NCCHA Executive Board Meeting Minutes
May 31, 2017
Prepared by Jen Sorenson, PA-C, NCCHA President-elect

Present: Susan Thorson, President; Beth Cotton, Exhibitor Coordinator; Heather Dale, Treasurer; Emily Holmes, Student Rep; Liz Miller, Past-president; Tara Girard, WI Member-at-Large; Jen Sorenson, President-elect; Emily Matson, Region II ACHA Representative

Conference Exhibitor Report – Beth Cotton:
- Save the Date cards (150) for the NCCHA 2017 Annual Meeting will be distributed to exhibitors at the ACHA Annual Meeting.
- Discussed exhibitor pricing: NCCHA charges $800 and ACHA charges $1100. We may want to consider lower prices for non-profit exhibitors in the future.
- 5 exhibitors have expressed interest thus far for the fall 2017 NCCHA Annual Meeting including Quest labs, Merck, McKesson, GSK
- Beth will also send out more notices to previous exhibitors/companies. She will also get cards from current exhibitors at the ACHA Annual Meeting and send notices to them.
- Beth will contact Shelley O’Connell, IA Member-at Large, to distribute save the date card to anyone she may be able to identify in Iowa who may be interested in exhibiting.
- Emily reports that there may be changes in ACHA membership categories that might affect exhibitor pricing.
- Susan has created a draft job description for Beth’s position as Conference Exhibitor and will distribute this to the board.
- Beth will email updates to the board over the summer.

Secretary’s Report – emailed from Laura Herbst-Johnson:

North Central College Health Association
NCCHA Secretary Report Prepared 5/30/2017
Prepared by Laura Herbst-Johnson
NCCHA Secretary

2017 Scholarship Recipients:
The $1,000 Pat Fischer Memorial Scholarship to ACHA Conference was awarded to Brenda Sucharski, Registered Nurse at Marquette University Medical Clinic.

The $1,000 ACHA/NCCHA Scholarship to ACHA Conference was awarded to Julie Martindale, Health Director at UW-Whitewater.

Scholarship applicants and recipients were notified on February 14, 2017.

Webpage Updates:

Rachel Mack is the new contact for web edits. She can be reached by phone (443)270-4560, or email: rmack@acha.org.

August 2016 and December 2016 meeting minutes have been added to the NCCHA webpage, along with updated board member contact information.

Motion to approve the January 13, 2017 minutes by Liz Miller; second by Heather Dale. Motion passed.

Treasurer’s Report – Heather Dale:

Checking: $21,723.14
Savings: $527.66
CD’s: $26,470.20
Total: $48,721
- Fall 2016 NCCHA conference in Mpls was very successful - over 100 participants
- Liability insurance purchased for fall NCCHA 2017 conference in Iowa
- Secured $1000 sponsorship from UnitedHealthCare Student Resources
- Finances remain very stable

Motion to approve the treasurer’s report by Tara Girard; second by Liz Miller. Motion passed.

Membership Report – emailed by Nissa Fell:

**NCCHA Membership Report** Prepared 5/30/2017  
Prepared by Nissa Fell RN, CNP  
NCCHA Membership Coordinator

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<tbody>
<tr>
<td><strong>Iowa Report</strong></td>
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<tr>
<td>Current:</td>
<td>13, 10, 4</td>
<td>16, 21, 5</td>
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<td>17 institutions; 33 members; 4 Student members</td>
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<tr>
<td><strong>Minnesota</strong></td>
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<tr>
<td>Current:</td>
<td>11, 22, 2</td>
<td>17, 35, 6</td>
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<td>15 institutions; 60 members; 3 Student members</td>
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<tr>
<td><strong>North Dakota</strong></td>
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<tr>
<td>Current:</td>
<td>4, 6, 1</td>
<td>3, 10, 1</td>
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<tr>
<td>10 institutions; 4 members; 1 Student member</td>
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South Dakota
Current: 2 institutions; 6 members; 1 Student members 2, 3, 1 2, 5, 1

Wisconsin
Current: 20 institutions; 46 members; 7 Student members 16, 13, 5 18, 31, 8

Canada
Current: 0 institution; 1 member; 0 Student member 0, 1, 0 0, 1, 0

Net change in Grand Total(s)from May 2016 to May 2017: 56 to 64 institutions & 103 to 150 members

For more information about NCCHA membership, please contact Membership Coordinator, Nissa Fell at nfell@gustavus.edu

The highlights include:
- NCCHA membership is up from the previous year
- Reminder that anyone who has an institutional membership should have a student member. NCCHA does get some financial incentive to do so. Emily reports that there may be changes to streamline the process of identifying a student member.

Motion to approve the membership report by Heather Dale, second by Tara Girard. Motion passed.


Region II Representative Report – Emily Matson: Highlights include:
ACHA is moving forward with many new initiatives on a national level.
- Travel Health Coalition has been formed
- On-line coalitions are being formed and will streamline and centralize access to information for members
- Leadership mentorship programs are being developed.
- Affiliates: infrastructure for common meeting platform for registration for affiliate meetings, centralizing CE options and other meeting services (hotels etc.), mini-planning grants
- Sexual assault toolkit has been developed
- Task force for ACHA’s 100th anniversary in 2020 at the annual meeting in Chicago.
- Certified Health Professional and Executive tracks being developed and implemented.
- The incoming Region II ACHA Representative will be Brenda Higgins.
- Encourage the Representatives of Member Institutions (RMIs) to attend the Assembly of Representatives tomorrow evening at 6:15 PM in Grand 7.
- Peer Review/Mentorship process is being reviewed and pricing restructured.
- Data Warehouse (EHR, CCAPS etc.) repository is being developed
- A leadership team is being put together for developing Healthy Campus 2030.

Open Positions:
Nominating Committee members
President-Elect
Membership Coordinator
Members at Large for IA, MN, ND and SD

Discussed members who might be interested in these positions. Voting will occur at the annual meeting in October. Open positions were posted in the spring newsletter. Discussed having the members at large email their members with position descriptions for each open position and contact information for the person currently holding that position.

**Position Description Update:** Liz Miller has completed the updates. She will bring these to the August board meeting for approval and they will be sent out in the fall newsletter (by Oct. 2) to the full membership for review prior to the annual meeting.

**Scholarship Winners:** to be announced at the affiliate meeting tomorrow.

**Retirement announcements:** to be announced at the affiliate meeting tomorrow. We will also be asking members to identify anyone that retired in the last year.

**NCCHA Annual Meeting:** Discussed current submissions for presenters, other possible presenters and/or keynote speakers.

**Next board meeting tentatively scheduled for August 2017.**

Motion to adjourn meeting at 7:32 PM by Heather Dale, second by Emily Holmes.