



March 19, 2019 Time: 12 Noon – 1 PM (EST)

***Meeting Minutes***

**Present:**

President: Megan Yore  
Vice President: Jennifer Dale  
Past President: John Fick  
Secretary: Larry Daly  
Treasurer: Bogdan Costan

Holly Sullivan, Nancy List, Katy Velten, Jennifer Groseclose, Jessica Springer, Michelle O'Donnell (meeting minutes)

**Not Present:** Hannah Zaskiewicz, Leslie Ahmad, Clark Ramsay, Liz Conlin

**Board of Directors Meeting AGENDA**

**I. Call to Order and Roll Call**

**II. Approval of minutes (February) - *Minutes approved***

**I. Officer Reports**

**A. President – Megan Yore**

a. Mid-year strategy session: April 10, 2019 - 3:30 – 6p - *Megan to send out WebEx information to entire board. All BOD members are welcome to join in person or virtually.*

**B. President Elect - Jennifer Dale**

a. Annual audit - *Michelle to send out Audit report to entire board*

**C. Treasurer - Bogdan Costan**

- Monthly Financial Reports - *Lots of Square transactions coming in for the Conference. 17 new memberships in the month of February. Bogdan and Michelle will work together to figure out a better way to match transactions with the reports from the Bank. Megan and Jennifer working with Chase to get new debit cards. Megan will update Survey Monkey when new debit card arrives.*
- **Bank change / investment strategy**

**D. Secretary - Larry Daly - no report**

**a. Correspondence**

NRD March 2019 Open Opportunity

**E. Immediate Past President - John Fick**

**II. Committee Reports**

- **Bylaws – Hannah Zaskiewicz No report**
- **Communications/Membership – Leslie Ahmed No report**
- **MSHPM Programs – Jennifer Dale**

**a.** Annual Conference April 11, 2019 at Lansing Community College - *All BOD members should sign up and continue sharing Conference information. Jen will contact speakers to confirm and will request PDF copies of all presentations, so we can put them on the member's only section of our website. Michelle to continue promoting event on Social Media and by email blasts.*

**i.** Agenda updates

**ii.** Promotion - *We received no Leadership Award nominations, so we have cancelled the award. Next year, we will change the wording to say if we don't get 5 nominations, we will not give out an award. Same thing with the \$500 Student Scholarship. We will give it out this year, no matter how many students attend, but next year, we will specify that at least 5 students must be registered for us to award a scholarship.*

**b.** Fall meetings

## **D. Sponsorships – Larry Daly**

- Conference Sponsorships - *We have had a great response from Sponsors and have \$3,000 in sponsorships for spring Conference. Larry and Michelle working with vendors on specifics like vendor tables, literature, lunch talks, etc...*
- Website Advertising

NRD February 2019 Michelle, Leslie, Jennifer NRD May 2019

NRD Spring 2019

## **E. Student Activities**

**a.** Review Teamwork section: Student Activities section - *Jessica created a Student Contact database and has sent out emails regarding our Conference and will send a follow up email soon. The \$50 Student Registration fee does include a one-year student membership to MSHPM. Jessica to create a handout about the MSHPM Mentorship program for the Conference.*

## **III. Old Business**

**IV. New Business** - *Board Member only section now available on our website. Minutes will be posted there and the Leadership Manual is already up.*

## **V. Next Meeting Date, Time, and Location**

- **Executive Committee, during strategy session – April 10, 2019** - *No Executive Call in April*
- **Board of Directors, April 16, 2019 at 12 noon -- conference AAA**

**VI. Adjournment** - *Adjourned at 12:41 pm*