



Board Meeting Minutes

March 16, 2016

7:30a.m. – 8:30am

Members Present: Becky Stirzaker, Marcos Ramirez, Kriss Gamez, Eileen Brown, Dana Brandt, Alex Hayman, Jennifer Rummel and Mark Taylor of CMP Management

- I.** Becky Stirzaker called the meeting to order at 7:36 am. Dan Brandt made a motion to approve the minutes of the February 17, 2016 Board of Directors meeting. Alex Hayman seconded the motion and it passed unanimously.

- II.** Marcos Ramirez reviewed the financial reports of February 2016. Marcos noted that the income, expenses and cash are in line with expectations for this time in the fiscal year. Marcos also noted a correction on the Budget vs Actual report: the amount of \$27,700 listed as the budgeted income for “Guest/Spouse Registration” should be moved to “Sponsorships”. Marcos Ramirez made a motion to approve the February 2016 Financial Reports including the correction as noted above. Jennifer Rummel seconded the motion and it passed unanimously.

- III.** Becky Stirzaker led a review of the 2016 Annual Goals and the owner of each goal identified the next action items and milestones for their initiative and recorded those in the SmartSheet agenda.

- IV.** Becky Stirzaker reviewed the proposed 3 Year goals and the board recommended adding the creation of a scholarship to the 2017 goals.

2016

10% increase in membership

10% increase in conference attendance

10% increase in conference sponsorship

2017

10% increase in membership

10% increase in conference attendance

10% increase in conference sponsorship

1st webinar; 1/4ly thereafter (free to members)

5% members certified, PHR/SPHR CHHR or IPMA-CP

Establish a scholarship program

2018

10% increase in membership

10% increase in conference attendance

10% increase in conference sponsorship

10% members certified, PHR/SPHR or CHHR or IPMA-CP

Eileen Brown made a motion to approve the 3 Year goals as amended above. Alex Hayman seconded the motion and it passed unanimously.

- V.** Mark Taylor reported that he will distribute to the board a group of four policies for review and discussion in the next board meeting.
- VI.** Becky Stirzaker reported that Mark Sherry had filed the ASHHRA Chapter Affiliation report on March 11, 2016.
- VII.** Mark Taylor reported that contracts are in place with the Norris Conference Center and the Doubletree Hotel in San Antonio to host the TSHHRAE Annual Conference on Friday, November 4, 2016.
- VIII.** Eileen Brown recommended that the board consider starting a scholarship program this year and after discussion it was determined that a task force would be established to develop a plan and bring it back to the board for review. Eileen Brown made a motion to establish the Scholarship Program Task Force. Marcos Ramirez seconded the motion and it passed unanimously. Marcos Ramirez volunteered to lead the task force and Jennifer Rummel and Becky Stirzaker volunteered to be on the task force as well.

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- IX.** Kriss Gamez reported that the membership committee had meet to discuss ideas to increase membership. Kriss presented three ideas for the board to consider: Student Discounts, Referral Discounts and Board Members commitment to recruiting one new member. Kriss will contact Mark Taylor to discuss the logistics of the referral plan and will meet with Mark Sherry to discuss the feedback from the board. They will bring their recommendations back to the board for review and approval.
- X.** Becky Stirzaker reported that she is preparing the content for the May newsletter.
- XI.** Alex Hayman and Beck Stirzaker reported that they had determined the agenda structure for the 2016 Annual Conference are reaching out to potential speakers. They also presented options for the conference theme. Alex Hayman made a motion to establish the theme of the annual conference as “HR Round Up”. Eileen Brown seconded the motion and it passed unanimously.

Alex asked CMP Management to initiate the development of the conference logo based upon the theme.

- XII.** Eileen Brown will contact Marcos Ramirez and Amber Waddell to set up a meeting to discuss the sponsorship plan for the 2016 annual conference.
- XIII.** Dana Brandt has presented recommended updates for the Bylaws to Becky Stirzaker. Dana will incorporate a changes based upon the board’s discussion and Becky will distribute the recommended changes to the board for their review.

Being no further business Marcos Ramirez motioned to adjourn the meeting and Jennifer Rummel seconded. Becky Stirzaker adjourned the meeting at 8:29 am.

The next Board meeting is schedule on Wednesday, April 20, 2016 at 7:30am.

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