Mid-Atlantic College Health Association
General Membership Meeting Minutes
May 31, 2018
Washington, DC

Attendance: 52 members

Board Members Present: Mickey Irizarry, Edythe-Ann Cook, Diane Dawson, Ashlee Halbritter, Perri Stella, Catie Brocker

Welcome by MACHA President Diane Dawson

Thanked President-Elect Mickey Irizarry for addressing the entire ACHA meeting audience at the opening ceremony.

Mickey Irizarry introduced Dorothy Kozlowski from the ACHA Foundation who thanked MACHA for our donation to the nursing fund.

Executive Board Officer Reports

President – Diane Dawson, Carnegie Mellon University

- Rachel Holterback resigned her position as treasurer; she is leaving her position in college health. During our Executive Board Meeting on Tuesday, May 29th Joyce McNeill from the University of Pennsylvania was appointed by to serve the remaining term until October 2020. The Executive Board ratified the decision.
- Perri Stella (immediate past treasurer presented the financial report)

Secretary - Perri Stella, University of Pennsylvania (Treasurer 2015-2017)

- Our checking and savings account currently have $106,314.
- As of April 1st there are 508 members of ACHA who are from the Mid-Atlantic Region. 10 members are students. At the same time last year we had 406 members.
  - We receive $28.05 for each regular member from ACHA and $8 per student
  - MACHA made Donation to the ACHF

ACHA is aware that ACHA and affiliate treasurers have received scam/fishing emails coming from the president of the affiliates. ACHA has removed the treasurers contact information from web sites.

Past President – Ashlee Halbritter, University of Pennsylvania

- Thanked all who participated in voting for bylaw changes. All proposed changes to the bylaws passed – updated bylaws are attached
- Anyone interested in running for a board position in October can email Ashlee at ashleeh@upenn.edu. Elections will take place in October. Positions available include secretary and member at large. Position descriptions for the open positions were included.
Vice President – Catie Brocker, Marymount University

- Discussed that location for our 2019 meeting are still in the planning stage. Since the 2018 ACHA meeting was in our region, the board decided to not old our annual meeting in 2018.
- More information on location and dates in should be available in June.
- Members were encouraged to get involved with the 2019 meeting planning, please include your name and information on the sign in sheet. We will contact you in October when we kick off the planning process.

Region IV Representative – Edythe Cook, American University

- Retirements and Memorials
- The MACHA new professional award/Evelyn B. Wiener New Professional Scholarship is being presented to Catie Brocker from Marymount University
- ACHA will hold a mental health symposium in fall 2018

New Business/Good of the Order

Representative from ACHF

Dorothy Kozlowski thanked MACHA for the donation to the foundation in memory of Mary Kate Heffern a nurse practitioner and past MACHA president 1990’s. She reminded all that ACHA will be celebrating its 100th anniversary in Chicago 2020.

Ashlee Halbritter – queried the members about their anticipated participation in the ACHA-NCHA “Data Warehouse project”. Concerns that providers at smaller schools may not have the time to participate, may not have an EMR to easily collect the data that is requested in the survey, may not have administrative support. A member suggested that MACHA/ACHA draft a letter explaining the project, outlining the reasons for the survey, what how it can benefit SHS and the institution. Ashlee will make suggestions to the group to summarize the expectation of data warehouse.

Sincerely,

Perri Stella
Secretary
Board positions open for election October 2018

President-Elect
The president-elect shall be a member of the Executive Committee and shall preside at meetings of the Association in the absence of the president. The president-elect shall chair the Program Committee for the annual meeting and be responsible for appointing the student member at large. The President-Elect shall assume the position of President at the close of the business meeting at the annual meeting.

Vice President
The vice president shall be a member of the Executive Committee and shall assist the president-elect in organizing the annual meeting held in the fall of the year. Job duties include assisting with the CE application, hotel arrangements, communication with ACHA CE reviewers and with other presenters; assisting in identifying additional speakers such as keynotes and other presenters to complete the program.

Secretary
The secretary shall be a member of the Executive Committee and is responsible for general correspondence of the Association, including minutes of all meetings. The secretary shall submit an annual report of MACHA activities to the Regional Representative for the Board of Directors of the American College Health Association. The secretary shall serve a two-year term of office beginning in even years. The secretary is responsible to submit relevant information for the MACHA website, including minutes.

Member-at-Large
The members at large advise and give input to the Executive Committee. They serve as active members of the Program Planning Committee and assist the president and vice-president in such activities as exhibitor solicitation and future site selection.
Updated Bylaws:
The MACHA bylaws are reviewed every three years. The bylaws are found on the MACHA website: http://www.acha.org/app_themes/midatlantic/documents/MACHA_Bylaws_September_2014.pdf

The Executive Committee has reviewed the current bylaws and made the following suggested changes. Members participated in an online vote according to ACHA/ MACHA guidelines and passed the bylaw changes as written.

Article V, Section 1: The Executive Committee is comprised of the officers, the immediate past president, the regional representative to the Board of Directors of the American College Health association and four members at large, including up to two student members when there's interest.

Article VI, Section 2, Item C: The Executive Committee shall have the authority to approve the expenditure of association funds. Gifts, donations, and honoraria shall not exceed $500 annually.

Article VI, Section 7: Members at Large

There shall be four members at large, two “individual” and up to two “student” members.

a. The “Individual” members at large advise and give input to the Executive Committee. They serve as active members of the Program Planning Committee and assist the president and vice-president in such activities as exhibitor solicitation and future site selection.

b. The Student Regional Representative to the ACHA Student Section is a member at large and serves on the Program Planning Committee.

c. The “Student Mentor” member at large serves on the Program Planning Committee and is the Student Advisor to the Student Regional Representative to the ACHA Student Section.

d. One Student member at large is appointed each year by the current president elect, if there is student interest.

Article VIII, Section 2: Standing Committees

Nominating and Awards Committee (chaired by the past president). The Committee presents a slate of nominees for vice-president, secretary, treasurer, two members at large and regional representative to the Board of Directors of the American College Health Association. The Committee reports to the Executive Committee. The Committee recommends recipients for the Annual Awards of the Association: the John A. Hargleroad II Award, the Janet Diggs Award and the Region V New Professional Award/Scholarship for the Executive Board’s approval. The Evelyn B. Wiener Region V New Professional Award/Scholarship covers ACHA registration fee for the recipient.

Article XI, Section 3: Registration Fees

Section 3: Registration Fees

A. the Executive Committee shall determine registration fees for all meetings of the Association.

B. the Executive Committee will give financial consideration for Executive Board members to attend ACHA and MACHA meetings. The financial support would be up to the cost of the
conference registration for the MACHA President and Program Planner to attend the annual ACHA meeting, if the individual is not receiving funding support from other sources (e.g. a stipend from their college or university) and attendance would be a financial hardship for the individual.