

NCCHA Board Meeting Minutes
1/30/09

Members Present:

Jo Ellen Anderson, Madonna McDermott, Ruth Swisher, Corie Beckermann, Paul Baumert

Joining at 8:50 am Keven Syverson

Members Teleconference: Dagny Oliver, Julie Bonner, Diane Palm, Ellie Trautman, Brenda Andersen

Members Absent: Wendy Schuh

I. Call to Order at 8:13 am. Review and approval of minutes, 10/16/08 Board Meeting, 10/16/08 evening general meeting, 10/17/08 Board Meeting

Motion made and seconded to approve minutes as corrected regarding attendance (Baumert/McDermott). President requesting flexibility in agenda to maintain quorum for voting items.

II. Maryland

Clarification is that ACHA requirement is that the Accuracy of Maryland incorporation will need to be reviewed and sent back by the Treasurer as an incorporated entity.

III. Liability

ACHA reports/information including ACHA president teleconference

Took place 1/12 and had 17 agenda items that we will review as a Board.

As an incorporated entity there are new items to consider including liability. We are eligible to purchase liability insurance as an affiliate. Premium for NCCHA is calculated at \$738 for \$1,000,000 coverage for board members for errors and omissions and general liability property insurance is available as well.

Motion made to consider these issues (Bonner/McDermott), passed unanimously.

Discussion of what would be included in the coverage which seems to center around risks at conference. Ideas that we could put disclaimers in registration, in program, and could state at sessions to be considered.

Motion that we gather additional info on what other affiliates are doing in terms of personal liability insurance, do not get insurance at this time and then defer to next meeting. (Beckermann/Palm) and passed unanimously. Swisher will follow up with other affiliates.

Motion regarding general liability insurance is that there will be a process annually to review for each board. (McDermott/Anderson).

Brian Allen, 2008 Program Planner joined for Report

2008 Annual Conference

129 people total with some attending only on a single day which was a new approach. The conference did make a profit with a lot of hard work by volunteers with program planning and speakers. Evaluations of the conference are 1 item that we do not have. Profits are used for operational costs including conference attendance, scholarships, and recycled into the organization. Complete financial statements are maintained by the Treasurer.

IV. IRS I-90 will be completed by Treasurer.

V. Conflict of Interest

Affiliates to consider disclosure and conflict of interest statement for Board Members. Motion to consider this process (McDermott/Anderson). Discussion regarding this is a standard of practice for any Board where financial interests may be involved. Motion made to proceed to review the ACHA document and adapt for anticipated approval at the next meeting (McDermott/Anderson). Volunteer Chair is McDermott and Bonner will assist.

VI. Discussion of conference planning, event planning, and complexity of CME. There is a program planning guide from ACHA that is available for review. Plan is for Program Planners involved this year to work with process and give feedback. NECHA hires an event planner (Ellen@uri.edu). Decided an adhoc committee would be formed with Brenda as chair, to include Dave Golden and Carol Uchel who are working on program for 2009 NCCHA conference. They will Collect information about options for CEU's create a timeline for program planning and report at ACHA in San Francisco.

VII. Exhibitor discussion will be deferred later in day.

Other Items that require a quorum:

James Rothenberger discussion. He had received Gail Profitt Award as recognition some consideration could there be an annual recognition in terms of a speaker named after the person and if there could be information in the newsletter. University pioneer in terms of technology, development of peer health program, national recognition in many areas. Motion made to contribute \$100 to the memorial fund and for further discussion with U of Minnesota for recognition (McDermott/Anderson B). Ed Ehlinger, U of M has agreed to write an article about Jim for the next NCCHA newsletter. Corie wrote and board accepted a piece to be posted for the U of M memorial being planned. Ruth will make sure it gets posted.

Student grant application – 1 submission reviewed after board member left the meeting whose institution submitted a proposal. Discussion occurred and motion made to fund \$500 for proposed project (McDermott/Baumert). Unanimous vote.

ACHA scholarship review – Board member whose institution had an application left meeting. 7 completed applications that were submitted online within the deadline.

Motion made that in addition to the 2 annual meeting scholarships on initial applications to take approximately 25% profit from the 2008 fall conference to reinvest in 2009 annual meeting scholarship attendance. (Bonner/Anderson)

Discussion included looking at budget annually to determine how we can have ongoing investment in the NCCHA organization in scholarships, how to communicate with recipients, and how to improve the application process. This will be further discussed. Motion, after review of scholarship applications, to fund 5 individuals all of which have never attended an annual conference. (Baumert/Syverson) Unanimously

Membership Report - Wendy Schuh on leave.

Corie Beckermann reviewed now that we are an affiliate how we can communicate and get information about our members.

NCCHA Newsletter Report – Ellie Trautman

Plan for spring newsletter includes new deadlines of 2/15 for submission and 3/1 for report. Content discussed with review for president, past president, treasurer, prior program planner contribution along with additional items that have been planned for submission.

Treasurer Report – Madonna McDermott

Total checking \$26,389.74. \$500.45 in savings. CD balance \$23, 842.82 for a total of \$50, 732.99. This includes fall conference contribution dollars with some final information to be provided on the conference. Motion to approve Treasurer report as stated (Baumert/Beckermann)

Region II Representative Report – deferred

Member-At-Large for IA – Jo Ellen Anderson has been contacting institutions in the state to answer questions and notify about the NCCHA organization.

