



**Board of Directors Meeting**

WNY Hospital Association

Amherst, NY

Tuesday, July 26, 2016

Meeting Record

**Attendees:**

<b>Officers:</b>		<b>Committees</b>	
President:	Ryan Caster	LINK	X
President-Elect:	Steve Chizuk	Educational Program	X
Secretary:	David Bonk	Certification	X
Treasurer:	Seth Hennard		X
Class of 2017:	Justin Reid	Educational Program	P
Class of 2017:	Rachel Davis		P
Class of 2017:	Mike Schoell	Webinar	P
Class of 2017:	Allison Spara	Social Events	A
Class of 2018:	James Stabel	Reimbursement	P
Class of 2018:	Pam Thanki		A
Class of 2018:	Chirico Rozsa	Sponsorship	A
Class of 2018:	Bruce Liebel	Membership	X
Co-Chair:	Kristen Davis	Communication	X
Co-Chair:	Vanessa Hinderliter	Membership / Region 2	A
Co-Chair:	Chris Eckert	Region 2	P
Co-Chair:	Eric Reeners	Founders	A
Co-Chair:	Jill Johnson	Newsletter / Webmaster	P
Co-Chair:	Liz Krause	Newsletter	X
Co-Chair:	Joseph Romano	Reimbursement / Sponsorship	X
Co-Chair:	Cathy Hamilton	Revenue Cycle	P
Co-Chair:	Mary Mahaney	Revenue Cycle	A
Co-Chair:	Chelsey Kelchlin	Social Events	X
Co-Chair:	David Brooks	Webinar	P
Co-Chair:	Bob Levesque	Strategic Plan Advisor	A
Co-Chair:	Stephanie Bottomley	Certification	P
Co-Chair:	Larry Nowak	Davis Chapter Management	A
Co-Chair:	Mary Mahaney	Webinar	P

**X – Present**

**P – Phone**

**A – Absent**

**Guests:** N/A

**Board of Directors Meeting**

WNY Hospital Association

Amherst, NY

Tuesday, July 26, 2016

Meeting Record

Agenda Item	Reporting	Action
<b>1. Welcome</b> (2 minutes)	<i>R. Caster (President)</i>	<i>Information</i>
<ul style="list-style-type: none"> <li>• Meeting was called to order at 7:30AM EST by R. Caster</li> <li>• Quorum was confirmed as present</li> </ul>		
<b>2. Review Agenda</b> (2 minutes)	<i>R. Caster (President))</i>	<i>Information</i>
<ul style="list-style-type: none"> <li>• Review of the agenda by R. Caster and S. Chizuk identified no changes to the session's agenda.</li> </ul>		
<b>3. Review &amp; Approve May 3, 2015 board minutes</b> (5 minutes)	<i>D. Bonk (Secretary)</i>	<i>Action</i>
<ul style="list-style-type: none"> <li>• Review and Approval of the Board Minutes from the May 3, 2016 was tabled until next meeting.</li> </ul>		
<b>4. Presidents Report</b> (10 minutes)	<i>R. Caster (President)</i>	<i>Informational</i>
<ul style="list-style-type: none"> <li>▪ R. Caster welcomed the members to the first meeting of the new chapter year and thanked outgoing members for their excellence in representing the chapter during the past year and continued participation in the chapter's success.</li> <li>▪ LTC held in Fort Lauderdale, FL in April. Attended by R. Caster, M. Schoell, S. Chizuk and D. Bonk.</li> <li>▪ Mini-LTC held in 1000 Islands in June. Attended by R. Caster, M. Schoell, E. Reeners, C. Kelchlin and S. Chizuk.</li> <li>▪ ANI held in Las Vegas, NV in June. Attended by C. Eckert and M. Schoell.             <ul style="list-style-type: none"> <li>– C. Eckert reported that awards will be presented at August Board Meeting</li> </ul> </li> <li>▪ Website             <ul style="list-style-type: none"> <li>– Website architecture has not been updated since 2009 and is not compliant with current web standards.</li> <li>– Motion was made to update the website at an approximate cost of \$500 by B. Liebel and seconded by D. Bonk and unanimously approved by the members.</li> </ul> </li> <li>▪ Job Postings             <ul style="list-style-type: none"> <li>– R. Caster reported that Kaleida Health had inquired as to the possibility of including job openings in member email distributions. Discussion ensued regarding the number of annual requests. J. Johnson provided that the chapter is approached approximately 4 times per year. Discussion took place with respect advertising job openings in email distributions, including postings on the website or incorporating application in a web application. Action was deferred until website and web application strategies are more fully investigated.</li> </ul> </li> <li>▪ Strategic Plan             <ul style="list-style-type: none"> <li>– R. Caster reported that B. Levesque will be coordinating the chapter's strategic plan initiative. S. Chizuk and M. Schoell attended mini-LTC on the subject and will be coordinating with Bob.</li> </ul> </li> </ul>		

