

VAHU Board Minutes

Virginia Crossing, Glen Allen, Virginia

Friday, April 8 (10am-2pm)

In Attendance

Arty Accardo	Tim Hicks	John Scott
Jill Age	Heather Kochanowicz	Anya Simpson
Jessica Bagby	Amy Mutter	Debbie Stocks
Lori Carter	Chris Rankar	Lindsey Waters
Brenda Cutting		

President's Report

Lori

10:36 am

Thanks for coming today even though we met last month. We have a few remaining items with conference and other issues that we need to get through today.

Review the minutes from last meeting.

Amy makes a motion to approve the minutes as amended from March, Tim seconds, all in favor. Motion carries.

Amendment (change name in Central notes to Phil)

Secretary's Report

Heather

10:40 am

Review action items from the previous board meeting

- Amy** Rookie of Year, MVP Awards – Send out an email to membership to ask them to give suggestions and then vote for the winners. Two surveys will be sent – Membership and nominations - **Completed**
- Amy** Remove the word minutes from the Strategic Plan on the website - **Completed**
- Chris** Meet with committee to review the letter, make corrections and then get to Heather to send to board for votes. Will also send the original one from Janet that NAHU had approved. - **Completed**
- Heather** Will send out the BOI letter for board approval, with minutes from the committee meeting about the letter. - **Completed**
- Arty** Organize a 1 day blitz for membership prior to 3/31/16 - **Completed**
- Brenda** Reimbursement Form – email to state presidents (state one and can use per chapter as well) **Completed**
- Anya** Put together a save the date VAHU CE Day, and blitz it as soon as possible. **(STILL NEED TO BLAST OUT adding to action items again)**
- Lindsey** Send Anya some potential CE Speakers for CE Day **Completed**
- Amy** Make sure that the Newsletter is posted on the site (next two) prior to 3/31/16 **Completed**
- Jess** Send Newsletter to Jill so review for awards. **Completed**
- All** Send pictures from Capital Conference to Jess for Newsletter, and to Jill for awards **Completed**
- Amy** Email Distribution list for Communication - **Completed**
- Chris** Legislative notes/minutes, any more that you have send to Jill **Completed**
- Amy** List of speakers on the website (even the ones from the past few we have had) **Completed**
- All Chapter Presidents** Ask your media chair for a list of media contacts to get Jill for awards by 3/31/16 - **Completed**
- Arty/Heather** Take back questions to Jaffe and then circle back to the board with answers. - **Completed**

Legislative

Chris

10:42 am

BOI letter was sent out, and responded that they received it and thank you for the comments.

Chris believe the rates have been filed for 2017, so need someone to check on that Lindsay and Amy will check on that for Anthem specifically.

Legislative updated on the comments that NAHU made to HHS on Summary of Benefits and Coverage, should come out today via NAHU. Chris thinks that it's a win for us.

Membership/Retention Report

Arty

10:45 am

Same report from last month, however membership is up slightly and only 1 person on the lapse list so that is good.

The membership blitz is still a good idea for the chapters to make calls, especially now to remind people of the conference and get that attendance up. Lori and her team in Piedmont did go thru the list and made updates to their memberships and starting making calls and it's been a good way to clean up the list.

VAHU Members ending February 28th 2016 = 353 (101 Central, 96 Eastern, 71 Northern, 27 Piedmont, 56 South West) New Members 3-10-2016 to 4-6-2016: State=2 (2 Central) Lapsed Members Ending February 28th 2016 report: State =1 (1 South West)

ALL LOCAL MEMBERSHIP COMMITTEES PLEASE MAKE SURE YOU ARE CONTACTING YOUR LAPSED AND NEW MEMBERS!

Be on the lookout for the next bimonthly membership webinar's I expect the next one to be announced soon for March. Access past membership webinars here: <http://www.nahu.org/members/webinars.cfm>

Please see attached email message with attachment from Dave Cagliola our National Membership Chair. Please share this NAHU Membership Council Update with your entire board.

- National Membership Bank draft contest Win a \$400 Cash Prize!
- All state chapters (with at least 15 members) are automatically entered.
- State chapters are divided into three categories: our category is Group 2: 201-399 members
- The state chapters with the largest percentage increase in members renewing or joining and using a monthly credit card and/or bank draft for payment wins! Winners are determined by comparing the total number of members paying by draft starting from January 2016 to those paying by draft on April 30, 2016. Chapters must have at least a 5 member increase in draft payments in order to qualify.
- Winners will be announced during the award ceremony at the 2016 Annual Convention.
- For more info on this contest: <https://www.nahu.org/mc/campaignretention.cfm>

Chapter President's Report

10:59 am

Central

Tim

April 14 general meeting, 2 CEs

May 12 Board Meeting

June 2 general meeting with CE (currently not doing the live stream but will talk to board about that)

Eastern

Anya

We had the Top Golf Event last week, and we had a huge success. We will net over \$8000 and had a total of 52 people, but about 27 reps and their guest. If we had 60 people as our goal we would not have made enough money. So for it being a fundraiser it was good, but a value to the reps, I think we needed more brokers/people there. They all did really like it since it was centralized and cozy, and not on a huge golf course. Lots of networking opportunities since we were closer together. We had about 11 sponsors, and we had two platinum sponsors who both paid \$2500.

Our next member meeting is next Wednesday, and only 3 people signed up for it currently, and trying to get people to attend. It's a webinar on APS payroll, broker friendly, and not CE. If you had anyone with an issue with reporting they have a tool you can use to help with that, and we get a discount.

