



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

9. Meeting Management – Communication of Minutes

- Chapter is to have meeting minutes from a chapter meeting.

**Documentation Required:** Submit copy of meeting minutes and submit documented evidence of how the minutes were communicated to the entire membership. Examples of notification could be by: E-mail, newsletter, posted to Web site message.

CHAHRM General Chapter Meeting Minutes  
March 14, 2008  
Cliff House, Manitou Springs

Call to Order:

Alisa Rathbun called the meeting to order at 8:07am. She welcomed everyone in attendance and invited everyone in attendance to join the executive team 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 and Shelli. 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 Inverness which Gini is already looking into.

Membership:

Terry Huskins stated last year was very good. As of 3/12/08 there were 84 renewals, 14 above last year. There were 6 carry overs from the drive that was conducted last October. We finished 2007 with 124 members, a 25% increase over the previous year. The 2008 goal is for another 20% increase targeting 150-160 members. There will be a communication going out week of 3/17/2008 reminding members that if their renewal is not received by the end of March 2008, they will become inactive.

Legislative Update:

Pamela Drake stated there is not much going on with the State right now, however, late bills could come in and she would keep us posted. On the Federal level there are currently 2 bills being introduced regarding staffing issues at this time. HR5515 the Legal right to work and HR4088 Immigration Reform Bill. The Advocacy committee will be going to Capital Hill in May and not thinking that much will be done due to this being an election year. There is still time to submit letters to the committee regarding FMLA through 4/11/08.

Career Strategies:

Marty Hurd stated that she is working with an RN that has her MBA and has written a book called The Menopause Guide. She is currently looking for a Wellness Manager job. Alisa suggested she might be a good presenter for the Vail conference and Marty was going to contact her to discuss it.

#### Communications/Newsletter:

Evonne Dunn was talked about the benefits of CHAHRM surveys and how they are sent to everyone to participate. Send Evonne your survey and she will distribute it to all of the members and non-members. If you need any help or want a survey just let her know. Tina Fisbeck was introduced as the new Survey Coordinator for CHAHRM and will also be able to help. Evonne and Tina are going to meet and look about automating the process through a company called Survey Monkey.

#### Scholarship and Professional Development:

Gini stated we will have information about new scholarships up on the website in the next couple of weeks. We have 2 again, 1 for HR, if someone wants to get their PHR, or SPHR, and for Health Care field. Alisa asked that we also get the winners from last year posted on the website.

#### Vendor/Sponsor Update:

Jessica Henley announced that she will be leaving the position with CHAHRM, however, Greg will be taking it over and she is going to work with him, if anyone has any thoughts to please send them his way. It was suggested that we spread out the vendors for all conferences. Last year in Vail there were more vendors than participants so maybe have a smaller presence at that conference.

#### Liaison Update:

Amanda Shoemaker from NAS was present. Amanda noted that they are still looking for replacements for the Western Liaison and Southern Liaison. Also, if anyone would like to help make phone calls prior to the conference to let her know

#### Old Business:

Shelli Lind asked all members to send any information that they might have on anything that they did outside of CHAHRM that would be considered for the ASSHRA book that is being working at this time by the Executive Team. Evonne Dunn will send out an e-mail detailing what is needed. Ellen will write article. Greg suggested that we also put the information onto our web site for everyone to see and add a link.

#### New Business:

There was no new business at this time.

The meeting was adjourned at 8:37am.

## CHAHRM – POLICIES AND PROCEDURES

June 2007

### *For CHAHRM Focus Newsletter:*

A link to the online newsletter will be forwarded quarterly, to members only.

### *For Annual CHAHRM Membership Packet:*

In lieu of hard copy, it will be forwarded as a Microsoft Word document to members for whom e-mail addresses are available. All other members will receive hard copy.

### *For Requests for Information/Surveys:*

These will be sent to entire e-mail distribution list, but only active members can place the requests. A member making a request for information must follow this procedure:

To initiate a survey, they will contact the Communications Director.

A condition of requesting surveys is the requester must compile and deliver results to Survey Coordinator. If results are not provided to the Survey Coordinator, new survey requests may be delayed for that requester until overdue results are received.

The surveying process is:

- a) Request for survey comes to Communications Director.
- b) Communications Director makes sure the request is clear and sets timeframes for responses to come to requester and sends request.
- c) Responses go to the requester.
- d) Requester sends compiled results report to Survey Coordinator. Survey Coordinator follows up with requester if results not received.
- e) Survey Coordinator posts results report on website in designated, members-only section.

