

2018 ACHE NEW ENGLAND REGION COMMITTEE MEETING

For Meeting Held: 3/15/2018, 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 3:05 pm, followed by roll call.	
Attendees:	Present: Nicolette Aduama, Bill Boozang, Jim Dehner, Rae Ann Durocher, Amy Finamore, Brianna Parsons, Toni Pinckney, Tricia Tyler Absent: Leah Ben-Ami, Tammy Dow, Paula Hogard, Marc Wilson	
Minutes of Last Meeting	Approved for 2/15/2018 conference call meeting.	Our meeting minutes are now posted on the ACHE website.
DISCUSSION	<p>Treasurer's Report Amy proposes keeping financial records and bank statements for 7 years.</p> <p>Letter of Invitation for Institutions to join ACHE The leadership team has made a commitment to increase institutional membership in our region. Jim has a draft solicitation letter, including links to the ACHE member page, to invite institutions to join. There are no members in VT; very few in NH, ME. This will be a grassroots effort. Go through the main office? Which institutions should we send the letter to?</p> <p>Webinar Survey / Timeline Survey went out a half hour before this call. The delay was due to an ice storm at Oklahoma University. Response requested by 3/29/2018. We'll likely hold the webinar in June.</p> <p>Ideas to Increase Regional Exposure</p> <ul style="list-style-type: none"> • Letter inviting institutions to become members • Webinar • Newsletter (eventually) • Website items <p>Volunteer Days</p> <ul style="list-style-type: none"> • Idea: Donate used clothing; "Dress for Success" • Increase regional exposure leading up to national conference <p>National Conference Bill will know more after the national committee meets in Newport. Things are looking good; we're generating interest. We'll offer day passes to go back and forth to Newport.</p>	<p>Amy will send a copy of electronic statements to the home office.</p> <p>Reach out to administrators at each institution; persist until we find the correct person. Cold call? Soft sell? Need tangibles; someone to take lead.</p> <p>Discuss survey results and decide topic at April meeting. Amy will send results when available. Need tangibles. Jim to take lead. Jim will draft timeline for webinar project. Once topic is determined, then group can begin research around potential presenters.</p> <p>Nicolette will draft a proposal for the group to consider for next month's call.</p> <p>Committee will confirm 2-3 ideas for a NE Region hosted event at the ACHE conference.</p>
	Other Business	None.

CONCLUDING ITEMS		
Adjournment	The conference call adjourned at 3:32 pm.	
Next Meeting	April 19, 2018, 3-4 pm	