Board meeting is the week after that.

Northern

Heather

Fill the Board Happy Hour scheduled for Monday, April 25. Currently I only have 2 board members returning, and my president elect has stepped down. So I'm really hoping we get enough people there to fill some positions and get momentum moving again.

We also had a golf event scheduled for June 16 and we were looking to move that to a Top Golf Event, however only one person on my board has stepped up to help, so given my schedule we most likely will cancel that.

Piedmont

Lori

We have a meeting April 19, could not get a speaker so we are getting 2 CE hours that NAHU is offering. Amy is helping me with the CE filing. We are pushing the conference and also bringing in United Way for 10 minutes.

June 1 live streaming meeting with Janet, and 1 hour CE after that. Also trying to file a CE for the Janet Live Stream on June 1. Then Piedmont is done for summer and fall aside from the CE Day

Southwest

Amy

April 19, Aetna is coming in for a meeting and Accountable Care CE and doing a May golf tournament. August doing an outing with the Salem Red Socks again because that was well attended last year so hopefully will be again this year. And pushing CE day as well. Should be done after the June 1 Live Stream meeting with Janet.

Treasurer's Report

Brenda

11:18 am

Outstanding Items

- Aetna 2015 Conference – still owe \$700- being addressed and looking to be resolved before they can participate this year

Balance Sheet passed out– money is starting to come in for conference so it looks a little inflated at this point but obviously not reconciled.

Profit and Loss Sheet passed out – this is true depiction of what we budgeted and what has occurred. These are dollars that are going to be spent and we need to pay attention to this one in particular. We need to pay attention to this because not bringing in the money could mean issues with paying with sponsorships and lobbyist, which are our big two expenditures each year.

Arty - Budgeted money on CE day is that \$8K normal each year, do we make any money on that normally. Brenda – normally we do break even or make a little money on each year. It's not a huge money maker and it's meant to be.

I have a fiscal responsibility to the members, not just the board, so I want to make sure I give you all the details and lay it out as easy as possible. And I want to prepare this for Lindsey and the new board!

Professional Development

Anya

11:38 am

No update on the CE day speakers or titles, but we do need to pick the days of the week. Currently scheduled for Aug 29 –Sep 3 . Northern, Beach, Central, Roanoke (Monday thru Thursday).

Anya will need communication chair/professional development chairs info to have a meeting – added to the Action Items

HUPAC

John

12:32 pm

John sent an email to the board with the HUPAC notes for all to review. Virginia is still doing really well in comparison to other states, for how small we are.

Communications

Jessica

12:37 pm

Newsletter – who actually reads it, and what if we actually simplify it. Use a template system like constant contact. Wild Apricot is also having issues as well. We will be sending out an April one, so everyone get in their newsletter.

Website – If there are any issues or concerns, send to Amy.

Awards

Lori

12:50 pm

Awards were submitted, but Jill is doubtful. We will wait to hear. National is looking at revamping some of the awards because they are very out of date and need to be update.

State Conference

Lindsey/Lori

12:55 pm

Total goal of the budget is \$45K and made \$25K so far. Passed out a sponsor sheet. At the top is what we have so far and what is missing. There is a change for HSABank because the budget for the Hospitality suite is a little too high for the new person that replaced Steve, so we are going to move them to the sponsorship opportunity with the \$1500 to the president's reception. And she is trying to also get another \$500.

CVAHU has also decided to help with the conference and offer up another drink ticket to the event after the president's reception up to \$1000. It will be decided next week at their board meeting.

The Hospitality Suite is currently then off the table for now and each person will get a ticket as they go into the bar.

Optima has given us \$3000 for the Morning and Afternoon sponsorship, and will get 3 attendees.

We have few workshops OPEN that need to be filled, as well as some advertisements.

Need \$10K in booth sponsorships to meet goal.

We have a workshop open on Friday 3-4 that needs to be filled, and reached out to Nat Pham but would require \$2500 speaking fee.

Scott West – can be moved from Thursday to Friday and then bring in John Peterson to Thursday which is the only time he can do it.

Everyone is in agreement that is okay.

Friday at 1pm we have Jane from the Urban Institute come in and talk about the broker involvement in the marketplace and outlook for the future. We need 3 brokers with experience in the marketplace to participate and talk to her first and then participate in her presentation.

Other than that the agenda is set.

We just need the sponsors as soon as possible.

Association Director Update

Arty/Heather

1:40 pm

The committee sent an email, and outlined where things stand. Lori feels that they are the way to go and we just determine what to do that 4th month since it's not in the budget.

We had a phone call with Lisa @ Jaffe and she was honest and said they would be doing us a disservice to start now with everything we have going on with the conference and new board. We need to focus on those things and then come in after and really asses what our needs are with a fresh time frame and the appropriate people. They are willing to work on our timeline starting in the summer or late summer, whatever we want.

Anya – if after 4 months we can't continue then do they leave us with stuff. And yes they would.

Brenda – Who is actually doing the work? Jaffe will do all the work that is confirmed. They will do the work and then also training committees to do it going forward if we do not keep them on.

Amy – No matter how involved they are, they are a babysitter.

Chris – it’s not about the newsletter they are actually going to do a lot more to really grow the chapter.

Brenda – What is keeping us from doing the same thing as Jaffe? And how quickly can we get all these other things going.

Amy – Budget, we have to find a way to pay for it, so why can’t we up our membership fee up \$20.

