



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

8. Executive Committee/Board Meetings

- Chapter is to have held at least two executive committee/board meetings during the year.

Documentation Required: Attach two meeting agendas and the associated meeting minutes of the chapter executive committee/board. Agenda and minutes must reflect the date, time and location, and the names and Chapter Leadership titles of those in attendance of the meeting.

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
ShelliLind2@Centura.Org
 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.

Programs:

Because Poudre Valley Health System could not attend the Manitou Springs meeting due to circumstances beyond their control, with short notice, the committee discussed substitution possibilities. It was generally agreed upon that substitutions from the same organization are acceptable, but that the paid registrations should not be offered to individuals from a different organization.

Ellen asked if CHAHRM has a speakers' budget for the June conference. It was stated that there might be as much as \$8,200 available for speakers.

Possible topics and speakers for the June conference were discussed.

The speaker budget for last year's November conference was \$1,300.

It was agreed we need to finalize the agenda soon, so that Steve Moulton can apply for HRCI credits.

Membership:

Terry Huskins advised that as of March 12th, CHAHRM had 84 active memberships, which included membership renewals and new memberships. Six were carry-over memberships from 2007. Last year at this time, we had 72 active memberships.

Terry's goal is 150 memberships by year-end – a 20% increase for 2008. Anyone who has not renewed their membership by the end of March will lose their website privileges.

Legislative update:

Pamela deferred her presentation until the General Session tomorrow.



Career Strategies:

Marty mentioned that she is helping Janene Brenneman, RN, MBA, network. Janene has developed a wellness program for women in midlife. As the average age of a nurse tends to be in the late forties, some members of the group suggested that Janene might be a good candidate for speaking at the Vail conference. Marty agreed to have Janene contact Ellen Rehmar to discuss a possible presentation. Janene would also be interested in a position as a Wellness Manager for an organization.

Communications/Newsletters:

Evonne stated that March 25th is the deadline for newsletter contributions.



Tina will be the new survey coordinator. Evonne will discuss with her how the surveys are conducted, and how the process could be improved. Both Evonne and Ellen agreed that the problem has been that

the person requesting the information doesn't provide the survey results to the survey participants.

Evonne has changes to the vendor email distribution list. She'll provide them to Jessica and Greg Rossman.

Evonne mentioned that the excellent, NAS-developed video used at last fall's membership drive luncheon, will soon be uploaded into the CHAHRM website.

Janice Blankenship has taken over the website administration from Alisa Rathbun.

Scholarships:

Per Gini, applicants can apply at any time. Gini will include scholarship information and deadlines in the next CHAHRM newsletter.

Liaison Update:

As Adam Lydick was not present, Alisa mentioned that the Southern Liaison position is still open. Alisa will contact a possible candidate for the Southern Liaison position. The Western Liaison position is open as well.

Vendor/Sponsorship Update:



Jessica Henley announced that she is resigning her position on the Executive Committee. Greg Thress at Denver Health Medical

Center has volunteered to take over the position.

Craig with Xtreme Recognition and Chad Long with healthEcareers have sponsored this conference. TriStar Risk Management sponsored our snacks. We've raised \$8,750 to date through sponsorship activity.

Old Business:

Increasing conference fees had been discussed at the November Executive Committee meeting. Ellen Rehmar made a motion to increase the fees for future conferences. Terry Huskins seconded the motion. The motion was carried. It was suggested that an email survey be conducted regarding registration fees for the June conference.

New Business:

The group agreed that changes need to be made to the Bylaws regarding conference refund policy. The opinion of the group is that the Bylaws need to be more specific.

It was agreed that Janice Blankenship be requested to review the Bylaws and Executive Committee job descriptions.

Adjournment:

Ellen Rehmar made a motion to adjourn the meeting. Terry Huskins seconded the motion. The motion was unanimously approved. The meeting adjourned at 2:40 p.m.

