

VAHU Board Minutes

Humana Offices, Glen Allen, Virginia

Friday, November 18 (10am-2pm)

In Attendance

Jill Age	Tim Hicks	Chris Rankar
Cameron DeBord	Matt Irvine	Anya Simpson
Lori Carter	Heather Kochanowicz	Lindsey Waters
Brenda Cutting		

President's Report

Lindsey

10:14 am

Lindsey calls meeting to order.

Next VAHU newsletter is going out before thanksgiving, so give us any updates prior about your holiday parties. And keep an eye out from Lisa about what she needs for the newsletter. She needs approval from all presidents to approve their content. I have a rough draft of the newsletter and will email everyone a copy of it and if anything needs to be updated let her know. Lead story for the newsletter will be Marci Buckner's interview with the government affairs at NAHU (NAHU Prospective on the election) NAHU is not able to grant any other ecommerce users for VAHU b/c the max is 7. Cameron needs access so we are going to move one of Jaffe logins off so Cameron can get on. Amy and/or Jessica will train Cameron on the system.

Jill makes a motion to approve the minutes from Sept 16, 2016, Lori seconds, all in favor, motion carriers

Secretary's Report

Heather

10:27 am

Lisa/Jaffe Need a list of media contacts on the website

Lindsey/Jill Add a google drive for awards and Jill can monitor this and everyone will upload all the attachments for the awards – *Heather added and emailed everyone the link*

Treasurer's Report

Brenda

10:28am

Lindsey had emailed everyone earlier this week a draft budget and asked everyone for questions and comments prior to be sent to her or Brenda. Some questions to address at the meeting are as follows:

- Larger expenses that we are paying – Jaffe, Conference, Lobbyist
- Things to potentially cut that came up.
 - CE Day was a possibility, but it's not a money loser and is a value for the members.
 - Jaffe – keep or not or scale back the time we have them 12 month vs 8 months. For purposes of the budget that Brenda put forth we are using 8 months in the budget.

Budget 2016-2017 Proposed (attached)

Amy is concerned with Jaffe providing value, and can we see that right now. At this point we can't tell and it's too early to tell, and we probably will not know until at least year into it. Lindsey feels they are doing a lot for us right now and are providing value. But we do need to decide the time period we would like them to commit to so we can add that to the budget.

Where does the money come in from so we are not in a deficit? Right now we have \$45K roughly in the bank, so we are not working in the red.

Possible revisions to the budget:

- Remove the fee for Sue England in the budget which is \$1500.
- Old Ebbit Grill – VA Dinner at Cap Conference generally is \$2700. Can we throw that out? Yes let's only do it if we can get sponsors. Jill said she will work on sponsors for the event.
- Scholarships for the chapter for Capital Conference is \$1500, can we cut that. Mixed opinions on whether it's good or bad.
- Board Meeting Mileage- Jill suggests taking that out but everyone else thinks to keep it in maybe just lower it.
- Conference – we will make what we have in the past or we will make more than in the past, so what is in the budget is conservative but should work for budgeting purposes.

Overall are we fine with not making a profit for this year when it comes to the budget. Everyone believes that it's worth it.

Lori makes a motion to approve the 2016-2017 budget with the changes above including the Cap Conference Dinner, Newsletter, and lower the Board meeting mileage to \$500. Any discussion. Matt throws out the possibility of removing Sans Anderson. Chris said that he provided Jill a list of all the time spent with the Bill at Sans Anderson, as well as the mgt committee meetings that are discussed. We discuss all bills coming to the floor and what bill does behind the scenes. When we look at everything they do compared to what we pay they are well worth it. We are a legislative organization so Amy would suggest we keep this going. **Heather seconds the motion.**

All in favor. All in favor, nobody opposes. Motion carries.

\$52,822.75 in the checking and \$11K in the money market account which has not been liquidated.

State Conference

Heather

11:30am

Prospectus - Finalizing the Prospectus next week, so we plan on emailing it entire mailing list the week of November 28. The conference committee will then follow up with sponsors weekly thru December 23, then start again in January.

Sponsors - If you have a personal relationship with a specific sponsor please email me, so we can coordinate properly. We do not want to bombard any sponsors with multiple calls/emails from different people.