Amy makes a motion to raise our VAHU state dues by \$24 per member annually, in order to contract with Jaffe in a trial period for 4 months based on their proposal, Arty seconds it. Discussion – Brenda feels that we need to have this in the new budget before we can move forward on this vote. Amy – can we add a contingency based on the next budget? We can’t wait that long. Brenda – we are not going to get this money right away because it will drift in based on everyone’s renewal. Anya- proposal on the table to vote raise of dues and hire Jaffe, after this 4 months there is no guarantee we can keep them, correct? Yes

Amy restates the motion to raise our VAHU state dues by \$24 per member annually, in order to contract with Jaffe in a trial period for 4 months starting on a date to be determined. Arty seconds. All in favor – Everyone is in favor. Motion carries.

Jaffe Q&A Update

Cost for the entire year if we decide to keep them on after the 4 months:

The price per month would be fixed at \$3,700 a month for the whole year.

Would that include full association management?

No, it would include exactly the same scope of work that's in the current proposal. Being a full association director would require that we be responsible for member data, reporting to the board, maintaining your financials and running the conference (as opposed to advising on it), among many other things. This would not be included and would require a different contract and additional fees.

Can we move from 4 months to 3 months?

The price per month would be fixed at \$3,700 a month. But we are concerned a three month engagement would not do you justice. By the time we ramp up, learn the issues and players of the various chapters and identify potential areas of concern from a state perspective, we would be near the end of the contract term. Four months is short, as well, but we are committed to results in that time frame.

They are also very concerned about the conference this year, and we explained that with only a little over 2 months there is not much you guys can do with the exception of getting the invites out. But they wanted me to ask if there was anything more that you could help with for the conference this year.

We would be able to participate on your conference committee calls, ensuring that they are moving in the right direction in securing all potential sponsors. We assume you have calls every other week to go over details, advertising, marketing, and sponsors/exhibitors. We would also help discuss possible opportunities for revenue that you may not have considered.

Once we get the okay to move forward how quickly would you be able to get everything moving on your end with regard to the conference invites/newsletters/social media?

We would need about a week to ramp up. This will include conference calls with your key decision makers to gather facts and information to get things moving quickly. You would need to be prepared with volunteers to spend some time on the phone with us. After the first week, we will provide a schedule on immediate deliverables. (i.e. newsletter release)

Closing/Adjourn

Lori

2:07 pm

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

ACTION ITEMS

Anya	Put together a save the date VAHU CE Day, and send to Amy
Amy	Post the Save the Date to the Website for VAHU CE Day and send out Save the Date Email
Amy	Will send an email to the state membership chairs and presidents to look over their member listing on the site for auditing
Anya	Needs a list of NEW communication/professional development chairs from every chapter and hold training
ALL	Send Jessica your articles for April Newsletter by next Wednesday, April 13.
ALL	Fill remaining sponsorships for the conference: Workshop sponsors, advertising sponsors & booths remain
ALL	Brokers who are involved in the marketplace, send names to Lindsey for Urban Institute discussion at Conference.

VAHU Board Minutes

The Boulders, Richmond, Virginia

Board Meeting

Friday, July 14 (10:30am-12pm)

In Attendance

Jill Age	Erika Hain	Amy Mutter	Susan Taylor
Jessica Bagby	Tim Hicks	Chris Rankar	Lindsey Waters
Grayce Carter	Heather Kochanowicz	Barbara Rogers	Josh Viles
Brenda Cutting	Matt Irvine	Anya Simpson	
Cameron DeBord	Sue Johnson		

Board Meeting Call to Order

Lindsey

10:24 am

Introduction of all people at the meeting. Excited about the new faces and where this all goes.

Jaffe Intro

Lindsey

10:29 am

We have taken on an executive director, Jaffe Communications. Happy to have them on the board, and they are already making great strides. We are well ahead of where we were last year at this time because of them. They have helped us already get the board and committees together with great suggestions. They are on top of the media already, and have already sent out some press releases about our awards, and new board members.

Committees will be meeting more frequently so we can stay on top of things and be in constant contact.

We have signed a contract with them for the first 4 months starting in July, and they actually already started in June. We can hopefully keep them on for the year but they are expensive. We would like to make enough money on CE day to be able to pay them for another month and therefore be able to keep them longer.

If you are on a committee and work with Lisa @ Jaffe feel free to go directly to Lisa, because she will pass everything on to Lindsey or the chair.

Erika shares insight on how they have changed new jersey, an things they have done to make the conference great.

Dues

Lindsey

10:43 am

All chapters have agreed to the state dues increase with the exception of Piedmont. However based on the by-laws we only need 75% of the chapters to agree which we have, so we can proceed with the dues increase.

Upcoming Events

Lindsey

10:50 am

CE Day

All the chapters have the venue and contracts completed. We also need to get the CEs in place, which is still be finalized. So far we have 2 hours knocked out with State police doing insurance fraud and legislative committee doing a CE. CIGNA is doing 1 hour possible 2 hours. Also looking for a wellness and balance or wine and wellness so Anya is looking for suggestions and presenters. Possible increase the legislative to 2 hours to keep it even and with 4 presenters.

Sponsorship for CE Day is new this year, and Jaffe put together a sponsorship package starting from \$300 to \$1000. Right now we have CIGNA Individual and Family for \$1000, PlanSource \$300, FNBC \$300 confirmed. Paylocity may do \$1000 and Chris and Lindsey will confirm that. Look at nontraditional sponsors like printers and office supplies so we can get the printing for free and sponsors. Matt has a bunch of ideas on companies and will send them to Lindsey.

