

Minutes of the GSAHRMM Board Meeting
August 6, 2008
Material Conference Room, Cristus Santa Rosa Hospital

Members Present: Mike Johnson, President, Francine Crockett, President-Elect, Marc Sager, Past President, Tina Hanson, Treasurer, Jim Moreland, Webmaster, Tom Baker, Tom Herrick, Anita Gutierrez, Tom Behrens, Larry Stallings, and Darryl Lloyd. Members unable to attend were Chad Fletcher, Cliff Healy and Richard Tondre.

Treasurer's Report: Tina advised that the Frost Bank Account had \$2,249.69 as of June 30, 2008. Currently, there are only four new outstanding requirements against the account. Mike Johnson submitted for reimbursement totaling \$284.00, for post office box rental and fabrication of the GSARMM banner. Jim Moreland submitted for reimbursement totaling \$173.43, for website fees and dues. These outlays will bring the account balance to \$1792.26.

Old business:

- a. Introduction of new '08-'09 Board of Directors. Mike Johnson welcomed everyone to the '08-'09 board and thanked all for their willingness to serve in the chapter's second year of existence. He welcomed back 8 past board members – Marc Sager, Francine Crockett, Tina Hanson, Anita Gutierrez, Jim Moreland, Tom Herrick, Richard Tondre, and Tom Baker. He then congratulated and welcomed the 5 newly elected board members – Tom Behrens, Larry Stallings, Darryl Lloyd, Cliff Healy and Chad Fletcher. A special congratulation was extended to Francine Crockett as the chapter's newly elected President Elect.

- b. Summary Feedback k from AHRMM Conference. Mike Johnson provided an overview of key events the chapter was involved in at AHRMM's National Conference & Exhibition held in San Antonio on July 20-23, 2008. The GSAHRMM chapter had 15 members in attendance, 7 of which were board members. The new GSAHRMM banner provided a great back drop to our welcome table in the reception area as all 7 board members shared time to welcome conference attendees. At the Leadership Breakfast, the chapter was recognized with Bronze affiliation status in its first year of existence, a major accomplishment. Mike Johnson and Marc Sager were recognized as Co-Chairs of AHRMM's New Chapter's Task Force for leading their group in the development of "first ever" guidelines to assist others in the start up of regional AHRMM affiliated chapters. Several board members also highlighted the relevance of many of the topics presented at the national conference. All those in attendance remarked that the conference was very worth while and a high quality event for professional development. Mike Johnson also announced that 5 GSAHRMM chapter members tested and received their CMRP certification while at the conference – MAJ Rob Strob, MAJ John Goodrich, Gary Walters, Joe Lynch and Sharon Harlow. Overall, a great showing for GSAHRMM at the national conference!

New Business:

a. '09 GSAHRMM Membership & Sponsorship Drive. Mike Johnson introduced the need to establish an annual campaign to secure general membership and company sponsorship support for this upcoming business year. He also spoke to the need for a standing Membership Committee to actively carry out the campaign. He stated the chapter would have to acquire a minimum of 22 new members annually to stay even with membership numbers in this next year. This conservative estimate is based on information on forecasted chapter trends considering a variety of factors (e.g. anticipated transfers out of region, changed interests, conflicts, etc.). He surmised that having a membership committee as part of the GSAHRMM organizational structure is essential for maintaining positive future growth for the chapter. Also discussed was the need to establish annual membership campaign dates, as well as, a slight increase in registration fees for attendance to general membership / education meetings. Registration fee increases were suggested in response to menu price increases imposed by the Plaza Club for our 22 Oct 08 meeting. By unanimous approval of the board, the annual membership and sponsorship campaign dates were established as 1 October through 30 September. The establishment of a standing membership committee was also approved with Mike Johnson, Tom Herrick named as co-chairs, joined by Lucy Funk and Larry Stallings as members. The board also unanimously approved increasing meeting registration fees to \$55, effective immediately. ACTION ITEM: Mike Johnson and Tom Herrick will hold the membership committee's first meeting to establish strategies, goals and report backs for immediate implementation.

