



Sample - compliments of the Colorado Healthcare Association for Human Resource Management

16. Chapter Budget

- Treasurer Report provided to membership during fiscal year.

Documentation Required: Submit a copy of a financial/treasurer report made during 2008. Submit communicated message to membership (E-mail, newsletter, and distribution method of minutes to the entire membership that may include the financial/treasurer report).

Financial Update

CHAHRM Treasurer Report – April 2008

Checking beginning balance		\$2,656.83
Deposits		17,349.66
Checks written		2,479.39
Ending balance		\$17,527.10
Savings account balance		1,002.80
Certificate of Deposit		\$16,580.09
Expenses		
Loews Denver Hotel	November conference balance	\$2,160.08
NAS Recruitment Communications	Administrative expenses	63.00
Alisa Rathbun	Airfare-ASHHRA Leadership conference	162.40
Alisa Rathbun	Chapter management lunch	65.91
Monthly service fees	October - January	28.00
		\$2,479.39

CHAHRM Budget – 2008

Income	
Chapter Management	\$1,000.00
Dues	\$7,000.00
Program registrations	\$13,000.00
Program sponsorships	\$15,000.00
Total Income	\$36,000.00
Expenses	
Chapter Relations (President registration for ASHHRA annual conference and President-elect for leadership conference)	\$2,500.00
Facility fees (includes food)	\$22,000.00
Special Food	\$150.00
Speakers fees	\$7,500.00
Postage and Administration	\$300.00
Scholarships	\$3,000.00
Misc program expense	\$150.00
Business supplies	\$100.00
Community Relations/Donations	\$300.00
Total Expenses	\$36,000.00

Shelli Lind, SPHR
 CHAHRM Treasurer
 Director, Central Region
 Centura Learning and Leadership Development
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 303-804-8121

CHAHRM Meeting Minutes

Executive Committee Meeting Minutes

March 13, 2008

The Cliff House, Manitou Springs



In attendance:

Alisa Rathbun, Terry Huskins, Shelli Lind, Ellen Rehmar, Pamela Drake, Jessica Henley, Gini Adams, Evonne Dunn, Marty Hurd, Tina Fisbeck

Call to Order:

Alisa Rathbun called the meeting to order at 1:40 p.m.

Approval of Minutes from 11/8/07 Executive Committee Meeting:

Ellen Rehmar moved to approve the minutes. Pamela Drake seconded the motion. The minutes were approved unanimously by a vote of the group.

Treasurer's Report:

Shelli Lind stated the checking account balance is \$5,953.93, which does not include checks/payments for this conference. Shelli stated she has already received sponsorship checks for the annual Vail conference. Shelli advised that a number of additional people registered late for the Manitou Springs meeting and will attend.

Financial Update

CHAHRM Treasurer Report – June 2008

Checking beginning balance		\$17,527.10
Deposits		6,275.00
Checks written		281.48
Ending balance		\$23,520.62
Savings account balance		\$1,002.80
Certificate of Deposit		\$16,580.09
Expenses		
Poudre Valley Hospital	Partial refund - Oakes	\$50.00
Centura Health	Overpayment dues	18.24
Centura Health	Overpayment dues	18.24
NAS Recruitment	Overpayment dues	10.00
Correction	March deposit	185.00
		\$281.48

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2008 Upcoming Events

October 12 – 14, 2008
 44th Annual ASHHRA Conference & Exhibition
 Austin Convention Center - Austin, TX

November 6-7, 2008
 Fall Conference
 The Inverness Hotel - Denver

March 12-13, 2009
 Spring Conference
 Cliff House, Manitou Springs

June 10 - 12, 2009
 Annual Conference
 TBD, Beaver Creek

Watch our website, www.chahrm.org, for details.

CHAHRM Meeting Minutes

Executive Committee Meeting Minutes

June 5, 2008 - The Lodge at Vail, Vail, Colorado

In attendance:

Ellen Rehmar, Evonne Dunn, Pamela Drake, Gina Adams, Marty Hurd, Terry Huskins, Shelli Lind, Tina Fisbeck, Janice Blankenship, Greg Thress, John Ostrom, and Julie Ammon.

Call to Order:

Ellen Rehmar called the meeting to order at 4:32pm and welcomed everyone in attendance. She requested review of the minutes from the March Executive Committee Meeting. Shelli Lind noted an amendment to the minutes changing Centennial Health at Home to Centura Health at Home. Terry Huskins moved to approve the minutes as amended. Pamela Drake seconded the motion. The minutes were approved as amended unanimously after a vote by the group.

Treasurer's Report:

Shelli Lind reported \$23,520.62 in the CHAHRM checking account. There are, however, outstanding payments due to the Cliff House for the March conference, due to The Lodge at Vail for this conference, and due to the scholarship winner awarded last December. Shelli requested the administrative assistant ensure conference attendees have paid prior to the conference. She proposed that if payment was not received from the attendee's organization, the attendee pay with a personal check which she will hold and cash if a company check is not received within a specific amount of time. The group agreed that this procedure is acceptable.

Programs:

Gini Adams led discussion on upcoming conference dates. The November conference would be at Inverness starting at 1:30pm on Thursday and concluding at 3pm on Friday. Proposed dates for 2009 are as follows:

- March 12th and 13th – 2nd choice is March 4th and 5th depending on availability at the Cliff House
- June 10-12 – 2nd choice is June 3-5 - Gini will check The Lodge at Vail, Breckenridge, and Glenwood Springs as well as make sure dates do not conflict with the SHRM conference

Career Strategies

As the Career Strategies Director for CHAHRM, I assist individuals with job searches in the human resource field within and outside of healthcare on a confidential basis. I network with a number of recruiters both locally and nationally.



Please check the CHAHRM website for postings made possible by Jobing.com. To post a resume or job, click on the "Jobs" button from anywhere in the website: www.chahrm.org.

Marty Hurd
 CHAHRM Career Strategies Chair
 Senior Vice President, Aon Consulting
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Financial Update

CHAHRM Treasurer Report – December 2008

Checking beginning balance	\$18,108.69
Deposits	3,855.00
Checks written	8,682.27
Ending balance	\$13,281.42
Savings account balance	\$1,003.66
Certificate of Deposit	\$16,580.09

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Surveying - A Great Benefit of CHAHRM Membership

Greetings from CHAHRM's Survey Coordinator.

The end of the year is wrapping up as a very good one for surveys. I have recently added three new surveys to our website for your reference. They are:

- Random Drug Testing
- Hospital Non-Benefited Employee
- Emergency Preparedness Manager

Please take a few minutes to review these reports, should you have a need. If you are interested in putting a survey out to CHAHRM's distribution lists, please contact Evonne Dunn (evonne.dunn@watsonwyatt.com) and, once I get the results, I will get them posted for all members to review.

Thank you and Happy Holidays!

Tina Fisbeck
 CHAHRM Survey Coordinator
 State Wide Recruiter
 Centura Health at Home
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