Anya thought that Jaffe would help us get sponsors and not just to the letter. Until they know us a little better they are just going to provide us with the sponsorship ideas/package, and direction. They will help with sponsorships down the line.

Day on the Hill

Generally session starts January 11 and is only open for 30 days.

Looking to do VAHU Day on the Hill possibly during the cross over week on January 31 (Tuesday) but want suggestions on this date. Also may move the board meeting to afternoon on this date around 2pm.

Closing Board Meeting

Lindsey

11:35 am

ACTION ITEMS

Lindsey	Membership committee will discuss the issues with retention, bank drafts, and communication of updating the cards.
Lindsey	Dues – find out if the state can just update the rates or if each chapter has to send it in themselves
Lindsey	Talk to Jaffe about the sponsor coordination amongst all the chapters and who would be responsible for putting that together.
Anya	Set up a CE Day Committee call for next week. Advise committee members to review the sponsorship opportunities and secure sponsors by the end of the month

VAHU Board Minutes

The Beach House, Glen Allen, Virginia

Friday, September 16 (10am-2pm)

In Attendance

Arty Accardo	Tim Hicks	Chris Rankar
Cameron DeBord	Matt Irvine	Josh Viles
Jessica Bagby	Mark Khatib	Lindsey Waters
Lori Carter	Heather Kochanowicz	
Brenda Cutting		

President's Report

Lindsey

10:02 am

Jessica makes a motion to approve the minutes from July 15, 2016, Matt seconds, all in favor, motion carriers We are going to go thru the budget first, and then move on thru the agenda. Region II topic, Media Chair is missing so Erika reached out me and is looking for volunteers. So if you know of anyone let her know. Virginia Farm Bureau is looking for someone and reached out to VAHU to see if can get it out there. Is there is an issue, there could've been one in the past, but consensus of the board is to just do it as word of mouth and not through VAHU.

Secretary's Report

Heather

10:10 am

- Lindsey** Membership committee will discuss the issues with retention, bank drafts, and communication of updating the cards. - **Completed**
- Lindsey** Dues – find out if the state can just update the rates or if each chapter has to send it in themselves -**Completed**
- Lindsey** Talk to Jaffe about the sponsor coordination amongst all the chapters and who would be responsible for putting that together. **Completed**
- Anya** Set up a CE Day Committee call for next week. Advise committee members to review the sponsorship opportunities and secure sponsors by the end of the month **Completed**
- Lisa/Jaffe** Need a list of media contacts on the website - **Lindsey will tell Jaffe**

Treasurer's Report

Brenda

10:10 am

- Review Profit and Loss Budget vs Actual (attached)** – review everything from last year and were very close to what we estimated. No question on this.
- Profit & Loss History back to 2010 (attached)** – review everything and history. Concern with this because if you look back we are slowly going down, so next year is going to be hard to get back up. Good look back to see where we have been
- Budget 2016-2017 Proposed (attached)**- review everything and then addressed concerns.
- Membership Dues – we can't count on that increase right away b/c 50% of our membership renews over the summer.
 - Money Market – taking that our and then using as income for 2016-17
 - CE Day Income – aggressive number, but we were able to get some sponsors this year so should be okay with that #.
 - Conference – we will go through a final budget for conference in the next few weeks to firm up the income estimation for Conference income.
 - CE Day Expenses – is there a change in theory on making money on them? Yes
 - Membership Incentives – new this year to have a campaign with membership
- The big thing is the Jaffe contract because they are expensive, so we are now reviewing another proposed budget. **(attached)** Aggressive numbers to try and pay for this. 150% increase to everything, and these are the high estimations. They started in June prior to them starting in July, and have been invaluable. Concern with keeping them for the year and having the money. Other marketing company possibilities that is cheaper.
- Marketing Graphic Design and Newsletter - we can take them off with Jaffe doing that
 - Newsletters – only print if we get sponsors so it will not be printed if don't get them
- We need to make a decision on the budget and decide on Jaffe. Heather proposes we should keep them on for 4 months, which gives us enough time to really go thru the conference budget and then possibly have each chapter kick in money to help support it. Edits need to take place on the proposal budget, to add Jaffe and then send it back in and email to make a motion.

CE Pay/Professional**Anya****11:21am**

We made some money on CE day and the biggest increase was it paid for itself and with the sponsorships. We did have some positive and negative feedback in some areas. Maybe have a committee next year and that way each chapter can have some input on everything.

Arty – did the membership chair have a chance to speak about membership and did we get any new members.

Anya – In eastern we had some triage and sent non-members to a specific place

Chapter President's Report**11:26 am****Central****Matt**

Communications/Media Chair was up in the air because of member who was seeking employment. So most likely need to find someone for that role. We are doing the Oct 5 event as well. We are also working on some membership campaigns that we will have out there shortly. Thanks to everyone who has helped with the chapter.

Eastern**Anya**

Membership drive – started in July and goes through November. Anytime you sign up you get to attend two of our events at no charge. And you can pick what you want to do. We have 6 new members from our membership drive and summer social.

We had a good CE day but we did have a blackout and fire alarm which held it up a little.

We are doing the live from nahu event as well on Oct 5. Also looking to partner with the chamber of commerce on something coming up. December live event will be recorded and we will present this before the Holiday networking event. And we are looking to partner with charities for our holiday event, so looking at two of those – food bank and detergent.