**Board of Directors Meeting**

WNY Hospital Association

Amherst, NY

Tuesday, July 26, 2016

Meeting Record

Agenda Item	Reporting	Action
<ul style="list-style-type: none"> <li>▪ Paul Sweet Scholarship               <ul style="list-style-type: none"> <li>– Approximately \$310 was collected for the scholarship as part of the Christmas Party 50/50 raffle.</li> <li>– WNYHSA inquired if the chapter could contribute to the cost of the Paul Sweet Gala which came in over the expected budget.</li> <li>– Discussion took place with regard to the chapter’s future participation in the funding of the scholarship and whether the chapter would contribute to the additional cost of the Gala as requested by WNYHSA. Action was tabled pending review of the chapter’s financial statements at the August meeting.</li> </ul> </li> </ul>		
<p><b>5. President-Elect Report (Education overview) (10 minutes)</b></p>	<p><i>S. Chizuk (President Elect)</i></p>	<p><i>Informational</i></p>
<ul style="list-style-type: none"> <li>▪ An email will be provided to the committee on with respect to education sessions that have either been identified or under consideration.</li> <li>▪ Mini-LTC               <ul style="list-style-type: none"> <li>– Mini-LTC held in 1000 Islands in June. Attended by R. Caster, M. Schoell, E. Reeners, C. Kelchlin and S. Chizuk.</li> <li>– Speakers included Dr. Gupta, motivational speaker and Pat Kozar, Director of Chapter Relations from HFMA National</li> <li>– Chapter Achievement Team Analysis</li> <li>– Region will re-evaluate the future direction of the mini-LTC with respect to geographical preferences at the September President’s Meeting</li> </ul> </li> <li>▪ Student Memberships               <ul style="list-style-type: none"> <li>– The chapter will be reviewing the potential for marketing to students and integration into chapter membership strategies and academic programs.</li> </ul> </li> <li>▪ Webinar Committee               <ul style="list-style-type: none"> <li>– M. Schoell and D. Brooks met with other chapters in the region to discuss participation and programs for the 2016-17 chapter year.</li> <li>– Will provide email to chapter members soliciting ideas for new webinars and member interest in participating in the committee.</li> </ul> </li> </ul>		
<p><b>6. Review &amp; Approval of financial statements – June 30 2016 (5 minutes)</b></p>	<p><i>S. Hennard (Assistant Treasurer)</i></p>	<p><i>Action</i></p>
<ul style="list-style-type: none"> <li>• S. Hennard reported the June and July financial statements will be presented at the August board meeting.</li> <li>• Minimal financial activity since the last financial statements were presented with the exception of ANI and mini-LTC expenditures of approximately \$5,000.</li> </ul>		