CHAHRM General Chapter Meeting Minutes

March 14, 2008

The Cliff House, Manitou Springs



Manitou Springs – March 14, 2008

Call to Order:

Alisa Rathbun called the meeting to order at 8:07 a.m.. She welcomed everyone in attendance and invited everyone in attendance to join the Executive Committee and/or other committees. Alisa reviewed the meeting minutes from the November 2007 meeting. Jean Roblewsky noted an error with the conclusion time and was noted by all in attendance. Minutes were approved by Pam Drake and Shelli Lind. Everyone in attendance introduced themselves.

Treasurer's Report:

Shelli Lind reported that there is money in the account. She received several checks during this time and could not give an exact amount; however, she felt that the account was over \$5,000.00 at this time.

Programs:

Ellen informed us that there will be a conference call with the program committee over the next couple of weeks to discuss topics. Request was made by Ellen asking for ideas such as Best Practice or other topics and that they are sent to her and Alisa. Gini indicated she is still not sure where the November meeting in Denver is going to be and asked for suggestions. Alisa suggested the Inverness Hotel, which Gini is already looking into.

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.

#2

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

Gini recommended changing the June network reception time from 6:30pm-8:00pm to 6:30pm-8:30pm. The group agreed. She noted the typical cost for the reception is \$2,000-3,000 and Career Builder sponsored the reception for \$2,500 for this conference.

Topics for upcoming conferences included the following: Shelli Lind on Coaching for H.R. Leadership, Janene Brenneman, RN, MBA on wellness, Don Heilman with Gallagher on benefits, Pamela Drake on ASHRA best practices, recruitment, Joint Commission (including reports from hospitals with recent visits), State visits, and roundtable or open lunch session on best practices from conference attendees. Greg Thress suggested liaisons survey members to discover why they attend or don't attend conferences.

Membership:

Terry Huskins stated there are 107 active members with 4 new members pending receipt of their membership fees. Terry Huskins prepared an Executive Committee Membership Report June 2008 which was presented to the executive committee. The report includes a letter from Terry with our membership numbers and a list of active, pending, and expired members. The membership list is online on the CHAHRM website available to members.

Terry suggested a second membership drive luncheon this fall as several new members were gained in this manner last year. He requested the boundaries for each liaison territory, a map indicating member locations, and an updated list of liaisons.

Ellen requested that meeting attendees review the list of expired members and cross off any members who have moved out of state or are no longer working in healthcare H.R.

Legislative Update:

Pamela Drake stated she will give the legislative report in general chapter meeting.

Career Strategies:

Marty Hurd stated that Swedish Medical Center in Denver, Colorado is searching for a Director of Human Resources.

Communications/Newsletter:

Evonne Dunn requested newsletter articles by June 16th. Articles will include Letter from the President, appreciation to our sponsors and vendors, membership report, scholarship report, legislative report, treasurer's report, conference meeting minutes, Career Strategies, upcoming conference dates, ASHRA conference dates, job posting on Jobing.com, welcome to new members, and conference seminar articles.

Tina Fisbeck noted that she uploads member survey results onto the CHAHRM website. She is investigating Survey Monkey and other tools to use for the surveys.

Scholarship and Professional Development:

Gini Adams stated there are no scholarship applications at this time and the application has been online for one month. An email will be sent to remind members of the scholarship application on the CHAHRM website.

Liaison Update:

Adam Lydick, Liaison Coordinator, did not attend the meeting.

Vendor/Sponsor Update:

Greg Thress reported 12 vendor/sponsors for this June conference. Year to date vendor/sponsor support totals \$11,000. Goal for the year is \$15,000. Currently four vendors have pledged support for the fall conference for a total of \$2,250. Janice Blankenship suggested Premier Employment Services as a vendor for the fall conference.

Old Business:

Discussion was held on the nomination for outstanding CHAHRM officer as well as the nomination for outstanding CHAHRM chapter. Shelli Lind and Ellen Rehmar will work with Alisa Rathbun on the nominations as well as the chapter book.

New Business:

Evonne Dunn will email the CHAHRM policies and procedures as well as CHAHRM officer job descriptions to the executive committee members for review.

Adjournment:

Gini moved to adjourn the meeting. Greg seconded the motion. The meeting was adjourned at 5:35pm.