Northern**Heather**

Membership is down in Northern, so really need to focus on getting that up.

Sponsorship – going with annual sponsorship this year so hoping that provides some income since we still don't have much money

Events

October 5 Janet Event – Ruths' Chris

December 5 – Holiday Party

Feb – Member Meeting

March – Top Golf

June - Charity

Piedmont**Lori**

We had a really good CE day in Roanoke. We had people trickle in and out throughout the day. Good feedback on the speakers and location. We are doing the 2 Janet events coming up on October 5 and December 10, and just need to get it on the website.

Southwest**Amy**

Also doing the live from NAHU events. However for December they are going to do the webinar before the holiday party as a replay. CE Day and our baseball outing both went great in August and good attendance, but no new members that were directly related (a few re-joining prior).

Membership**Josh****11:41 am**

We have been working with Jaffe and carry out their goals. Also reaching out to Erika to see if any other states offer any agency sponsorship discounts. We have had 14 new for the last month and 10 lapses. Everything is on google docs and Jaffe has loaded everything there bi-weekly. We have bi-weekly calls with Jaffe to review all the members and lapse and every member chair from each chapter is on each call. And we have a script provided from Jaffe with a whole year of how to contact and what to do. It's so easy. Then everyone can go in and make the changes all the time and it states who made the change on the document. Makes it much less work for the membership chairs. Brenda – should we send a value flyer on membership to help with the dues increase. Anya – could you send the outline the script timeline?

Media**Lindsey****11:53 am**

Newsletter is on the site and just went out. The next one for October will be large and will have a lead story that they will pull and review with Lindsey. We will have a member spotlight, and need some suggestions. Should be an executive board member. And will still have message from the president and leg chair, membership chair. Will also have HUPAC recognition, and if you think of anything else please let Lindsey know.

What else do we want sending out for communication? Let her know or Lindsey/Cameron. Lisa is going to work on getting out the Brokers Making a Difference next.

Add something

Legislative**Chris****11:58am**

We worked with Big I in a proposed letter to BOI concerning SEP commissions and backed off attaching our name to it as we did not

want to alienate the carrier partners.

Attempted to engage leg team to set up summer recess meetings with Congressional leaders.

CVAHU (Debbie Stocks, Lindsey Waters, Nic Carel and Chris Renkar) met with Brat this past Monday - Not aware of any other meetings held.

We are attempting to start a voluntary call the third Thursday of each month for 15-20 minutes so we can discuss ideas that have arisen, market conditions etc...

Brokers making a difference campaign officially launched during CE Week See attached flyer.

We'd like to join with Big I for Day on the Hill. There is a strong possibility that we could actually have a room at the GA Building to hold our coats, have the morning meeting there as well. Also, it could serve as a "Help Room" in the event a member receives a question that is out of their wheel house.

CVAHU Luncheon Changes for Day on The Hill. - Wednesday Feb 1, 2017

- 1) Not going to be at Crowne Plaza - Construction ongoing there.
- 2) Bob Bradshaw has secured The Hilton Downtown (formerly Hilton Garden Inn) NO ROOM CHARGE and only \$1000 minimum food cost. This is CVAU born expense not VAHU
- 3) They would like to join us as well...have requested it be billed as Insurance Agents day on The Hill as opposed to VAHU etc...

Communications	Jessica	12:37 pm
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Awards	Lindsey	12:50 pm
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Reminders from Jill
Approved budget on the website- once we approve it
Current P& L needs to get on the site – Lindsey will handle
100% board filled sent to NAHU – Done
Strategic Plan – Add to site (already sent to Jill that day)
Member Survey – send all to Lindsey
Leg will get stuff to
Dates times of all calls
Media – post a list of media contacts to the website, press hits

HUPAC	Tim	1:12 pm
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Getting access to the site to get all the info. We have been approached by northern members about starting a Virginia PAC. Why have we not gotten NAHU to help with something like that. We need to decide if this is something that we can start, have a committee to figure it out and oversee it. Matt – likes that idea b/c NAHU doesn't really do anything on the state level in case of emergency. It will take a lot of work. Chris will start to research and form a committee to present to the board.

Conference	Lindsey/Heather	1:18 pm
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Conference will be May 22-23 at Virginia Beach – Sheraton. Start early Monday morning at Top Golf, then CE course, followed by networking boat cruise. Tuesday is a full day like it's been in years past. Look at adding spouse costs for Monday. Also checking to see if we can extend the room block.

Closing/Adjourn	Lori	2:07 pm
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Jess makes a motion to adjourn the meeting. Lori seconds. All in favor, nobody opposes. Motion carries

ACTION ITEMS

Lisa/Jaffe	Need a list of media contacts on the website -
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Lindsey/Jill	Add a google drive for awards and Jill can monitor this and everyone will upload all the attachments for the awards
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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 form 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

- | | |
|--------------------|---|
| 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 |

VAHU Board Minutes

Humana Office, Richmond, Virginia

Friday, January (10am-2pm)

In Attendance

Arty Accardo	Tim Hicks	Chris Rankar	Nick Carrell
Cameron DeBord	Jill Age	Josh Viles	
Jessica Bagby	Anya Simpson	Lindsey Waters	
Lori Carter	Heather Kochanowicz	Brenda Cutting	

President's Report

Lindsey

10:20 am

Lindsey opens and welcomes everyone to the meeting.