Member-At-Large for MN –Diane Palm transitioned into the position from Corie Beckermann and is constructing a database with email addresses.

Member at large for ND – Outreach to members has taken place. Discussion of transition plan as member in this position is departing includes contacting interested party for replacement.

(Note – Julie Bonner had to leave the meeting at this point and minutes were taken until the end of the meeting by Corie Beckermann)

Member at Large for SD – Brenda Andersen – Ten members, lots of small colleges.

Member at large report for Wisconsin - Keven Syverson – working on getting a new list.

Break for Lunch

Members present after lunch break: Corie Beckermann, Paul Baumert, Ruth Swisher, Madonna McDermott, Keven Syverson, Jo Ellen Andersen, Dave Golden, Program Planning Chair

Members present via phone after lunch – Ellie Trautman, Diane Palm

Members not able to participate after lunch break - Dagny Oliver, Brenda Andersen, Wendy Schuh, Julie Bonner.

NEW BUSINESS

2009 Annual Conference Planning – Dave Golden reported plans are to hold the 2009 NCCHA Conference in downtown Minneapolis. Two hotels are being considered. Dates are tentatively set for 10/21-23/09. Dave presented a draft of agenda. Discussion of CEU's with goal to include as many as possible. With current agenda, it is possible to get 14 CME. CME's will be coordinated through U of M. No discussion yet of theme. Some discussion about possible topics for presentations.

2010 NCCHA Conference – Corie will be working on securing site for 2010 conference.

We resumed at this point discussion of ACHA Affiliate Conference Call Agenda (from a.m. portion of meeting).

- VIII. Commercial Support of Speakers – Reviewed draft of policy and procedure regarding this.
- IX. Membership – Ruth reported on conference call of 1/14. Discussion of Emeritus membership status - open to people who are no longer in prior college health status. Future employment must be free from conflict of interest -there is a form to fill out and send to ACHA. People in this category could be retired, retired but returning part time in another capacity, retired, and employed in another job that's not a conflict of interest.
Discussion about the cost of institutional membership and ideas given to use enrollment rather than budget to determine membership fee or to consider giving small schools a discounted rate.
- X. Elections – Volunteer Leaders – Discussed the idea that ACHA should send a certificate to officers and other volunteer leaders. Who to send the certificate to would change depending on the campus – so they may need to send an email to the volunteer leader and ask them to determine who the certificate should be sent to or sent to volunteers themselves and let them share as appropriate on their campus.
- XI. Communications Support from ACHA National Office – Bulletin Boards were discussed – we indicated that we have not used them.
- XII. ACHA Awards (Affiliate New Professionals) – Five nominations were received for new professional awards. Consider anyone who has been in college health less than four years. We need to be thinking of nominations and encouraging other members to nominate. December deadline.

- XIII. Affiliate Archives – Document from ACHA shared about what documents to keep. Archival office is at Bowling Green University and service is paid for by ACHA. Secretary and treasurer will need to be involved in process of archiving documents.
- XIV. Affiliate Concerns/Issues – PJ Crone is contact for ACHA to get representative to come to affiliate meeting. ACHA no longer is sending reps to NASPA or ACPA.
- XV. 2009 Annual Meeting Leadership Day – 5-26-09 in San Francisco. Each affiliate has six available spots. President, President-elect and Treasurer are expected to attend. Ruth, Corie and Madonna will be going. Program planner is also invited. Discussion about members or others from our member schools who might be interested in attending. Let Ruth know if interested and able to attend or if you know of someone.

2008-2009 ACHA Affiliate Mid-Term Report – Draft provided by Ruth and approved.

2009 ACHA Annual Meeting – San Francisco- May 26-30. Board meeting will be 5:30-7:30 pm on 5/27. Ruth will arrange for teleconference option for the meeting. Corie, Madonna, Ruth and Diane are planning to go to the annual meeting.

NCCHA Board Position Description Review – Motion and second to have Corie chair ad hoc committee with Paul assisting to review and revise position descriptions. (Andersen/Oliver) Each member is asked to review their PD's or those of positions they have held and send comments to Corie. She will prepare drafts with revisions for approval at the May meeting. Corie and Ruth reviewed them all last night and discussed today some ideas to change including \$1000 for program planning person to attend ACHA conference; Region II rep registration, meals, lodging provided by host, transportation paid by rep's affiliate; add ACHA president transportation. It was also noted that we need to check the position descriptions with bylaws to make sure they are consistent in both. If changes to bylaws, we need to give notice to membership for consideration and feedback.

Election of Fall 2009 Officers – Keven and Jo Ellen were appointed to work with Paul on a nominating committee to develop a slate of officers for elections in Fall, 2009. Offices which will be open for fall 2009 are President-elect, Membership Coordinator/Historian, Newsletter Editor, Student (strive to have at least 2 – more is ok) We need a student representative currently as well. Current student member is from Wisconsin.

Web-site Redesign Discussion – Great design. Discussed that we need to keep things on the web site to help us stay more organized. Ruth has sent out guidelines from ACHA which were received from Lisa Pitrone 1/13/09. We will continue to talk about at next meeting. Sent to Ruth your ideas about updates to the website – suggested to ask students or staff members about the website. Some suggestions are to have a master calendar on the website and also long range work plan for NCCHA.

The meeting was adjourned at approximately 3:00 p.m.