NCCHA Executive Board Meeting Minutes
August 18, 2017
Prepared by Laura Herbst-Johnson, NCCHA Secretary

On the Call: Susan Thorson, President; Heather Dale, Treasurer; Emily Holmes, Student Rep; Liz Miller, Past-president; Jen Sorenson, Laura Herbst-Johnson, Secretary; Wendy Schuh, MN Member at Large; Jess Doty, Newsletter Editor; Heidi Peterson, ND Member at Large

Calling In at 10am: Jennifer Carlson

**Susan Thorson:** Welcome! Meeting called to order at 9:05am.

Liz motioned to approve meeting minutes from 5/31/17 ACHA Board Meeting, Emily 2nd. All board members approved, motion passed.

**Heather Dale: Treasurer’s Report**
All accounts are looking good and in range with last year’s numbers at this time.
Cash Account Balance: $16,029.45
Investments: $26,483.50

Historically, our cash accounts always appear lower after national conferences, due to large scholarships going out and very few new enrollments over summer. However, we typically see increases in fall due to conferences and membership renewals.

**Nissa Fell: Membership Report**
ACHA has gone away from sending monthly numbers, now it’s only biannually.

No new numbers to report, but there’s a handout on info of what’s going on at national level.

- Institutional members can now have an unlimited number of students be an ACHA member for reduced rate of $35 annual fee, or possibly free. Let’s make it a goal to involve more students in health promotion (example: all Peer Assistants, and Health Services student employees.)
- Heather will clarify whether students will be free or have a $35 annual due.

**Jess Doty: Newsletter Update**
Newsletter going out in early September will include Treasurers and Membership report. Jess is requesting pictures from ACHA.
Suggestions were made to include Tara Gerard and Birdie Cunningham with their rewards, along with information and a picture of our keynote speaker for the NCCHA Annual Fall Conference.
Susan: Sent Brenda Higgins (Region II rep, Truman State University) report; Jen suggests waiting to add content to newsletter.

**Susan Thorson: Upcoming Board Position Vacancies**

**Members At Large**

1. South Dakota Member At Large: Someone has volunteered, but Brenda Anderson is willing to serve a second term if needed.

2. Iowa Member At Large: Erin Baldwin volunteered to serve, but Shelly is also willing to serve again, if needed.

3. MN Member At Large Wendy Schuh is willing to serve a second term, if needed.

4. South Dakota Member At Large: Heidi is not able to serve a second term, but she and Jess will recruit new member.

Membership Coordinator: Jen mentioned Julie Martindale, Director at UW Whitewater, wants to get more involved, so she’ll inquire more about Julie’s interest in this position.

President Elect: No one has currently volunteered to fill this position.

Liz: will adjust Position descriptions this fall.

**Susan Thorson: Beth Cotton’s Report**

Three exhibitors are confirmed for the fall conference, eight other possibilities. The cost for exhibitors is $800 before 9/1, $1000 after 9/1.

Please reach out to any contacts/vendors that might be beneficial, or have Beth send them an invite.

Feedback from last year’s annual conferences included requests for more health promotion/education programs. Board Members suggested reaching out to Learn to Live (from Twin Cities: online mental health/cognitive therapy), and Student Health 101.

Jennifer Carlson, Conference Planner, called in at 10am. Jennifer will send meeting minutes.

Heather motioned that we remove poster presentation from program, and have student grant recipients present poster in a different way/different room, Emily 2nd. All board members approved Heather’s motion to remove poster presentation from program.

Thursday night social: Heather suggested advertising the social, but don’t include anything about drinks/snack until we know our budget (based on exhibitor and vendors). Jen confirmed the social will include a cash bar, unless exhibitor offers drink tickets. Program will only list location and time, and light appetizers.
Heather noted the NCCHA webpage needs to be updated with Jennifer’s contact information. Jennifer will send her information to Laura.

**Laura Herbst-Johnson: Secretary Report**

$500 NCCHA Fall Conference award: We only received two applications, submitted by Chrystal Woller of St. Norbert College, and Juliana Kahrs of UW-Oshkosh. Heather motioned to offer both applicants the NCCHA award, Jen 2nd. All board members approved this motion.

Gayle Proffitt Award: Susan Thorson has been nominated. Heather motioned to move forward, Jen 2nd. All board members approved this motion.

Liz suggested we review application submission dates for when we meet in October.

**Susan Thorson: Grant Application**

“Keep Calm, Cold and Flu Season Ahead”
Requesting $500 to offer flu vaccines at discount and administer 300 cold self-care kits. Laura motioned to move forward, Liz 2nd. All board members approved this motion.

ACHA MidTerm report due 10/23/17 and 5/14/18

Thanks to board members for everyone’s help during summer months!

Meeting adjourned at 11:39am.

**Post Meeting Notes Regarding Round Tables:**
Liz suggested we assign board members to each table to help facilitate discussion and topics. The three tables/topics (per last year) are:
- Clinical Hot Topics (travel, birth control, mental health, infectious disease)
- Health Education and Wellbeing (programming ideas, staffing, surveys, employee health)
- Operations/Budget (3rd Party Billing, EMR, Health Fees, Scheduling)

Here is a suggestion for table assignments:
- Clinical: Jen, Heather, Nissa, Heidi
- Health Ed: Wendy, Laura, Tara
- Admin: Brenda, Shelley, Liz, Jess