Tim Hicks makes a motion to approve the minutes from November 18, 2016 Board Meeting. Jill Seconds. Any Discussion- No. All in Favor. No opposes, motions carries.

A few items I want to discuss. Who in the room is going to Cap Conference? Per the site we have 23 people from the state of Virginia going. Jill announces the awards points that we can get for the state for attendees. For Leadership Day that Sunday before we get the following president Pres Elect 150 points, current pres, sec, treasurer.

State Dinner – we have not secured a sponsor for the state to pay for the event, therefore can we consider other places and we just pay for ourselves.

Chris brings up that we need a time for him to meet with all attendees prior to the dinner.

We have allotted \$500 per chapter for scholarship money, so Lindsey is questioning the 3 people she has as first timer. But it is for chapters to decide.

For Conference this year we are inviting some legislators, and we have the letter here for everyone to review today if they want.

Secretary's Report

Heather

10:10 am

Amy/Jessica

Cameron on the NAHU eCommerce site - DONE

Lindsey

Check with Lisa @ Jaffe to make sure that she is downloading the lists and importing to the site and constant contact- DONE and SHE IS

Jill

Will work to get sponsors for the VA Capital Conference dinner – HAVE NOT SECURED

Brenda

Revise Budget with updates and email out to Board and load to google docs for awards - DONE

Treasurer's Report

Brenda

10:35 am

\$34,622.78 in checking account, which is lower than normal.

Liquidated Edward Jones Account - \$11K

Conference sponsorship money is coming in and we just invoiced a few people. We have only received 2 checks so far.

We also need to pay JAFFE so another 9K is coming out, taking us down further.

We just need to make sure that we get invoices out for sponsorship as soon as possible so we can get more money coming in faster.

JAFFE is ending in Feb (4 months), and next board meeting is after that so we may need to talk to prior to that

Chapter President's Report

11:26 am

Central

Nick

Holiday Party in December that was not has highly attended as would've liked.

Nothing in January, large focus is Day on Hill that we are sponsoring, and Cap conference coming up.

We have 3 new members coming to Cap Conference and would like to get them scholarship money to attend.

Also 3 new members for the month.

Eastern

Anya

We had December Holiday event, not good attendance, but everyone liked it.

Board meeting next week to discuss a membership event, possibly bowling event. And figuring out when we are doing it to not coincide with State Conference.

Membership is down as well since July.

Northern

Heather

Membership is still down so next two events we are focusing on recruiting as well as succession planning.

Next Meeting is February 27 in Reston –

Golf Event supporting local charity (name)

Piedmont

Lori

Nothing planned for Feb just due to busy season, so we are looking to hold a member meeting in March. We have 2 people coming to day on the hill and one person coming to cap conference from our region

Southwest

Amy

Our chapter is doing a scholarship to pay for Cap Conference for a member if they attend leadership and commit to a board position. Membership is down and losing members rather than gaining. And most of membership comes from one agency or about to retire. Looked at doing some membership campaigns locally, and really hope that we get help from NAHU to bring in younger people to keep this association afloat.

Will be doing golf tournament in May.

Legislative

Chris

10:50 am

12/6/16 Carol Taylor, Dave Mordo and myself held a town hall call with Region 2 leaders to discuss ideas for meeting with Congressional leaders prior to the 115th convening in January. Roughly 20 people joined in and regionally developed a broad scope of topics to discuss. Main message - HOW CAN WE HELP!

12/30/16 Matt Irvine and Chris Renkar met with Dave Brat - HOW CAN WE HELP. Matt is fleshing out an Op-Ed for Dave Brat to go to the Washington Papers with.

No Region 2 call in December

Capitol Conference: Comstock, Brat (Set) and Goodlatte (requested).

Below are two adaptable emails for reaching out to Congressional Leaders.

Version 1:

The Southwest Virginia Association of Health Underwriters will be in D.C. February 13-15th with our national association discussing healthcare reform objectives and would like to request an appointment with Congressman Goodlatte – preferably on the afternoon of February 14th – however, we are flexible. In attendance will be myself, Charles Webb of Roanoke, Jeff Ford of Roanoke, and possibly a few others. Please let us know if the Congressman may be able to take some time with us.

Version 2:

Our Association (National Association of Health Underwriters) will be back again on Capital Hill meeting with our Legislators next month.

I am requesting a short visit on 02/14/2017 in the afternoon with Congresswoman Comstock.

As a constituent & an Insurance Broker, I have dozens of clients in the 10th District. We appreciated the meeting we had with Congresswoman Comstock & You last year & look forward to meeting again this year.

If her schedule does not allow the visit, would it be possible to meet with Ryan & appropriate staff?

As always, let us know how we can be of assistance.

It's become commonplace for us to email the scheduler, copying the legislative director or aide on the email and then start calling about a week afterward to speak directly with the scheduler in D.C.

SHARE WITH YOUR RESPECTIVE TEAMS.

Awards

Jill

11:05 am

P&L – we need to update it with new date and on website so made an action item for Brenda.

Points we can probably get that will be coming up, for Region II and other events.

Newsletter – there was one in January and will have one in February. The Feb Newsletter will be Leg heavy.

Summary of activities for the year – History for the State from last April to March

Member needs survey needs the results, and Amy will get with Jill.

Media – please post on the shared drive.

Getting ready to submit for Chapter Certification and last year we were Gold.

Have everyone on the board, Bi-Laws Updates, Strategic Plan, Budget posted, D&O Coverage, IRS Non-Profit Filing and will def fill 9. So will not have a problem getting us Gold.