CHAHRM General Chapter Meeting Minutes June 6, 2008 - The Lodge at Vail, Vail, Colorado

Call to Order:

Ellen Rehmar called the meeting to order at 9:00am and welcomed everyone in attendance. She requested review of the minutes from the March General Chapter Meeting. Shelli Lind noted an amendment to the minutes changing Centennial Health at Home to Centura Health at Home. 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.

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

Topics for upcoming conferences included the following: Shelli Lind on Coaching for H.R. Leadership, Jeanine Brenneman on wellness, Don Heilman with Gallagher on benefits, Pamela Drake on ASHHRA best practices, recruitment, Joint Commission (including reports from hospitals with recent visits), State visits, and roundtable or open lunch session on best practices from conference attendees. Greg Thress suggested liaisons survey members to discover why they attend or don't attend conferences.

Membership:

Terry Huskins stated there are 107 active members with 4 new members pending receipt of their membership fees. Terry Huskins prepared an Executive Committee Membership Report June 2008 which was presented to the executive committee. The report includes a letter from Terry with our membership numbers and a list of active, pending, and expired members. The membership list is online on the CHAHRM website available to members.

Legislative Update:

Pamela Drake reported on the ASHHRA Advocacy Committee annual "hill visit". She stated that the congressional visits were very successful and the issues they discussed with legislators included: Employee Free Choice Act (ASHHRA supports the Secret Ballot Protection Act); the RESPECT Act (ASHHRA opposes this act since it would amend the definition of "supervisor" and negatively impact hospitals); and nurse staffing ratios (ASHHRA opposes mandatory staffing ratios which limit hospitals' flexibility to determine appropriate staffing patterns). The Advocacy Committee position papers are posted on the ASHHRA web site and non-members, as well as members, can view them. Pamela reported that preparation for the "hill visit" included educational presentations by AHA staff, including the AHA president, legal counsel and lobbyists. One of the presentations was on the effectiveness of "grassroots" advocacy and how to effectively communicate with Congress. Pamela will work on an instruction sheet to distribute to CHAHRM members and post on the web site.

Career Strategies:

Marty Hurd stated that Swedish Medical Center in Denver, Colorado is searching for a Director of Human Resources.

Communications/Newsletter:

Evonne Dunn requested newsletter articles by June 16th. Articles will include Letter from the President, appreciation to our sponsors and vendors, membership report, scholarship report, legislative report, treasurer's report, conference meeting minutes, Career Strategies, upcoming conference dates, ASHHRA conference dates, job posting on Jobing.com, welcome to new members, and conference seminar articles.

CHAHRM Meeting Minutes

Executive Committee Meeting Minutes

November 6, 2008

Inverness Hotel, Englewood, CO

In attendance:

Alisa Rathbun, Tina Fisbeck, Gini Adams, Ellen Rehmar, Evonne Dunn, Greg Thress, Amanda Shewmake and Julie Ammon.

Call to Order:

Alisa Rathbun called the meeting to order at 1:25pm and welcomed everyone in attendance. She requested review of the minutes from the June Executive Committee Meeting. Ellen Rehmar moved to approve the minutes. Gini Adams seconded the motion. The minutes were approved unanimously after a vote by the group.

Treasurer's Report:

Shelli Lind will give the treasurer's report at the CHAHRM General Meeting.

Programs:

Alisa Rathbun stated the DAHCRA holiday party will be on December 2nd and CHAHRM will not co-sponsor this year. Ellen Rehmar suggested that we discuss as we go along.

The 2009 conference dates were discussed as follows:

- March 12-13, Manitou Springs, Cliff House
- June 10-12, Breckenridge, Mountain Thunder Lodge

Gini Adams noted that a date for the fall conference had not yet been decided. The 2009 ASHHRA conference is November 1 - 3. Evonne Dunn noted that many members were not able to attend the fall conference this year due to the date and poor economy. The group discussed the following options for the 2009 fall conference: change to one day only, develop strategic plan for each conference, add recruitment topic to each agenda, consider hospital facility for location, grouping agenda to allow half day, and offer two presentation options at the same time. The committee also discussed DAHCRA, their role, and our current and future relationship with this association.