Questions/Responses regarding pay or benefit practices are not permitted.

### **Newsletter Advertising**

Ads can be accepted for the newsletter and shall cost \$250 for each quarter of an eight-and-one-half by eleven-inch page. Ads must be provided to the newsletter editor one week prior to the quarter's submission deadline. The vendor must coordinate with the newsletter to determine the best electronic format for the submission.

Jobing.com will be provided free ad space in each newsletter in appreciation of their hosting for CHAHRM's website without charge.

## 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.

## Membership:

Terry Huskins stated last year was very good. As of 3/12/08 there were 84 renewals, 14 above last year. There were 6 carry-overs from the drive that was conducted last October. We finished 2007 with 124 members, a 25% increase over the previous year. The 2008 goal is for another 20% increase, targeting 150-160 members. There will be a communication going out the week of 3/17/2008, reminding members that if their renewal is not received by the end of March 2008, they will become inactive.

## Legislative Update:

Pamela Drake stated there is not much going on with the State right now, however, late bills could come in and she would keep us posted. On the federal level 2 bills, HR 5515 and HR4088, regarding employment verification, have been introduced. The ASHHRA Advocacy Committee will be going to Capitol Hill in May. There may not be a great deal accomplished legislatively since it is an election year. There is still time to submit comments to the Department of Labor on the DOL's proposed rules on FMLA. The deadline to submit comments is 4/11/08.

## Career Strategies:

Marty Hurd stated that she is working with an RN that has her MBA and has written a book called The Menopause Guide who is currently looking for a Wellness Manager job. Alisa suggested she might be a good presenter for the Vail conference and Marty was going to contact her to discuss it.

## Communications/Newsletter:

Evonne Dunn talked about the benefits of CHAHRM surveys and how they are sent to everyone to participate. Send Evonne your survey and she will distribute it to all of the members and non-members. If you need any help or want a survey just let her know. Tina Fisbeck was introduced as the new Survey Coordinator for CHAHRM and will also be able to help. Evonne and Tina are going to meet and talk about automating the process through a company called Survey Monkey.

## Scholarship and Professional Development:

Gini stated we will have information about new scholarships up on the website in the next couple of weeks. We have 2 scholarships available again; 1 for HR, if someone wants to

get their PHR, or SPHR, and 1 for someone in a health care field. Alisa asked that we also get the winners from last year posted on the website.

## Vendor/Sponsor Update:

Jessica Henley announced that she will be leaving the position with CHAHRM, however, Greg Thress will be taking it over and she is going to work with him to get him oriented to the job. If anyone has any thoughts about future vendors/sponsors, please send them his way. It



was suggested that we spread out the vendors for all conferences. Last year in Vail there were more vendors than participants so maybe have fewer

exhibitors presence at that conference.

## Liaison Update:

Amanda Shewmake from NAS was present. Amanda noted that they are still looking for replacements for the Western Liaison and Southern Liaison. Also, if anyone would like to help make phone calls prior to the Vail conference let her know.

## Old Business:

Shelli Lind asked all members to send any information that they might have on anything that they did outside of CHAHRM that would be considered for the ASHHRA chapter management book that is being worked on at this time by the Executive Committee. Evonne Dunn will send out an e-mail detailing what is needed. Ellen will write an article. Greg suggested that we also put the information onto our web site for everyone to see throughout the year and add a link for them to submit items.



## New Business:

There was no new business at this time.

The meeting was adjourned at 8:37 a.m.

## 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 12<sup>th</sup> and 13<sup>th</sup> – 2<sup>nd</sup> choice is March 4<sup>th</sup> and 5<sup>th</sup> depending on availability at the Cliff House
- June 10-12 – 2<sup>nd</sup> 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 Breneman 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 16<sup>th</sup>. 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.

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:

There was no old business for discussion.

New Business:

There was no new business for discussion.

Adjournment:

The meeting was adjourned at 9:30am.

**Julie Ammon**  
*CHAHRM Secretary  
Human Resources Manager  
Exempla Good Samaritan  
303-689-6507  
[ammonj@exempla.org](mailto:ammonj@exempla.org)*

## ASHHRA Update

*From John W. Ostrom -Region 8 Consultant*



It is a tremendous pleasure to take a moment and express gratitude to all of you for the opportunity to attend and participate with you in the Vail Conference. I would like to thank all of you who made me feel very welcomed, especially

Tina Fisbeck who was my chauffer to and from Denver International Airport, and your wonderful Chapter President Alisa Rathbun who so graciously extended the invitation to visit. I appreciate her commitment to the success of both ASHHRA and CHAHRM, and to her accountabilities within her own organization. While Alisa was unable to join us, certainly we all understood that her priorities were appropriately established and she was where she was most needed.