Membership

Josh

11:15 am

We are down from July 1 so total members 323 as of 1/19/17.

We have members on the lapse list that we need to contact, passed around a list for all chapters.

Google Docs has all membership scripts and lists to use for each chapter. There are also bi-weekly membership calls to review lists and all chapters are on these calls.

Will be working on a new membership campaign for State.

HUPAC	Tim	11:35 pm
As of Dec 31, contributions for VA are \$22,000 for 68 people. Eastern has 27 members but lowest amount.		

Media/Communications	Cameron/Lindsey	11:40 pm
Newsletter – they are going out regularly, and we do need to have one be a print newsletter to have for conference. Help us to show sponsors their logo could be there.		

Conference	Heather	12:50 pm
Emails Going out every 2 weeks and we have been targeting sponsors. Next one will feature Frank beamer and then will start targeting attendees. Attendee emails will try and target the conference as a great family destination, and give our guest pricing. Guest pricing for boat will be \$45 and \$60 for Top Golf. Please resend email blasts to your broker/vendors lists. Also please talk about conference and encourage attendees to come.		
Marketing Creating a leave behind and email flyer.		
Website Being updated in general and with speakers, agenda etc. More of a marketing theme to get people there.		
Agenda Agenda is finalized but finalizing the last 2 spots for CEs. Topics are targeting empowering the broker. Should have a total of 5 CEs over 2 days.		
Sponsorship 3 rd of the way thru sponsorship money, Bronze and Gold sold out, new companies sponsoring		

Open Items	Arty	1:40 pm
Leadership Day at Cap Conference – we need to make sure that each chapter has the next president elect at the Leadership day. So far only Lori and Heather had signed up. Agenda is different than it used to be, so we are starting at noon, and then 1pm starts. Opening remarks by chair of committee and then speakers to talk about volunteerism, and has over 20 years of experience. Table discussions and open forum and then NAHU tools and where to go to find stuff. Out by 5pm and assigned seating.		

Dinner for Capital Conference state dinner we need to vote on where to go. Keep it at Old Eddbit Grill and still try and get it sponsors.

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

ACTION ITEMS

Jill	Check and see if we can get double awards for Sec and Pres Elect for Leadership Day, since Heather is both and is going.
Brenda	P& L needs to be updated and on the website with 2016-2017
Heather	New Jersey Sponsorship List – send out to everyone to see if anyone knows any of them. Also send to Conf Committee.
Lindsey	Jill needs a summary of all state activities from the year from April 2016 to March 2017. Post on a newsletter or online, make sure Lisa includes this.
Amy	Needs to put out a membership needs survey and Jill needs results.
Jill	Press Releases – Are they on the website and can we get them, check with Lisa.
ALL	VirginiaAHU@gmail.com , Presidents notify your members about this. Please add to your social media.
ALL	President Elect from each chapter should be at Leadership day, Sunday Feb 12. Please tell your boards

VAHU Board Minutes

Humana Office, Richmond, Virginia

Friday, March 10 (10am-2pm)

In Attendance

Jill Age	Tim Hicks	Lindsey Waters	Matt Irvine
Cameron DeBord	Chris Rankar	Brenda Cutting (phone)	
Jessica Bagby	Anya Simpson	Amy Mutter (phone)	
Lori Carter	Heather Kochanowicz		

President's Report

Lindsey

10:22 am

Lindsey opens and welcomes everyone to the meeting.

Tim Hicks makes a motion to approve the minutes from November 18, 2016 Board Meeting. Jill Seconds. Any Discussion- No. All in Favor. No opposes, motions carries.

Two small items

Presidents of each chapter received an opt-ed and told the state presidents to let her know who it should go to (media), and has been set up to

Tasc – she has offered to speak at local chapters.

Secretary's Report

Heather

10:25 am

Jill Check and see if we can get double awards for Sec and Pres Elect for Leadership Day, since Heather is both and is going. - **Possibly**

Brenda P&L needs to be updated and on the website with 2016-2017 - **Done**

Heather New Jersey Sponsorship List – send out to everyone to see if anyone knows any of them. Also send to Conf Committee. - **Done**

Lindsey Jill needs a summary of all state activities from the year from April 2016 to March 2017. Post on a newsletter or online, make sure Lisa includes this. **Still need to do this.**

Amy Needs to put out a membership needs survey and Jill needs results. **Will do this week**

Jill Press Releases – Are they on the website and can we get them, check with Lisa. **Will still need to do**

ALL VirginiaAHU@gmail.com, Presidents notify your members about this. Please add to your social media. - **Done**

Treasurer's Report

Brenda

10:30 am

End of Month Feb 2017 totals

Checking Account \$55,999.30

Received \$24,955 income from conference so far

\$18,875 outstanding from

\$2702.83 have not cleared checking

Exec Board approved \$3,700 for Jaffe for April, which is added to the budget.

Conference Expenses projected at \$53,000, and profit is estimated at \$26,000

Conference/Food Beverage is \$67pp, \$136 pp, \$73 pp

Anya – Fiscal conservative when it comes down to it we are at \$356 pp for conference when you throw in the speaker's costs. We have budgeted only \$30K originally for conference so I'm concerned that we are at \$53,000 so we are well over what we originally budgeted.

I don't feel comfortable with the lack of transparency overall and not voting on conference budget increases. We have not seen a \$37,000 ROI from Jaffe in my opinion, and we are not seeing more revenue from the conference because of them.

