



ALASKA, ARIZONA, CALIFORNIA, HAWAII, IDAHO,
NEVADA, UTAH, WASHINGTON, AND THE PACIFIC RIM
INCLUDING WESTERN CANADA, AUSTRALIA, NEW
ZEALAND, GUAM, AND ALL OTHER ASIAN COUNTRIES

**PCCHA Executive Board Meeting
Meeting February 1-2, 2018
Minutes**

Hotel Republic-Downtown San Diego, CA

Meeting Room: *THE GREAT ROOM*

Thursday, Feb 1, 2018

1. Thank You/Welcome/Introductions/Agenda review
 - a. Patrick welcomed everyone and reviewed the agenda with the Executive Board
2. What is PCCHA?

PCCHA is comprised of:

 - a. 400 members
 - b. 9 states + Pacific Rim countries
 - c. 174 Colleges and Universities
 - d. Departments: medical care, mental health care, health promotion, health education, health admin, nursing, insurance management, compliance regulation, pharmacy, radiology, laboratory
 - e. Who: Medical directors, nurses, administrators, health promotion directors, psychologists, etc
3. The Vision for PCCHA 2018: "To foster excellence in the field of student health through education, innovation, research, and networking"

Goals:

 - a. Student advocacy and involvement
 - b. Professional development
 - c. Research development and rewards
4. Review of Board Roles and Responsibilities
 - Executive Committee reviewed roles and responsibilities document
 - Laurie motioned to adopt proposed enhancements and changes to the PCCHA Executive Board Positions and Responsibilities document. Brian seconded the motion.
5. 2017 Budget Recap/Treasurer Report
 - a. Julee reviewed the Treasurer's report
 - b. Laurie motioned to move Patrick's suggestion for the finance committee to explore and make recommendations of the expiring CDs. Julee seconded the motion.
6. 2018 PCCHA Budget for approval

- a. Patrick proposed the idea to create a 2018 budget for PCCHA
- 7. The Plan for Tomorrow
 - a. Patrick proposed to move agenda item “Review of Bylaws” to discuss on Friday morning.

Friday, Feb 2, 2018

- 1. Review of Bylaws
 - a. Executive Board thoroughly reviewed the Bylaws. Patrick will make the necessary changes including cross checking with the Executive Board Roles and Responsibilities document. Once changes have been made, Patrick will send the revised document to the Executive Board for approval.
- 2. Board Member Updates
 - a. Member At Large: Research and Grants: Laurel Halsey (Absent)
 - b. Member At Large: Awards: Brian Davies
 - i. Brian reported only one nomination for the New Professional Awards but the individual was ineligible because they have been in the field for 25 years.
 - c. Historian Update: Donna Hash (Absent)
 - d. Secretary Update: Cynthia Mauzerall (Absent)
 - e. Newsletter Update: Luwissa Wong
 - i. Luwissa will work with Cynthia to publish the next newsletter. All newsletter content will be sent to Luwissa or Cynthia by February 23rd for a March 5th launch date.
 - f. Vice President Update: Laurie Morgan
 - i. Laurie updated the group about the current status of planning the conference.
- 3. 2018 Conference Budget Plan Presentation for approval
 - a. Laurie reviewed the proposed budget for 2018 Conference
 - b. Patrick proposed to accept the proposed budget which will be further reviewed by the Finance Committee to be tied into the overall PCCHA budget
 - c. Brian motioned to encumber PCCHA up to \$25k to support initial expenses for the 2018 conference. Barbie seconded the motion.
- 4. Conference 2018 Hawaii
 - a. Laurie reviewed the conference planning process. She showed the Executive Board the two hotel options for the conference. The Executive Board suggested Laurie move forward with connecting with Katie about hotel selection.
- 5. Concepts to discuss
 - a. Master Schedule and Timeline
 - i. Cynthia to put together the master schedule of deadlines for 2018.
 - b. Timing of Regional Newsletter
 - i. March 2018, July 2018, September 2018
 - c. Vendors: President and President Elect
 - d. Promotion of Membership: Past President and President Elect
 - e. Conference Planning: VP and VP elect (2.5 years out)
 - f. Monthly Meeting Time and Frequency

- i. Patrick will send out a doodle for 2018 meetings
 - g. Semi-Annual Executive Board Meeting: July 2018
 - i. Patrick suggests we have a second board meeting in July-August 2018 to PCCHA items and to discuss conference planning. Location will be in Orange County. Hosted at UCI Student Health Center. Budget item to plan for.
- 6. Additional Agenda Items
 - a. ACHA Region 4 Update (Absent)
- 7. Parking Lot Items:
 - a. Barbie will further investigate membership/marketing of PCCHA to other States/Countries. She will pursue the idea and will seek to find out who they are currently affiliated with.
 - b. Patrick will draft the promo letter to all new PCCHA members.
 - c. Julee will look into changes in ACHA membership dues.
 - d. Patrick will connect with Dana about existing google drive information. Once google drive login information is found, he will connect with Donna to upload the treasurer's report, agenda, minutes, and newsletters to the google drive and the PCCHA/ACHA website.
 - e. Julee will look into finding a PO BOX for a permanent address.
 - f. Julee will send Laurie a document of possible expenses for the conference.
- 8. Adjournment
 - a. Julee moves to accept Executive Board Expenses for the February 2018 meeting. Luwissa seconds.
 - b. Meeting adjourned at 11:40am.