standing committee. Also, wording corrections for the separation of the secretary and treasurer positions were proposed.
3. A review of a draft for a KRHA Accounting and Financial policy has been submitted to Dale the treasurer and anyone else he deems appropriate for review. The Gov Comm will then finalize a draft and submit it to the board for review.

 Committee To Do List

1. Recruit committee members for the 2015-16 year.
2. Finalize Accounting and Financial policy draft and present to board for approval.
3. Complete the assignment of creating an “Executive Director Discipline” policy as requested
4. Complete a succession plan in the absence of an Executive Director.
5. Determine status of Travel and Reimbursement policy which was tabled by the Board last year and act accordingly.
6. Continue to “flesh out” other aspects of the policy manual.
7. Other activities as directed by the president and board.

**Executive Director Report (Tina McCormick)** – Tina stated that she had emailed her report earlier in the week and asked if there were any questions. The board expressed that the report was helpful in reviewing her activities.

August 2015 Director Report

1. In July, I traveled to Minneapolis and attending the NRHA Leadership Conference, which is held each year for each state’s leadership representatives, which usually includes the executive director and possibly the president elect. Denise Bingham was unable to attend this year, so Andrew Bledsoe attended in her place. It was a very informative training for leadership of KRHA. We were able to share what we do and learn from other associations about things that we could be doing or doing better. The conference will be in California next year, so we will need to adjust travel to insure attendance. They still are planning to provide the stipends, but those will only be for the usual $1165 per attendee and on a first come basis.
2. Hepatitis Conference: The conference was a tremendous success and will continue again next year if funding is available. We had 200 in attendance. We ended up with total sponsorships of $15,000, part of which was acquired in the last fiscal year (2014-2015). There was no registration fee for this conference.
3. Kentucky Rural Health Association Annual Conference September 17-18 2015: The conference is full speed ahead. We just concluded our final call before conference. Some of the conference committee made a site visit to insure all activities were in order, which included the addition of the “candidates forum” rooms and setup. I have been actively working on the annual conference, but also recruitment of the November candidates and co-sponsors for this portion of the conference. We have been able to acquire 8 co-sponsors paid in advance for this portion of the conference. I am handling all registration prior to conference and Anna Jones will be handling registration at conference.
4. Immunization Conference October 14-16, 2015 is also being promoted and has been placed on website. The draft agenda is included in the promotion. We are recruiting sponsorships for this conference, which is October 14-16 at Crowne Plaza Louisville. The Immunization program will be paying for my lodging. We currently have over 190 registered and expect at least 250-300 attendees.
5. We received our approval for the supplemental grant with NRHA. They only awarded partially. We received $2560 toward Marketing/promotion, which included director travel to promote the association. (See attached award letter). I have already responded with the signed document.
6. We did receive confirmation of the contract with for NHSC activities for July 2015-March 2016 next year. I have also executed that contract and have started those activities. I will be submitting the monthly required invoices and quarterly reports to the PCO as justification of our activities. I also will enter the activities in the Gentrak system. (same as last year)
7. KRHA exhibited at the Hepatitis Conference for both KRHA and NHSC. I was able to make several contacts due to our partnership with the Immunization Program, which has already assisted in efforts for our annual conference and our other activities.
8. Serving as Ex-Officio for all the committees when those meet. The KRHA Conference committee meets each month. The Immunization Conference work group meets monthly.
9. Fiscal agent: I am processing all mail received for the association. I am preparing bank deposits and keeping a monthly check and credit card transaction log that I send to Dale after the end of each month. So far, there have been no problems with this. I also account for any monies received in the wild apricot system to insure the member is credited for payment. I also process any requests for reimbursements to send to Dale to process. Dale is reconciling the bank reconciliation and updating the budget, as well as writing the needed checks for payment to vendors. He can update on his plan of action for budget updates.
10. KRHA will be represented at KAPA again this year. It was an important contact base last year for recruitment of students and promoting the NHSC. Those costs are covered by the PCO/NHSC contract promotional monies.

**Update of Fiscal Agent Change** – Tina reported that the transition has been smooth. The KRHA bank account is still at the same bank in Hazard. Tina will be working with the Governance Committee to write specific policies related to budgets. Dale reported that all financials are in Quickbooks. Reimbursement has now moved from paper to online for checks. If you have any questions, ask Tina. Dr. Wright expressed his appreciation to Ernie Scott and the KY Office of Rural Health for their past and continued support with the change of fiscal agent.

**Candidates Forum Update (Tina McCormick)** – At this date there are eight paid co-sponsors for the forum. The event will begin at 11:30 after the conference and registration for the event and the meal are separate from the conference and required. We have received fifty registrations.

**UK Community Based Faculty Conference (Carlos Marin)** – Tina reported for Carlos with a description of the annual UK conference. Dr. Wright believes this would be a good place to incorporate the KY Medical Educators conference as physicians are already in attendance. Tina will ask David Gross, Dr. Tony Weaver to work on planning a meeting. David Bolt made the motion for KRHA to move ahead with partnering with UK AHEC and College of Medicine to plan a Rural Medical Educators meeting in conjunction with the Community Based Faculty meeting in April at Marriott Griffin Gate in Lexington. Mike Muscarella seconded the motion, motion passed after the vote.

**KRHA Website Discussion with Chris Salyers** – Chris Salyers, who worked on updating our website with Andrew Bledsoe, has offered to maintain and make additions to the website. Members received a handout that gave a breakdown of fees - $500 option and $1000 option. After discussion, Denise Bingham made the motion to contract with Chris at the $500 level to begin and see how much time and dollars are necessary to keep the web current. Susan Starling seconded the motion. The vote was called and the motion passed.

**Upcoming Meetings:** Our next board meeting will be the annual meeting during the conference, September 17th. Denise, President Elect, will call an informal meeting and board orientation for Wednesday, September 16th at the Staybridge Inn.

Meeting adjourned at 5:03 pm

Respectfully submitted,

Melody Nall, KRHA Secretary