



**North Central College Health Association**  
Executive Board Meeting, August 19, 2009  
Tele-Conference 2PM-4PM

## MINUTES

**Wednesday, August 19, 2009**

Members Present Teleconference:

Jo Ellen Anderson, Madonna McDermott, Ruth Swisher, Corie Beckermann, Julie Bonner, Paul Baumert, Diane Palm, Ellie Trautman, Diane Palm, Dana Mills, Brenda Andersen, Sarah Coons, Wendy Schuh

Members Absent: Dagny Oliver, Keven Syverson

Working Guest: Wobo Bekwelem

Meeting called to order at 2:10 pm by Ruth Swisher.

I. MINUTES – Julie Bonner. Motion made and second (Bonner/Beckermann) to approve minutes as amended from 5/27/09 and 5/28/09. Motion passed unanimously. Clarification of attendance 1/30/09 meeting. All 2008 minutes have been sent to ACHA for posting. 2009 minutes will be sent by 9/1/09 to be posted.

II. CALL for Additional Agenda Items

Ruth Swisher added updates from student representatives, volunteer leadership conflict of interest and ACHA awards nomination.

III. ITEMS REQUIRING QUORUM

◆ Student Grant and Scholarship Related

- Procedure for the pay out of student project grants

Reviewed our procedures we accept Sept 1 to March 30th with review as received. President has primary responsibility with grants. Propose 3 reminders regarding student grants.

\* Scholarship Related

- Discussion of redistribution of monies when declined depending on the circumstances and the budget and need to add language to scholarship guidelines to clarify eligibility. Also need to build-in requirement for newsletter article prior to reimbursement. Initial discussion on scholarship applications. It was determined that not all board members have all the applications so that final review is pending. Criteria were reviewed and applications will be ranked to determine 4 recipients within 1 week so that notification can occur.

◆ Vendor advertising in the Newsletter

- Discussion regarding this issue and motion made at this time we will not be including advertising with outside vendors (Trautman/Diane). Motion passed unanimously.

◆ Position descriptions – Latest versions were reviewed and current individuals will send changes to Corie in next week.

◆ Board response to recent board member resignations – to be discussed with slate of officers

◆ ACHA review of Affiliate Bylaws – pending and is related to position description.

IV. OFFICER REPORTS

A. Membership Report – Wendy Schuh/Ruth Swisher

Sent in advance of meeting and shows membership from 2007 - current. Also, institutions missing from 2009 current in 2007-2008 were highlighted for Members At Large to follow up. In review of historical membership

paperwork, NCCHA previously sent letters to institutions about participation on board. Wendy on ACHA committee for membership so will keep board updated.

B. Newsletter Report – Ellie Trautman has received information. 8/15 deadline for 9/1 distribution and spring distribution 3/1 with deadline 2/15 is what had been previously been decided on in terms of deadline.

C. Treasurer Report – Madonna McDermott - all items have been paid to date. \$ 20,346.58 checking, \$500.59 in savings, CD \$ 23,971.91. Total \$44,819.44. This does not include an advance for the conference.

D. Region II Representative Report – Dana Mills Updates included bylaws being reviewed, ACHA information on H1N1, and letters to College Presidents from ACHA about regional involvement.

E. Member-At-Large Report for IA – Jo Ellen Anderson Received membership list and reviewed. Membership may be related to institutions that do not have in house health services.

F. Member-At-Large Report for MN – Diane Palm Received list and called to establish contacts at institutions.

G. Member-At-Large Report for ND – Dagny Oliver not present to give report.

H. Member-At-Large Report for SD – Brenda Andersen will review and make contacts.

I. Member-At-Large Report for WI – Keven Syverson not present to give report.

#### IV. OTHER ITEMS REQUIRING BOARD ACTION

1. 2009 Annual Conference planning updates –Minneapolis – David Golden Report. Email to be sent out broadly to broadcast upcoming conference.

2. Website: Primary point of contact for website will be discussed by President and Secretary.

#### V. OLD BUSINESS

1. Conflict of interest commercial support for annual meeting speaker review will be reviewed by Board for discussion in the fall.

#### VI. DISCUSSION

1. Gail Proffitt & Pat Fischer Awards - Gail Proffitt awards are submitted to President with involvement with Past President, President Elect, and President and then were sent to the Board. Pat Fischer Applications go through our procedure for scholarships to President and are discussed at the Winter Board Meeting.

2. Suggestions for Paul on 2009/10 slate of officers – There is interest in the Member at Large positions and President Elect and Newsletter. There have been suggestions for other positions that will be opening up in 10/2009.

3. Possible sites for 2010 Conference – confirmation of location at Eau Claire, Wisconsin.

4. Trends on campuses related to possible travel limits – will defer to future meeting.

5. Information gleaned from the 2009 ACHA Annual Meeting – “Building Bridges by the Bay” in San Francisco, CA – May 26-30, 2009 – At the meeting NCHA members received several awards and recognition will cover further at future board meeting due to time.

6. Student involvement – students will look at ways to involve additional students in process.

Motion made to adjourn meeting at 4:22 pm and seconded (Baumert/Trautman). Motion passed unanimously.