



Board Meeting Minutes

March 18, 2015

7:30 a.m. – 8:30 a.m.

Conference Call 1(855) 640-8271

Participant Code 494-15-688

Members present: Tammy Oehlke, Susan Willars, Dana Brandt, Rebecca Stirzaker, Lisa Bibb, Alex Hayman and Teresa Westover.

- I.** Tammy Oehlke called the meeting to order at 7:31 am. Dana Brandt made a motion to approve the Minutes of the February 18, 2015 Board meeting. Alex Hayman seconded the motion and it was approved unanimously.

- II.** Teresa Westover reviewed the February 2015 Financial reports. She noted that the income and expenses were in line with expectations year to date. Teresa Westover made a motion to approve the February 2015 Financial reports as presented. Susan Willars seconded the motion and it was approved unanimously.

- III.** Committee Reports
 - a. Membership: Mark Taylor reviewed the membership report and noted that membership is slightly ahead of last year at this time.

 - b. Communications: Alex Hayman requested the participation from the board members to update their LinkedIn profiles and to participate on the blogs. Alex asked CMP Management to create TSHHARE business cards that could be used to promote the organization. The business cards will include the TSHHRAE logo and contact information for the organization including the website URL address.

 - c. Education/Annual Conference: Becky Stirzaker reviewed the proposed agenda for the Annual Conference and Alex Hayman indicated that he expects to have the remaining speakers committed in the next few days. The Thursday evening

plan. Mark Taylor noted that the Sponsor sign up website is now live. Susan Willars indicated that the attendance campaign will focus on Austin/San Antonio area hospitals and non-hospital medical organizations. Mark Taylor reviewed the proposed budget for the 2015 Annual Conference and noted that the budget is based upon 100 attendees and \$27,000 in sponsor sales which will produce a surplus in excess of \$20,000. The budget will be reviewed by the board and presented for approval at the next board meeting.

- IV.** Tammy Oehlke announced that the ASHHRA Chapter Affiliation documents had been signed and filed with the ASHHRA office.

- V.** Being no further business, Becky Stirzaker motioned to adjourn the meeting, Alex Hayman seconded the motion and Tammy Oehlke adjourned the meeting at 8:25am.

The next Board Meeting will be held on Wednesday, April 15, 2015 via conference call at 7:30 am to 8:30am.