Amy-if we are only at 100 attendees, then a lot of those attendees are sponsors.

Chapter President's Report

10:46 am

Central

Nick

Board meeting coming up this March 24, 2-5

We are also doing the April 11 Live from NAHU event as well, at the Hampton Inn Glenside down the road.

We have a few new members, but the most recent new members are on the carrier/vendor side, so we need to get more brokers/consultants.

Financially we are doing fine. We also need to figure out leadership for next year because that is up in the air. We did make some money on day on the hill

Eastern **Anya**
Board meeting on April 6. After board meeting we are meeting with Carrier directors to talk with them about industry things. Then we are going to have a fundraiser going, but trying to plan something. We are doing the Live from NAHU on April 11, which will be a CE. Jessica brought up doing a joint golf event with Central. We have also talked about bowling, but still deciding on something. Lindsey – How are we filing those CEs (asking Amy). Amy will submit it for everyone.

Northern **Heather**
April 6 Topgolf Charity event. It's a Thursday so we are doing 3-6 and still focusing on getting sponsors
June – Networking Corn Hole Tournament at Brewery

Piedmont **Lori**
Lori is going to Amy's Chapter and they are doing a joint meeting for the April 11 Live from NAHU.

Southwest **Amy**
Strategic Planning meeting that morning before April 11. And also, putting together a March of Dimes team for charity. And we have a golf tournament on May 25.

Membership **Lindsey** **11:01 am**
Josh sent an email to all membership chairs, which stated that we had 4 new members but we need 50 new members to meet our membership goal. Josh also sent a new flyer - Notes from VAHU that we are asking everyone to pass around. Also within that is a refer a friend. If you get 3 referrals you get entered into a drawing for \$100.
Reiterating that we need local chapter meetings in order to get new members and see a member value.

Media/Communications **Cameron/Jessica** **11:04 pm**
No new updates. If we need anything from communications for awards, Jill will go to Lisa. We need to sell advertising for the Newsletter, so Lindsey passed out the Advertising Costs flyers.

HUPAC **Tim** **11:10 pm**
February report came out and one of the things they are asking is that we have a lot of people that show \$0 that we need to reach out to. Not sure if they are due to one-time payments, or maybe credit card issues. Pass around the list and see if you know of anyone on the list and will take care of that next week.

Legislative **Chris** **11:12 am**
Day on the Hill was a huge success
34 people registered and additional 15 from IIAV

- Reviewed close to 100 Bills
- Followed 32 bills
- We were 100% successful with our actions on 3 bills.
- HB 1728 - Air Transportation service providers study by VDH – moving forward
- HB1749 - Agent Compensation – Tabled: We do expect this to be brought again
- HB 2233 - **Foreign** Insurance selling in VA – tabled and to be reviewed by Health Insurance Reform Commission (HIRC)

Capitol Conference
Another record turnout. 33 registered members.

Amy and I are pursuing possible legislation that would provide 6 Credit hours per biennium to ACTIVE Board members. Amy has reached out to Claudia Dodge to see if the CE Board could make this happen or if legislation would need to be pursued. With that being said, NAIFA has paid lobbyist employees and they too are very interested in this. We will keep board apprised of what is occurring on this front.

Awards **Jill** **11:20 am**
Submitted to Dimeko for our Gold Certification. Which also helps towards the landmark award.
I had a thought with Live from NAHU, can we send out a communication from the state about the event at all different locations. Looked thru the awards from last year and where we were lacking. Leg we have more than enough for this year, and we have a contract from San Anderson which will help. Membership – documentation of the calls that we are having, and when. Media was always lacking and this year we have a ton more of then normal. Feeling good because we have as much as did last year and probably even more than last year. If I need anything I will reach out. I will also check the website and see if anything is missing and reach out to Lisa if there is anything missing.

Conference **Heather** **11:30 pm**

Agenda – The agenda is all set and all the presenters, topics, bios are posted on the website and then we are also going to include them in some upcoming emails.

Sponsors – We are still actively pursuing sponsors, so if there is anyone that you on the board has a personal connection with please reach out or let us know.

Emails/Website – Attendee emails are going out weekly, but we ask that you and your local boards please forward those emails to your broker list and carrier list. Please also personally ask people to attendee. We will have 5 CEs, over 5 hours of networking with exhibitors and sponsors, Boat Cruise, Top Golf, excellent topics, etc.

Budget – we currently have \$49K in sponsorships, we are estimating anywhere from \$13,000-\$15,000 in attendee income, so right now we are at \$62,000 - \$64,000 in income. Our expenses are budgeted around \$53,000. Right now we are at an estimated 10K profit, but as I mentioned we have sponsors that have said they want to participate and we are waiting for their level and we are still trying to find more. With 2 and ½ months left we confident our income will be at a minimum of \$20,000.

Closing **Lindsey** **12:30 pm**

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

ACTION ITEMS

Lindsey	Send Jill the Opt-ed that went out via state to the dispatch
Amy	Will file the April 11 CE Live from NAHU with Janet
Heather	Email about April 11 event to the entire state and the locations where they are going.
Josh	Send Jill a list of all the memberships calls dates and who attended.
Heather	Jill sending the P&L and will post to the website. Emailed Lisa 3/10 to add
Lindsey	Jill needs a summary of all state activities from the year from April 2016 to March 2017. Post on a newsletter or online, make sure Lisa includes this.
Jill	Press Releases – Are they on the website and can we get them, check with Lisa.