AGENDA
EXECUTIVE COMMITTEE SWCHA
August 18, 2016

Welcome and Call to Order

- Introduction of attendees,
  - Kathy Mosteller, Deborah Nichols, Debbie Rosenberger, Lisa Pecor, Amanda Graves

- Approval of June 1, 2016 minutes
  - Approved

- Old Business:
  - SCHA: next steps for March 2017 meeting
    - Kathy to reach out to SCHA President/Program Planner to confirm collaboration for regional meeting and next steps.
  - Scholarships initiatives: SCHA and ACHA meetings
    - Review of scholarship application process
    - Discussion to continue scholarships to SWCHA members for SCHA meeting and ACHA meeting
    - Amanda to send out application to Executive Committee for review/comments

- New Business:
  - ACHA 2017: co-sponsoring option decision
    - Committee members voted yes for SWCHA to co-sponsor ACHA 2017 Meeting.
    - Committee agreed for SWCHA to do combination of SWCHA solicited programs and ACHA selected programs to meet 6 SWCHA programs.
    - Committee unsure of how the SWCHA programs are designated (does SWCHA send list to ACHA, do presenters indicate SWCHA on application?)
  - Student representative nomination
    - Kathy nominated Lovesimrjit “Sunny” Sandhu for SWCHA Student rep.
    - Executive committee voted yes and Amanda will send information to Rachel Mack for SWCHA website.
o **Treasurer Report:**
  - The SWCHA account has not yet switched over to Deborah as Amanda Marin is still working with ACHA to close out previous year.
  - Business Checking - $5,540.91
  - Business Savings - $42,949.98
  - Total- $48,490.89

- As may arise:
  o **Email Groups:**
  - UT Austin UHS has transitioned to new email format that allows users to create groups. Kathy suggested for Executive Committee use this format for communication. All agreed, Kathy will send out Group invitations to Exec. Committee.
  o **By Laws:**
  - Discussion of by-laws set up for President, President-Elect, and Immediate Past President and suggested this year we recruit a President Elect vs. a President to allow a year of experience before becoming President. Kathy agreed to serve as president for 2 years for this.
  - All agreed and discussed previous difficulties with recruiting for the President position. Kathy encouraged all Executive Committee members to reach out to possible Presidents.
  - Committee discussed need for more comprehensive descriptions of position duties might help recruiting.
  o **Regional Representative:**
    - Based on committee discussions, Debbie will bring forward the following ideas/requests to ACHA:
      - “Cheat Sheets” for the process of program proposals for SWCHA solicited programs for Annual Meeting
      - “Cheat Sheets” for ACHA staff and their duties (who to go to for questions)
      - Written description of Executive Committee positions and duties.
      - Committee discussed benefit of creating a resource tool for all SWCHA leadership positions, similar to a “manual” that can be used as new people come into leadership positions. Suggestion to reach out to SCHA to see if they have something similar.

  o **Meeting Adjourned**
    - 10:47am