

# Minutes of the GSAHRMM Board Meeting

June 9, 2009

**I. Date/Time/Place:** June 9, 2009, 1:10 p.m., Colonel's Room, Plaza Club, 100 W. Houston St, SATX

**II. Members Present:** Mike Johnson, President, Tina Hanson, Treasurer, Tom Behrens, Anita Gutierrez, Tom Herrick, Cliff Healy, Chad Fletcher, Larry Stallings, and Darryl Lloyd.

**III. Members Absent:** Francine Crockett, President Elect, Jim Moreland, Marc Sager, Richard Tondre

**IV. Treasurer's Report:** Tina advised that the Frost Bank Account had \$5,847.15 as of June 8, 2009. Mike Johnson advised he had transferred \$2,000 from the PayPal account on June 8, 2009 into the Frost account, which should post and add to the existing balance within 3-5 days. The final charges for today's education program event will be deducted from the balance – estimated at \$2,000. Tina advised that she will ask for all outstanding expenses to be forwarded to her to complete the final financial report for the year. Tina advised that the Chapter is very well positioned financially for the start of the new business year. Major contributors to this year's financial success, beyond excellent attendance and registration dues collection, was the level of Annual Corporate Sponsorships (Owens & Minor, MEDLINE & Southwest Solutions), totally \$3,500. Mike Johnson echoed the generosity of our corporate and recognized Tom Herrick and the Membership Committee for their leadership and hard work.

**V. Old Business:** Mike Johnson used this opportunity to thank the board and education committee for their support in carrying out another very successful program. All agreed and wanted to see the results of the completed surveys when available to see the thinking of those in attendance. Mike expressed regrets on behalf of board members absent for the meeting - Francine Crockett who was at University Hospital attending to her Mother who was undergoing a surgery, Jim Moreland and Marc Sager who were both called out on short notice business trips out of town, and Richard Tondre who was on a well deserved vacation with family. All expressed regrets for not being able to attend the board meeting.

**VI. New Business:**

- a. **Discussion on 2009/2010 Elections and Nominees.** Mike Johnson advised that 2 officer and one board positions required replacement – President Elect – end of term, Treasurer – end of term, and Tom Baker's Board Seat – Resignation (Retirement). The board approved the establishment of these positions on ballots and the use of the website to effect electronic voting. The Board recommended that

the ballot process on line include the ability for write-ins. The board approved the voting period not exceed 10 consecutive days, starting 17<sup>th</sup> or 18<sup>th</sup> of June, dependent on the technical requirements to establish the capability on the website. Everyone expressed appreciation to Jim Moreland for his tremendous work on our Gold Star Chapter website. Board members discussed three other nominees provided from private discussions at the education program today. At the conclusion of a brief discussion, all agreed to continue to encourage these excellent candidates to volunteer for open positions in next year's election. The Board provided direction to place the following names on this year's ballots – Tina Hanson for President Elect, Darryl Lloyd for Treasurer, Patti Wilkinson, Hope Menchaca and Debra Thompson to compete for the open board seat. The terms for these seats will be as follows: President Elect – 2009-2010, Treasurer – 2009-2011, Board Seat – 2009-2012. The board also discussed and recommended that several of the seats be aligned with facilities/institutions to improve sustainment and participation. Mike Johnson agreed to draft that into the bi-law revision.

- b. **Preparations for Attendance to National AHRMM Conference.** Mike Johnson reviewed the dates for the conference in Tampa, Florida as 19-22 July, and asked for a tally on the number of GSAHRMM members that are registered to attend. From the board members present, 10 members were identified to attend. This year's conference will include badge ribbons for Gold and Silver Affiliate Chapter members to display on their identification badges. Mike advised he will request 12-15 Gold ribbons and have them available for issue along with our own GSAHRMM Chapter ribbons. In advance of the conference, Mike also advised that one of the benefits provided with our Gold Affiliation with AHRMM was 2 - \$100 off Early Bird Registrations for any chapter member. No names were provided as candidates to utilize the discounts. Mike asked for board members to contact him if names were identified after this meeting. He asked board members to consider one of their deserving staff members who was interested in becoming active in AHRMM and the local chapter, or a current chapter member who had never attended the national conference. The discounts are valid until 12 June 09, at the conclusion of AHRMM's Early Bird registration period.
- c. **Discussion and Guidance on Next CMRP Preparation Workshop.** Mike Johnson summarized the results of the first workshop conducted in January 2009, in which 18 interested chapter and non-chapter members attended. This training workshop produced 5 new CMRP certified members. The new awardees are Patti Wilkinson, Heather Lisenbee, COL Randy Ashmore, Jim Fletcher, and CPT Deon Maxwell. The

Chapter now has 21 members who are CMRP certified. Mike reminded the board that certification is one of the highest point accumulators in the annual AHRMM Affiliation application process. He advised that 3-4 chapter members or attendees have expressed interest in attending a future CMRP preparation session. The board discussed the quality of the last session and whether the same talented presenters would be willing to pull off another session. Mike advised that Joe Lynch and MSgt Linda Scott may be available and willing to present the same materials as before. Cliff Healy advised that MSgt Gary Walters will not be available because he is deploying to Afghanistan. Mike also stated that a key element in improving the workshop presentations is to include the newest members certified to provide their experiences. He informed the board that AHA Certification Center and AHRMM require that all presenters at a CMRP Preparations workshop be CMRP certified. The board agreed to move forward and set up the next CMRP workshop in September – Early November timeframe. Mike Johnson volunteered to take the lead to begin preparations in his new role as Past President.