Centura Health at Home was suggested as a location for the 2009 fall conference. Alisa

Rathbun will check on parking to see if this is feasible. The location could be determined based on the agenda. Gini proposed a planning session over dinner. Evonne suggested a one-day planning session and then future planning in November. The committee agreed to have the 2009 fall conference on October 2nd or October 9th and will conduct a planning session off site in the evening. Evonne suggested a focus on recruiting. Tina Fisbeck will check with DAHCRA members to determine their topics of interest. Evonne suggested offering CHAHRM member conference fee amounts to DAHCRA members. The committee approved unanimously.

Evonne proposed Janice Blankenship for Treasurer or Programs as Ellen Rehmar will be President and will not be working on programs. She also suggested Shelli Lind for Programs and Janice Blankenship for Treasurer.

Gini Adams proposed applicant tracking and inquired if it would be helpful to invite applicant tracking vendors to present. Alisa requested feedback on the Pinstripe presentation. Evonne suggested requesting Pinstripe present survey data as well as the Lean process to analyze and improve the recruitment process. Facebook was noted as a topic of interest for one of the conferences. Alisa noted that Chuck in Vail could discuss recruiting challenges and online strategies. She also noted that Gabby could give an update on the labor relations information presented during this fall conference. Gallagher is an option with their women in workforce planning. Compensation would be a beneficial topic. Ellen will investigate gathering compensation information confidentially and in aggregate so that specific member compensation is not revealed. Gini and Alisa discussed how Lawson operates in reference to compensation. Gini noted that her hospital will pay with direct deposit or pay card. Evonne suggested a panel discussion with members who are using this payment system but noted that HRCI credits are not given for panel discussions. The group agreed that dialogue is more important than HRCI credits.

The executive committee discussed other ways to make CHAHRM membership and conference attendance more valuable including Webinars and member presentations. Alisa stated that she likes Success Factors and noted her reasons

why. Gini proposed an email survey to CHAHRM members on suggested topics and request they rate them. Alisa suggested the survey include question on member preference for presentations or roundtable discussions. Evonne suggested changing dates to Sunday and Monday and Gini will investigate if we can change dates with hotels. A programming call will be scheduled to discuss conference programs.

Membership:

Evonne will request an update from Terry Huskins as he was not able to attend. Amanda reported that calls were made to invite members to attend this fall conference. Alisa requested that Lucy Dupree will consider nomination as the Membership Chairperson as Terry Huskins is no longer able to oversee membership.

Amanda Shewmake reported that the Western Slope liaison position is vacant and that she is willing to cover this outreach as Metro Denver liaison.

The official election of Executive Committee members will be held this December. Members must elect 2009 President Elect, Treasurer, Membership Director (Lucy Dupree proposed), Program Chair, and Secretary. 2009 President will be Ellen Rehmar. Evonne reviewed job description for President Elect. Alisa suggested executive committee members from facilities other than hospitals. Greg would consider the Treasurer position and noted a new Vendor/Sponsor chair would be needed if he assumes a new position.

Legislative Update:

Pamela Drake was not able to attend. Alisa Rathbun will review the legislative report that Pam sent to executive committee members earlier during the CHAHRM General Meeting. Goals for Legislative and Labor will remain the same for 2009.

Discussion was held regarding sponsor Webinars, post election update by Carla Coe, and holiday party.

Career Strategies:

The goals for Career Strategies will remain the same.

Communications/Newsletter:

Evonne will publish newsletter with updates from all divisions. She queried the group to get their feedback on the number of surveys. Tina Fisbeck explained the process, number of surveys requested, and Survey Monkey versus Zoomerang capabilities. She will write an article for the newsletter on surveys and note this benefit for CHAHRM membership. The goal for 2009 will be continuing to update the website with survey information and newsletter articles.

