

**2018 ACHE NEW ENGLAND REGION COMMITTEE MEETING**

For Meeting Held: 7/19/2018, by conference call

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

**Minutes**

Attendees:

<b>Agenda Item</b>	<b>Main Discussion Points</b>	<b>Action Items</b>
<b>CALL TO ORDER</b>	Chair (Jim) called the meeting to order at 3:06 pm, followed by roll call.	
<b>Attendees:</b>	<b>Present:</b> Jim Dehner, Rae Ann Durocher, Amy Finamore, Brianna Parsons, Toni Pinckney, Tricia Tyler. <b>Absent:</b> Nicolette Aduama, Leah Ben-Ami, Bill Boozang, Tammy Dow, Paula Hogard, Marc Wilson.	
<b>Minutes of Last Meeting</b>	Approved for 6/21/2018 conference call meeting.	Our meeting minutes are now posted on the ACHE website.
<b>DISCUSSION</b>	<p><b>Webinar Status Update</b></p> <ul style="list-style-type: none"> <li>- Amy confirmed that Dr. Alanka Brown is unable to do a webinar for us.</li> </ul> <p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>- Paid \$800 for 50% of a New England attendee's ELI registration.</li> <li>- Paid \$4,000 (maximum) for National Conference coffee break.</li> </ul> <p><b>Membership Letter</b></p> <ul style="list-style-type: none"> <li>- Not much to report; waiting for confirmation from home office.</li> </ul> <p><b>Sponsorship for National Conference</b></p> <ul style="list-style-type: none"> <li>- Amy got approval from home office to use and adapt one of their existing forms to solicit NE Region applicants for a conference sponsorship. The form is in Word now; we plan to put it online in a Google form or survey tool.</li> <li>- Deadline for applications: August 20, then we'll select recipients.</li> <li>- National Conference has a rubric with selection criteria. We'll do the same.</li> </ul> <p><b>Diversity Issues / Possible Poster</b></p> <ul style="list-style-type: none"> <li>- Toni proposed having a banner on diversity at the National Conference coffee break that we will sponsor. We will also have handouts re: diverse ideas, cultures, etc. This will be a soft teachable moment.</li> <li>- Tricia suggested we could consider a table drape if a banner is too expensive.</li> </ul>	<p>The webinar working group will develop a short list of potential speakers. Goal: Promote a webinar after the national conference. Bill: any suggestions?</p> <p>Jim will talk with Bill re: how to approach home office to keep this project moving forward.</p> <p>Amy and Tricia will work on developing and finalizing the form. Then we'll send it to the home office to distribute to NE member institutions.</p> <p>Toni will email proposed slogans for everyone's comment, and research pricing for banners and table drapes.</p>
	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>- Develop Google Drive to house all agendas, minutes, other documents for this committee.</li> </ul>	Brianna developed and sent a link to a Google drive to all committee members. Tricia will add agendas, minutes, and other documents.
<b>CONCLUDING ITEMS</b>		
<b>Adjournment</b>	The conference call adjourned at 3:32 pm.	
<b>Next Meeting</b>	<b>August 16, 2018, 3-4 pm</b>	