Sponsor List - I have also placed the sponsor spreadsheet on the google drive, so as you get new sponsor contacts please go in and update it. There are also fields on there when you indicate the area that sponsors serves and what they have contributed the past few years. This way we can see history and help predict what they are likely to spend. This is not just for conference, I was hoping this could help each chapter as long as we keep it updated. I also realize that each chapter is looking for their own sponsors for their events so please email me if you want to have a coordinated effort so we can maybe come up with some joint packages to satisfy your event and the conference.

Agenda – The agenda has been finalized, at this point we will finalize the speakers and CE seminars for the event. I'm also passing the agenda out which includes are hotel room rates and the attendee costs.

Chapter Sponsorships – It would be great if each chapter could sponsors 3 1st timers and cover their cost

Website – the website has been updated, and the sponsorships are being finalized online. It will officially open as soon as the prospectus goes out.

Chapter President's Report

12:40 pm

Central

Matt

Holiday Party December 8 @ Keegan's and the replay from Live from NAHU will be prior to the party. And have a few sponsors for it as well.

Day on the hill will be next.

We have a few new members as well

Eastern

Anya

Winter Social is December 1 as well, from 4-7:30 with the 1 hour CE Live from NAHU. Also having a food drive.

Working on a bowling event for later in the year.

Northern

Heather

Holiday Party is Dec 5 with NAIFA. We have a sponsor for the event. Cigna

Piedmont

Lori

Holiday Party will be Dec 1 from 5:30-7:30 and prior to that will have the Janet Live from NAHU 1 hour CE

Southwest

Amy

Our Holiday Party Dec 1 from 5:30-7:30 and prior to that will have the Janet Live from NAHU 1 hour CE.

HUPAC

Tim

12:50 pm

NAHU spent \$7000 or so in Virginia. A bulk of that went to Comstock in Northern Virginia.

Day on Hill – Legislative

Chris/Amy

We've had our monthly region 2 Calls in late September and October. Amy Mutter, Carol Taylor, Nick Carol and myself have been the only ones in attendance on these calls. Jonathan Katz also has joined in on the calls from Northern Virginia. I realized on the last communication from Region 2 liaison, that have of our leg chairs were not on the email. It has been corrected and I personally sent invites out to Carlo, Robin, April Blake, Kim Molthen so they have the call in umbers etc for the call next Tuesday.

11/17/16 Bill Gray sent us an email about a Healthcare Committee being formed at the state level to monitor federal activity. I think we're in a unique position to lend a hand in some way. While this is a committee with state government, this could be a great way to show our expertise at the state level with including them on our knowledge base etc...

Day on The Hill is set for February 1 from 7:30 -2 Meet at Sands Anderson 3rd floor conference room. Early. Light breakfast, and we will go over talking points, hand out assignments. Amy and I plan on having the talking points completed by Friday beforehand so we can send to attendees in advance.

Lunch is at The Hilton rights down from The General Assembly building. CVAHU is hosting this event. Amy and I are discussing with IIAV speakers et... I really think it would be great to hear Dr. Hazel's thoughts on the election. We're sifting through other ideas as far as a one hour CE.

BMAD! I challenge the Board of VAHU to write one story each so we have a fresh set of stories for Capitol Conference. It only takes a

few minutes to submit. We have had one published since the challenge started.

Awards

Lindsey

12:50 pm

All the awards have a folder on the google docs, and I need to go thru and see what is coming up.
Newsletters – we need to make sure we have at least 6.
I will spend time after the holidays to reach out to people with what is missing.

Closing/Adjourn

Lori

2:07 pm

Heather makes a motion to adjourn the meeting. Brenda seconds. All in favor, nobody opposes. Motion carries

ACTION ITEMS

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|--------------------|---|
| Amy/Jessica | Train Cameron on the NAHU eCommerce site |
| Lindsey | Check with Lisa @ Jaffe to make sure that she is downloading the lists and importing to the site and constant contact |
| Jill | Will work to get sponsors for the VA Capital Conference dinner |
| Brenda | Revise Budget with updates and email out to Board and load to google docs for awards |