Scholarship and Professional Development:

Gini Adams reported that we did not hear back from last year's scholarship winners. Jerusalem Yohannes is currently working at Highline Rehab and Care Center. She just received her nursing degree in October. There is no H.R. scholarship winner this year. Evonne suggested the scholarship application request information on how the student heard about the scholarship. Alisa asked if information is sent to schools. Amanda will send a contact list for local schools.

The executive committee reviewed and approved a scholarship for Jennifer Bopp.

Gini thanked everyone for the ASHHRA Outstanding Chapter Achievement Award.

Alisa reviewed the scholarship goals. The group agreed the goals may need to be changed for 2009 as there was only one winner this year.

Liaison Update:

A membership drive was proposed for first quarter 2009. Emails and creation of a CHAHRM Facebook page were suggested. Amanda will set up the Facebook page and Evonne will monitor it. Evonne requested other promotional ideas to increase membership. She suggested discount for one event with a full membership fee or a 20-25% discount on membership.

It was suggested that a drawing be held at the spring conference for anyone who refers new members will be entered in a drawing for a free ASHHRA membership.

Vendor/Sponsor Update:

Greg Thress reported that AIG will be a sponsor at this fall conference. The five sponsors include AIG, CHA, Medefis, Strategic Partners, and

Tristar. Greg Thress reported \$13,250 in vendor and sponsor funds year to date 2008. Vendors and sponsors provided \$2,250 for this fall conference. The 2008 goal was \$15,000 and the executive committee agreed to have this same goal in 2009.

A link to the event page as well as registration information on the vendor attachment was proposed. The group agreed to continue with a vendor attachment which is separate from the conference registration form so that the vendor attachment does not have to be changed with specific information on each conference.

Old Business

Alisa reviewed the ASHHRA agreement and asked for feedback from the committee. The committee approved and Alisa will sign the agreement and send it to ASHHRA.

Evonne shared Pamela's suggestion for a holiday get together. The group agreed on December 9th at 4:30pm at a location to be determined.

For community outreach, the executive committee agreed to support DenverWorks.org since it supports men and women who are returning to work. Amanda is a member. Jobing.com has created an informational video for Denver Works.

A leadership survey to COOs and CEOs was a goal for 2008. However, the committee decided to survey members, rather than COOs and CEOs, as a goal for 2009.

CHAHRM will also contact schools to increase student memberships in CHAHRM.

New Business:

CHAHRM is partnering with CHRA to post our conferences on their website.

Evonne requested more names for the email distribution list. Tina will send the email address list for DAHCRA.

The committee discussed the CHAHRM website. Julie suggested a student section. A section on speakers, "New to the Profession" highlights, and updated resource links were also suggested.

The meeting was adjourned at 4:46pm.

CHAHRM General Chapter Meeting Minutes

November 7, 2008

Inverness Hotel, Englewood, CO

Call to Order:

Alisa Rathbun called the meeting to order at 9:05am. She welcomed everyone in attendance and those in attendance introduced themselves. Alisa requested review of the minutes from the June General Chapter Meeting. The minutes were approved unanimously after a vote by the group.

Treasurer's Report:

Shelli Lind reported that deposits have been made for the 2009 conferences. After these deposits, there is just over \$7,200 in checking, \$1,000 in savings and a CD. Shelli will report specific numbers in the next newsletter in December. She thanked our sponsors and vendors for their support.

Programs:

Ellen Rehmar announced the 2009 CHAHRM conferences as follows:

- March 12-13, Manitou Springs, Cliff House
- June 10-12, Breckenridge, Thunder Lodge
- October 2nd or 9th, one day at Denver hospital venue (Alisa at Centura and Ellen at University offered to host)

Alisa noted that there will be a survey sent to members to see if they prefer a Sunday and Monday conference or Thursday and Friday conference. In addition, the survey will request information on suggestions for presentations and preference for speakers or roundtable discussions. Suggestions for 2009 presentations include recruitment process, including evaluation techniques and lean events for the process as well as technology upgrades, social networking including Facebook, workforce planning and career development, and performance management. Webinars were also proposed for 2009.

Alisa requested suggestions for speakers and presentation topics.