This month is a busy one, as I am involved in preparations for our upcoming Annual Conference and Exhibition in Austin, TX. If you have not already registered, please take a moment and visit the ASHHRA website and learn about this exciting networking and career development opportunity. For the second year in a row, I will be teaching along with others in the pre-conference HR Boot Camp on Saturday. For those who are new (and "old," as I celebrate another birthday today) to the profession, it will be an excellent introduction to the ASHHRA Leadership Competencies and will provide many best practice ideas for implementation in your own organization.

In addition, as Region 8 – Regional Consultant, I serve on the ASHHRA Chapter & Member Services Committee. We are in the process of reviewing all of the nominations sent in from ASHHRA Chapters around the country and will be meeting in Chicago on July 10th-11th to make those final award selections. It is truly amazing to see the strength of our Chapters represented in the award nominations for both individuals who are personally engaged in strengthening the Chapters and giving back to their profession, and also in the Chapters as a whole who are doing so much good within their communities and member organizations,



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 9<sup>th</sup> 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 2<sup>nd</sup> or 9<sup>th</sup>, 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.

## Membership:

Terry Huskins was not able to attend. Alisa Rathbun requested that we actively seek new members and expand our members to include long term care, home health, and any other healthcare facilities. She noted there will be a ballot in December sent to members to elect a new executive committee for 2009.

Shelli Lind announced that Patti Connelly from Craig joined as a new member.

## Legislative and Labor Update:

Pamela Drake was not able to attend. Alisa Rathbun reviewed the legislative report that Pam sent to executive committee members earlier (as included in this newsletter).

## Career Strategies:

Marty Hurd was unable to attend. Alisa Rathbun stated that Marty can assist with searches for Human Resources professionals. In addition, Jobing.com hosts the CHAHRM website and members receive a discount for postings on the site.

## Communications/Newsletter:

Evonne Dunn reported that CHAHRM has four newsletters each year. Evonne requested volunteers during the conference to take notes during the two seminars and write summary articles for the newsletter. Ellen Rehmar will write the article on coaching and Greg Thress will write the article on labor relations. Articles for the newsletter are due November 14<sup>th</sup>.

Evonne also announced that the DAHCRA holiday party is December 2<sup>nd</sup>. Surveys of members are posted on the CHAHRM website. A fan page on Facebook has been proposed for 2009. Student members who are interested in Human Resources and healthcare will be recruited via email to Colorado schools and it was suggested that a student page be added to the CHAHRM website.

Evonne requested speaker suggestions for 2009 as well as evaluation of speakers and the conference at the end of this conference.

## Scholarship and Professional Development:

Gini Adams stated there are two scholarships available, 1 for a student majoring in Human Resources and 1 for healthcare. For the healthcare scholarship, students in their last year of nursing school are eligible. Jennifer Bott will be awarded the healthcare scholarship from CHAHRM.

## Liaison Update:

Alisa Rathbun noted that the Western Liaison position is vacant but these contacts will be made by the Metro Denver Liaison. New members are recruited via email blasts, telephone calls, and flyers. Facebook is proposed for recruitment of new members in 2009.

## Vendor/Sponsor Update:

Greg Thress reported \$13,250 in vendor and sponsor funds year to date 2008. Vendors and sponsors provided \$2,250 for this fall conference and include Strategic Partners, CHA Shared Services, AIG Retirement, Medefis, and Tristar.

## Old Business:

The ASHHRA Leadership Conference in Austin, Texas was attended by Alisa Rathbun, Tina Fisbeck, Gini Adams, and Greg Thress. Gini Adams received the Outstanding Chapter Achievement Award. Alisa Rathbun received the Outstanding Chapter Officer Award and the 4-Star Award was given to CHAHRM which is the highest honor for a chapter organization. There were 750 participants and 100 vendors at the leadership conference.



The meeting was adjourned at 9:40am.

**Julie Ammon**  
*CHAHRM Secretary*  
*Human Resources*  
*Manager*  
Exempla Good Samaritan  
303-689-6507  
[ammonj@exempla.org](mailto:ammonj@exempla.org)