



**Board of Directors Meeting**

The Delaware

Buffalo, NY

Tuesday, May 23, 2017

Meeting Record

**Attendees:**

<b>Officers:</b>		<b>Committees</b>	
President:	Steve Chizuk	Link	X
President-Elect:	David Bonk	Educational Program	X
Secretary:	Mike Schoell	Webinar	X
Treasurer:	Seth Hennard		A
<b>Directors:</b>			
Class of 2018:	Bruce Liebel	Membership	X
Class of 2018:	Chirico Rozsa	Sponsorship	X
Class of 2018:	James Stabel	Reimbursement	A
Class of 2018:	Pam Thanki		A
Class of 2019:	Kristen Davis	Communications	X
Class of 2019:	Cheryl Loverdi		X
Class of 2019:	Daria Shanchuk		X
Class of 2019:	Chelsey Kelchlin	Social Events	X
<b>Co-Chairs:</b>			
Co-Chair:	Stephanie Bottomley	Certification	X
Co-Chair:	Thomas Donhauser	Communications	A
Co-Chair:	Larry Nowak	Davis Chapter Management	X
Co-Chair:	Justin Reid	Education	A
Co-Chair:	Eric Reeners	Founders	X
Co-Chair:	Vanessa Hinderliter	Membership	X
Co-Chair:	Ryan Caster	Region 2	X
Co-Chair:	Cathy Hamilton	Revenue Cycle	X
Co-Chair:	Mary Mahaney	Revenue Cycle	X
Co-Chair:	Joe Romano	Reimbursement	X
Co-Chair:	John Peterson	Reimbursement	A
Co-Chair:	Elizabeth Krause	Socials Events	A
Co-Chair:	Jill Johnson	Webmaster	A
Co-Chair:	David Brooks	Webinar	X
Co-Chair:	Bob Levesque	Strategic Plan Advisor	X

**X – Present**

**P – Phone**

**A – Absent**

**Guests:** N/A



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### **Ryan Caster opened the meeting thanking everyone for their efforts.**

WNY Chapter achieved 80 points, missed membership goal. Attributed to people leaving the market.

Members of Chapter (Kristen Davis, Bruce Liebel, Mike Schoell, Ryan Caster, Steve Chizuk, Bob Levequese, Chirico Rozsa) met with Dayton Benway, CAT team leader. Team created a SWOT analysis and began working on strategic plan.

RC discussed potential Medal of Honor recipients which requires board approval. To be eligible must have received gold medal, active for 3 years after.

- Christine Blidy – Active on Region 2 chapter, on National Advisory Council, approval to pass
- Steve Gary – Recently transferred into chapter, not necessarily active in. Did not approve
- Sue Brown – very active over the past few years. Revenue Cycle, approval to pass.

HFMA national approved all chapter life memberships.

### **Meeting transitioned to Steve Chizuk**

Thanked Ryan Caster, noted all chapters in region missed the membership goal.

Steve referred us to section 3 of the treasurer's report. In the green, recently awarded innovation grant \$10K

Welcome Cheryl Loverdi and Daria Shanchuk to the Board.

Tom Donhauser, new member has been added communication co-chair

Newsletter – No one signed up for it. There will be no newsletter unless it is volunteered for. Backup plan in place as part of strategic plan

John Peterson new to reimbursement committee

Average age of chapter is 49, gender 50/50 split

New membership requirements. Retention requirement and new members in target markets.

Reviewed comments from the chapter survey, ticket pricing for chapter events is to high

### **Section 2- Includes Bylaws of the WNY Chapter**

The nomination committee is supposed to include someone from the healthcare association. Should include HA rep, 4 officers and immediate past president. We as a group have been missing HA rep since passing of Paul Sweet. Recommendation to find new rep from HA as opposed to amending by laws. Changes to operating agreement. Changed structure as to how the Regional Executive would be nominated. Use to be rotation basis with each chapter. Will now be based on application process. Will



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now include RE, RE2, RE3. Additional change will include amendment to mini LTC. Additional changes to mini LTC structure, more regional focus.

Reviewed board minute dates, meetings to take place at 7:30 at WNY HA.

Reviewed Davis Chapter Management System

Reviewed the 2017-2018 Chapter Balance Score Card and new changes:

### **Education**

Median overall satisfaction of 45% on engagement evaluations

Hours 12.0 / member consistent with PY

### **Innovation**

New program that hits a target market. Intending to hit physicians, Kristen Davis to help Steve Chizuk. Targeted towards MACRA. Will include happy hour. Will do a raffle for physicians for an annual membership.

We were supposed to move to an App. At LTC we found out that company providing app to group ahead is no longer being contracted with. Now add link on website referring back to Chapters 2.0

## **Chapter Budget**

2017-2018 Budget set to be break even. Physician integration, \$7,500 income and expense, net impact.

Mike Schoell motion to pass budget. Mary Maheny 2<sup>nd</sup> Motion. All in favor

**Sponsorship** – Looking to move to a regional sponsorship across chapters.

**Strategic Innovation Funding Program** – Fill out application for the program, provide post event program review. WNY report on s/b on national website. Recreate this for physician program.

**Strategic Plan** – As a chapter spent approximately 8 hours on the SWOT analysis. Steve reviewed the SWOT analysis with the group, highlighting the more significant areas related to each area.

Reviewed the updated plan as a group.

### **Technology**

3 established goals, one is to use national app. This is no longer an option.

Former paper membership directory, will be added to the website to preserve historical content.

Mike Schoell to head up.

Launch social media website, Mike Schoell to contact with social media coordinator at FM to help with resolution.

Current task force: Mike Schoell, Steve Chizuk, Kristen Davis, Dave Bonk, looking for additional volunteers

### **Operational**



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Chapters 2.0 national drive to review everything local chapters are working on. Task force is included in document.

Goal is to review and develop chapter leader and committee job descriptions. Steve C. to work with Bob to get the HFMA national template distributed out to the group.

Define clear expectations and participation on committees.

Succession planning and mentoring of Chapter Leaders

### **Member Services**

Mentoring of new Chapter members – potential to hold new member event. Held in 2015 not in 2016. Develop outreach to new members

## **Meeting transitioned to Dave Bonk review Education Committee**

Meet goals to bring in payors and physicians

ACHE financial panel at the end of June. Cosponsored program

Region 2 fall institute scheduled for 10/18 – 20

Per Mary Mahney, revenue cycle will be working on Workers Comp. event vs. no fault

Physician program new innovation target, raffle to hit membership goal here.

**Approval of meetings minutes from prior board meeting:** Chirico Rozsa first approval, Ryan Caster second. All in favor.