



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

25. Annual Conference Attendance

- Chapter President and/or designated representative of the Chapter attended the ASHHRA annual conference. The Chapter has a policy to provide funds for the President and/or designee to attend the annual ASHHRA meeting.

Documentation Required: List the name of the individual in attendance at the ASHHRA Annual Conference. Submit a copy of the financial/treasurer report where the ASHHRA Annual Conference expense is noted supporting the allocation of expenses to attend the annual conference.

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.

Fall

2008

FOCUS

From the President

It is with great pride and honor that I write my final article to all of you as the CHAHRM president. It has been an incredible two years and I am grateful to have had the opportunity to serve in this role. I want to extend a heartfelt thank you to the executive committee, all the members and our sponsors for the tremendous work that is accomplished annually. If anyone is interested in joining the executive committee, we are accepting nominations for 2009 President-Elect, Treasurer and Secretary.

As I exit my role, I want to update you on what has taken place over the last few months as well as share the phenomenal work that has been done to prepare for a successful 2009.

In October, I again had the opportunity to represent CHAHRM by attending the ASHHRA National Conference in Austin, Texas. The weather was beautiful and it proved to be another successful event hosted by ASHHRA. CHAHRM was honored at the national conference and received the 4 Star Chapter Achievement Award (the highest recognition awarded); Outstanding Chapter Achievement (Gini Adams, Yuma District Hospital) and Outstanding Chapter Officer (Me-Alisa Rathbun, Centura Health at Home—thank you!). I hope to see you all next year at the conference in Chicago.



Recently, we held our final seminar of 2008 and planning session for 2009 at the Inverness Hotel. The setting was gorgeous and made for a

fantastic backdrop for learning coaching techniques and the latest labor relations trends. We are so thankful to our Silver Sponsors: AIG Retirement, CHA Shared Services, MEDEFIS and Strategic Programs, and our Break Sponsor: TRISTAR Risk Management. Despite the hard economic times, our sponsors have been committed to our association and our even

greater need for continued support for our programming. We could not host these conferences without this tremendous support and we are truly indebted for their participation. Thank you!

It gives me great pleasure to provide a brief description of CHAHRM's accomplishments for 2008 and our goals for 2009:

Leadership

2008

Hosted scholarship applicant process; funded 2 scholarships & awarded 1 to a nursing student (no healthcare HR candidates); no scholarship trust was set up due to lack of participant interest; held toiletries drive at November conference and researched group event for community service projects; surveyed members to identify program needs/focus; president attended leadership and national conferences on behalf of CHAHRM.

2009

Drive more awareness of scholarship opportunities by partnering with schools (nursing and HR programs); research and identify 1 new community service project; survey membership to identify "hot topics" and delivery preferences, how to increase participation/ membership, and when to host events; support president-elect to attend Leadership conference and President to attend ASHHRA conference.

Membership & Regional Liaison

2008

We were unable to increase our membership by 20% due to the declining economy, but our membership remains strong at approximately 108 members; researched and planned presentation by CHAHRM member to students about the healthcare field (was rescheduled for 2009); partnering with Denver Area Healthcare Recruiters Association (DAHCRRA) by providing invitations to all programs to their membership, inviting all CHAHRM members to their holiday party and promoting via CHAHRM's website.

2009

Increase membership by 5% through implementation of survey recommendations, more aggressive and on-going marketing tactics; membership incentives; continue partnership with DAHCRA.

Programming

2008

CHAHRM hosted 3 successful programs in 2008 (Manitou Springs, Vail and Denver); a more detailed budget for programs was developed and used for planning throughout the year allowing for more alignment with vendor/sponsors at each event; conference mailings were expanded by more communication with our members and distribution to other associations (DAHCRRA, Colorado Human Resources Association (CHRA)).

2009

Host three successful programs throughout the year for members; survey members for "hot topic" program needs; research offering teleconference or Webinars; more aggressive and on-going marketing tactics.

Communication

2008

Conducted 59 surveys (YTD) for 2008 and results are posted on our website for members to review; researched and still investigating electronic option for data capture; testimonial video posted to website for potential members to review; four newsletters are published throughout the year.

2009

Conduct member surveys & provide results on the CHAHRM website; research new electronic option for data capture; four newsletters published.

Legislative

2008

Consistent communication via email and newsletter was provided to all members regarding legislative issues.

2009

Provide consistent and on-going communication via email and/or newsletter about new legislative issues; email notifications encouraging members to communicate with legislative representatives on healthcare issues; partner with CHA on taskforce.

In closing, I want to thank all of you for your support and participation with CHAHRM during my reign. I am so thankful for the members of this association and the effort that is put forth to keep this machine running. I am now ready to hand the tiara over to Ellen Rehmar, who will be the incoming president for 2009. I have great faith that Ellen will lead this group in a direction that will bring growth and more opportunity for participation for all members.

Best wishes,

Alisa Rathbun

2008 CHAHRM President

HR Director, SPHR

Centura Health at Home

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Upcoming Events

December 2, 2008

DAHCRRA Holiday Party

Tears McFarland House

1290 Williams St., Denver

4:00 to 7:00 p.m.

\$20 for members, \$30 for guests

RSVP to michael.booth@uch.edu

March 12 - 13, 2009

Spring Conference

Cliff House, Manitou Springs

June 10 - 12, 2009

Annual Conference

Mountain Thunder Lodge - Breckenridge

October 9, 2009

Fall Conference

CENTURA Health at Home - Denver

November 1 - 3, 2009

45th Annual ASHHRA Conference & Exhibition
Chicago, IL

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