**Board of Directors Meeting**

WNY Hospital Association

Amherst, NY

Tuesday, July 26, 2016

Meeting Record

Agenda Item	Reporting	Action
<ul style="list-style-type: none"> <li>990 tax return is due by August 1, 2016; S. Bottomley of Lumsden CPA's is coordinating the completion of the audit and tax return. R. Castor will be the new signatory on the forms.</li> </ul>		
<p><b>7. Certification update (10 min)</b></p>	<p><i>D. Bonk (Certification chair)</i></p>	<p><i>Informational</i></p>
<ul style="list-style-type: none"> <li>There were no major updates to the regional certification group's activities. Expecting a late summer or early fall commencement of activities by the group.</li> <li>One chapter member, A. Spara has indicated interest in certification and has been sent appropriate materials and guidance.</li> </ul>		
<p><b>8. Membership Update (5 min)</b></p>	<p><i>B. Liebel (Membership Chair)</i></p>	<p><i>Informational</i></p>
<ul style="list-style-type: none"> <li>Initial chapter member roster and list of non-renewals has been reviewed.</li> <li>Approximate 42 non-renewals have been identified and initial contact with non-renewing members has been made.</li> <li>J. Stabel will contact non-renewals at CHS.</li> </ul>		
<p><b>9. Sponsorship Review (10 minutes)</b></p>	<p><i>C. Rozsa (sponsorship Chair)</i></p>	<p><i>Informational</i></p>
<ul style="list-style-type: none"> <li>Members anticipate that sponsorship kick-off will be targeted for the end of summer.</li> </ul>		
<p><b>10. Committee reports</b></p>	<p><i>Committee Chair's</i></p>	<p><i>Informational</i></p>
<ul style="list-style-type: none"> <li><b>Reimbursement</b></li> </ul>	<p><i>J. Stabel/J. Romano</i></p>	
<ul style="list-style-type: none"> <li>Considerable activity by the committee during the summer relating to the following:             <ul style="list-style-type: none"> <li>2014 Cost Reports                 <ul style="list-style-type: none"> <li>Approval to re-file the reports for uncompensated care was received. Re-filed reports are due in September.</li> </ul> </li> <li>NYS DOH released an extensive survey related to outpatient APG's.                 <ul style="list-style-type: none"> <li>Have asked DOH to clarify rationale for 2009-15 &amp; 2016 information.</li> <li>Waiting for clarification from DOH.</li> <li>Expected due date is 2nd Friday in August.</li> </ul> </li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li><b>Revenue Cycle</b></li> </ul>	<p><i>M.Mahaney/C. Hamilton</i></p>	
<ul style="list-style-type: none"> <li>Last committee activity was a provider update call that took place in May.</li> <li>Next meeting of the committee is scheduled for August</li> <li>R. Caster will speak with WNYHA about an additional key for committee members.</li> </ul>		
<ul style="list-style-type: none"> <li><b>Social</b></li> </ul>	<p><i>Chelsey Kelchlin/Alison Spara</i></p>	
<ul style="list-style-type: none"> <li>Next event is the Golf Tournament scheduled for July 29, 2016 at Terry Hills CC.</li> <li>An Evening of Baseball and Super Heroes is scheduled for Saturday, August 27, 2016 at Coca-Cola Field. The event will include 2 hours of food and 3 hours of drink. Tickets are \$25 for</li> </ul>		

**Board of Directors Meeting**

WNY Hospital Association

Amherst, NY

Tuesday, July 26, 2016

Meeting Record

Agenda Item	Reporting	Action
adults and \$15 for children. <ul style="list-style-type: none"> <li>▪ A women’s event is in the planning stages and will be coordinated with the education committee’s women’s event.</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Newsletter</b></li> </ul>	<i>J. Johnson/Liz Krause</i>	
<ul style="list-style-type: none"> <li>▪ Deadline for submission of articles for the summer edition of Fine Print is July 27, 2016. However will postpone to provide for inclusion of golf tournament coverage.</li> <li>▪ Articles are expected to include:               <ul style="list-style-type: none"> <li>– Membership</li> <li>– Annual Banquet</li> <li>– ANO</li> <li>– Mini-LTC</li> <li>– Member Spotlight on Russ Previte, and Joe Romano</li> </ul> </li> <li>▪ Waiting for Golf Tournament Article</li> <li>▪ Reminder to bring sponsor boards to Golf Tournament</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Region II update</b></li> </ul>	<i>C. Eckert/V. Hinderliter</i>	
<ul style="list-style-type: none"> <li>▪ Region II Fall Conference is scheduled for October 19<sup>th</sup> – 21<sup>st</sup> at Turning Stone.               <ul style="list-style-type: none"> <li>– Flyer is expected sometime in mid-August.</li> <li>– The event will provide 12.5 CPE’s.</li> <li>– Sponsors for the event are still needed.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Other</b></li> </ul>		
<ul style="list-style-type: none"> <li>▪ None</li> </ul>		
<b>11. Other Business</b> (2 minutes)	<i>Entire group</i>	<i>Information</i>
<ul style="list-style-type: none"> <li>• R. Caster inquired of the members whether there was any new business.               <ul style="list-style-type: none"> <li>▪ No new business was identified.</li> </ul> </li> </ul>		
<b>12. Adjournment</b>	<i>R. Caster (President)</i>	<i>Action</i>
<ul style="list-style-type: none"> <li>• The president thanked everyone for their participation.</li> <li>• The meeting adjourned at 9:00 a.m. EST.</li> </ul>		
<b>Next meeting:</b> August 23, 2016		
<b>Location:</b> WNY Hospital Association Amherst, NY		



**Board of Directors Meeting**

WNY Hospital Association

Amherst, NY

Tuesday, July 26, 2016

Meeting Record