

2018 ACHE NEW ENGLAND REGION COMMITTEE MEETING

For Meeting Held: 2/15/2018, by conference call

Call In: (515) 604-9649; Access Code: 865467

Minutes

Attendees:

Agenda Item	Main Discussion Points	Action Items
CALL TO ORDER	Chair (Jim) called the meeting to order at 3:04 pm, followed by roll call.	
Attendees:	Present: Leah Ben-Ami, Jim Dehner, Rae Ann Durocher, Amy Finamore, Paula Hogard, Brianna Parsons, Tricia Tyler. Absent: Nicolette Aduama, Bill Boozang, Tammy Dow, Marc Wilson.	
Minutes of Last Meeting	Approved for 1/18/2018 conference call meeting.	Our minutes are now posted on the ACHE website.

<p>DISCUSSION</p>	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • There have been no financial transactions since our last call. • Amy spoke to a few treasurers in other regions re: record keeping. They shred old reports after a couple of years. We have 18 years of bank statements and conference materials. • Proposal: Keep most recent 5-7 years of records; shred the rest. • Jim and Amy are now signatories on the Peoples Bank account, which has \$12,971. <p>Status Updates on Deliverables</p> <ul style="list-style-type: none"> • Jim established a monthly standing committee meeting by conference call. • Amy talked to other regional treasurers re: record keeping (see above). • We will hold off for now on ideas for a NE Region hosted event at the national conference, as we need to focus on our spring webinar. • Current NE Region officers are now listed on the ACHE website. • Membership: Nina Barbee keeps track, reaches out to institutions if membership lapses. <p>Webinar Survey / Timeline</p> <ul style="list-style-type: none"> • Amy sent survey to Nina Barbee, who asked if it should be sent just to schools in NE or to entire membership nationwide? • Decision: send it nationally, assuming we'll get a better response rate. • Webinar will be offered in the April-May timeframe. <p>Membership Development</p> <ul style="list-style-type: none"> • See above under Status Updates. <p>Other Business</p> <ul style="list-style-type: none"> • Northeastern has invited Ravi Hutheesing, Keynote Speaker at ACHE's October 2017 Conference, to speak on their campus late summer or early fall. Event could build momentum for our national conference and NU's Committee on Inclusiveness. 	<p>Amy will check with main ACHE office to see how many years of records they keep. We'll vote on our record keeping plan at next meeting.</p> <p>Jim will take minutes at the next meeting on March 15, as Tricia will be absent.</p> <p>Jim will draft a letter of invitation for this committee to review next week for institutions to join ACHE/NE Region, and Amy will check with Nina on process.</p> <p>Amy will prompt Nina to send out the survey nationally soon and ask for responses by March 10. We'll review results, choose a topic, and discuss presenters at our March 15 meeting.</p> <p>Jim has some ideas to increase exposure and will develop a list before our next meeting.</p> <p>Leah will continue the discussion and keep this committee updated.</p>
		<p>Hold over deliverables from last meeting:</p> <p>Nicolette will draft a proposal regarding volunteer days for the group to consider.</p> <p>Committee will confirm 2-3 ideas for a NE Region hosted event at the ACHE conference, to present via email prior to Newport tour.</p> <p>Jim will draft timeline for webinar project. Once topic is determined, then group can begin research around potential presenters.</p>

CONCLUDING ITEMS		
Adjournment	The conference call adjourned at 3:25 pm.	
Next Meeting	March 15, 2018, 3-4 pm	