

PCCHA Executive Committee Agenda

Conference Call Minutes, 1/13/2009

9-10 Pacific, 10-11 Mountain

Approved Feb 10, 2009

Roll Call

Tim Crump

Pat Ketcham

Ruth Nice

Sabina White

Approval of December 08 Minutes

On-Hold for a quorum

Update on 2009 Annual joint conference with ACHA

Kamal will need presiders

Update on 2010 Annual Conference, survey and call for proposals

Ruth sent out the call for proposals for PCCHA grants

Pat will send out a survey regarding PCCHA 2010.

Paula needs to secure dates at the hotel for the annual conference.

Affiliate representative to ACHA

Tim Crump will fill this position with the required paperwork

In-person meeting of Executive committee, After Oct 16, 2009

Sabina will circulate cost information

Ruth will check with Vicki to see how much PCCHA paid in the past

Advocacy Issues

Ruth will check in with Linda LaSells, past chair of the ACHA Advocacy Cte

Policy Updates

Incorporation has been completed under the State of Maryland; tax forms will be completed by Vicki

Tim suggested that we request clarification that the policy concerning solicitation of speakers and conflict of interest refer to ACHA annual meetings; however, ACHA also recommends this policy is also suggested for PPCHA

Conflict of interest needs to be disclosed at both the national and affiliate level for annual meetings.

Ruth will draft a PCCHA Version

Ruth wondered if PCCHA should develop a process for handling these types of policies and procedures outside of the by-laws. Tim also suggested that we have a mechanism for tracking decisions. Ruth suggested that we call this a log of continuing resolutions.

Tim will follow up on posting these on the web.

Liability

General organization protection is available for \$350 per year

Directors and Board protection is available for \$620 – \$730 year

Ruth will check with her campus legal representatives for their recommendations

Leadership Day at ACHA Annual Meeting

Of the 6 slots available, we would like to use 3 for potential future leaders. If we have a slate of nominees by the end of May, we will encourage those people to attend.

Acknowledgement for Volunteers

Ruth suggests sending to the senior managers of current PCCHA officers

This could be done at the beginning of each term

Nominating Committee should be formed

Since this is usually the past, past chair, Ruth will ask Cathy Kodama
Pat will check on who our nominating representative is to ACHA

ACHA updates / Questions

Vendors

Relationships should be nurtured (Board acknowledgement, food location, etc)

Email addresses

Of attendees at Annual Meetings needs to be optional, not mandatory

Bulletin Boards

Are we using ours?

Next Meeting Feb 10

The meeting was adjourned at 10 am

Minutes prepared by Sabina White, Secretary