b. '09 AHRMM National Level Chapter Affiliation Program. Mike Johnson provided the board with a summary review of the areas the chapter needed to focus on in preparation of AHRMM's release of the '09 Chapter Affiliation Program requirements. He again congratulated and thanked everyone for their support in the chapter's first year, especially recognizing the tremendous leadership of our Past President, Marc Sager. Receiving Bronze affiliation status in the first year was again recognized as a great accomplishment, and the board was challenged to reach for Silver status in this next year. Beyond the chapter's continued growth and 3 annual educational events in this '08-'09 period, the board was encouraged to begin additional processes and efforts to position the chapter for maximum point accumulation required to achieve the next level (Silver) recognition. The following areas were discussed and agreed upon by the board. 1) Development of a chapter newsletter (Marc Sager, Jim Moreland & Chad Fletcher). 2) Sponsorship of hospital recognition events during the National Healthcare Resource & Materials Management Week, October 5-11, 2008 (All). 3) Active participation & recognition in annual philanthropic causes & events (All). 4) Creation of chapter level CMRP Certification Workshops (Marc Sager, Mike Johnson, new CMRP recipients). 5) Encouragement of interested General and Board of Directors membership to actively prepare for and take the CMRP certification test in this next year (All). ACTION ITEM: The status on these added affiliation focus areas will be report items at subsequent board meetings.

c. Next Chapter Education and General Membership Meeting. Mike Johnson announced that preparations for the next education and general membership meeting were underway, as the next meeting will be held at the Plaza Club on Wednesday, October 22, 2008. Based on positive feedback from last event, the Plaza Club facilities have again been secured. The board discussed and approved a broad half a day program outline consisting of- breakfast, 3 presentations, 2 vendor tables, break refreshments, general membership meeting and lunch. Final arrangements and details will be worked by the Education Committee and announced in the next few weeks. Mike Johnson re-introduced the need to establish a standing Education Committee to actively plan and carry out each of chapter's 3 annual Educational and General Membership meetings. This committee is a recognized committee within the chapter bi-laws and board members were encouraged to either personally participate or encourage a qualified college or subordinate to actively participate. The board approved the establishment of the Education Committee with Francine Crockett, President Elect, as the committee chairperson. Board members were encouraged to provide the chairperson with up to 4 names to serve as members of the Education Committee. Francine Crockett led a discussion to identify the likely topics for the next education event. The board approved for the Education Committee to proceed to secure the following topics for presentation at the October 22nd event. 1) Procurement Cards, 2) Emergency Preparedness, 3) Case Study – Medical Supply Chain in Kenya, and 4) Supplier Diversity as a back-up topic. The board also agreed that the committee should pursue the development of future event topics concerning Data Synchronization, GS1 standards, and System-wide RFID Applications, and Approaches to In/Out Sourcing. The board discussed and approved 2 vendor displays at the Bronze (\$500) sponsorship level for each meeting, along with expanding to each corporate sponsorship the opportunity to provide a vendor table at one or more annual chapter events. The board approved for Mike Johnson to explore the development and procurement of "Bronze Corporate Sponsor" banners for each of the two vendor display tables as another sponsorship incentive. ACTION ITEMS: 1) Francine Crockett to hold the Education Committee's first meeting to finalize the presentation topics and presenters within the next 3 weeks. 2) Tom Herrick will finalize recommendations on amendments to corporate sponsorship incentives and provide details to the board electronically. 3) Mike Johnson will acquire design/costs for the table banners and provide details to the board electronically, before initiating procurement.

d. Establishment of CMRP Certification Workshop. Mike Johnson and Marc Sager led a brief discussion with the board on the establishment of the chapter's 1st CMRP certification preparation workshop. Slides and self tests are available from AHRMM and the AHA Certification Center. Presenters must be CMRP certified and incorporation of recent awardees as co-presenters is desirable. Each workshop would last approximately 2 ½ hours which would provide 1 affiliation point for each hour presented. The board approved for Marc Sager to proceed with up to 3 other members, to establish and hold the first workshop event on Saturday, November 8, 2008. ACTION ITEM: Marc Sager will finalize workshop details w/ registration fee amount and report back to board members electronically.

e. Tentative Chapter Calendar Dates – The board approved the following dates for final coordination and scheduling of GSAHRMM and AHRMM events. ACTION ITEM: Mike Johnson will publish final dates on the chapter website and further publicize with other marketing methods.

- October 22, 2008 – Fall Education and General Membership Meeting
- November 8, 2008 – 1st CMRP Certification Preparation Workshop
- January 27 or 29, 2009 – Winter Education and General Membership Meeting
- May 5 or 7, 2009 – Spring Education and General Membership Meeting

a. July 19-22, 2009 – 47th National AHRMM Conference and Exhibition, Tampa Florida

Adjournment: There being no other business for the board, the meeting concluded at 10:00 a.m.

Michael G. Johnson
President, GSAHRMM