- d. **Discussion and Board Intent for the Fall Education Program.** Mike Johnson asked for recommendations on whether to continue with 3 programs per business year (October, January and May). The board agreed to continue with three sessions per year and to review based on attendance and questionnaire results. All present stated they wanted to know more on how to actually implement GS1 at the facility level as possible presentations in future programs. Anita Gutierrez expressed concern that although the GS1 initiative was good and needed, implementation in rural facilities would be very difficult because most staffs are very limited and focus most of their time on daily immediate requirements. She said our GSAHRMM presentations should also include implementation tips for rural and smaller facilities to take advantage of the kinds of initiatives and programs presented at our education programs. Larry Stallings said we should also consider topics surrounding Environmental Services because of these programs are fiscally and operationally resource intensive for managers. Mike asked the board for recommendations for the next program date. The board agreed to pursue Thursday, 22 October as the next Education and General Membership meeting date. Mike agreed to contact the Plaza Club to secure reservations and finalize contract arrangements.
- e. **National Healthcare Resource & Materials Management Week.** Mike Johnson reminded the board of the dates for this next year's national recognition week to be held 4-10 October 09. He asked the board's recommendations for activities the Chapter should focus on in preparing for that week. Although specific events were

not available at this meeting, the board agreed to establish a schedule of events and asked that it be published on the Chapter website and send out by email. All felt that with the dates, the President, President Elect and Past President could come to different locations and make presentations to the materials staff. The board agreed to use these opportunities to present recognition gifts (i.e. AHRMM pens, key chains, etc.) to deserving staff identified by their director or the chapter membership for recognition. The board also asked that at these presentation events, the GSARMM President make remarks on the benefits of Chapter & AHRMM memberships to these professional organizations. Mike asked the board for permission to buy 2 new banners for the Chapter – one for “National Healthcare Resource & Materials Management Week”, the other “Greater San Antonio AHRMM Chapter”. Both banners would be used during this week in photo opportunities to incorporate these in the Chapter’s newsletter. The banners would be available for use throughout the year. Dates would not be placed on the banners so they can be used year after year. Cost was estimated at \$400 to have both banners produced. The board approved the expenditure. The board also asked for Mike to pursue the establishment of a formal chapter LOGO. There is interest in having it down loadable from the website and to have polo shirts with the logo for members to purchase. Both were viewed as ways to promote the chapter in the workplace and for wear at the National AHRMM conference. Mike agreed to take the banner and logo requirements on and asked for assistance from fellow board members.

- f. **Discussion and Guidance on Chapter Newsletter.** Mike Johnson thanked Marc Sager, Jim Moreland, and Chad Fletcher for their work this past year to initiate / produce the Chapter Newsletters. The first newsletter received rave reviews and each one produced not only provides great information to the membership, but also provides points in the AHRMM Chapter affiliation process. Mike noted that Jim Moreland had acquired new software for the website that would simplify the production and make the document quicker read. The board agreed that the newsletter should be produced a minimum of 3 times per year, more if new information needed to be published. Mike asked board members to focus on activities and photo opportunities within their organizations and communities – charitable and otherwise, in which the new banners could be incorporated into the event to get photos of their staffs for incorporation into the newsletter productions. Mike advised the next newsletter would be in July and encourage all board members to get information and photos electronically to Chad Fletcher. Tina advised that she would contact Jim Moreland to see if he had website related expenses that needed her attention for reimbursement before closing out the financial year.

g. **Discussion on Bi-Laws and Suggested Updates.** Mike Johnson advised the board that our current bi-laws (ratified 7 July 2007), had not been updated since 5 March 2008. He reminded the board that several structural and procedural changes have been instituted since that version, membership and education committees as examples. Mike requested the opportunity to update the bi-laws to insure a current document for the start of the new business year. The board approved the re-drafting and asked that the changes be passed electronically for their comments and approval. The expectation was to have a new updated version on the website by the 1 October start of the new business year.

h. **Other Business.** Mike Johnson suggested the board consider the establishment of a Chapter Secretary position. He highlighted the amount of administrative tasks that are involved with setting up programs, minutes, and more, all of which are a significant burden to any President. He asked if the board would agree to the establishment of the position as a Chapter Officer position or as a part-time position paid only on an hourly basis. The board did not agree with establishing a permanent officer position at this time. The board did agree with the establishment of a part-time position at the discretion of the President. The hourly rate and number of hours should be kept to a lower amount to allow the Chapter's budget to be focused on educational events and the provision of scholarships for AHRMM attendance. The board asked that the details of the secretary position and their suggestion of attendance scholarships to AHRMM conference attendance be agenda items at the next board meeting.

**VII. Adjournment:** There being no additional business; the meeting adjourned at 2:05 p.m.

Michael G. Johnson, CPHM, CMRP  
President, GSAHRMM 2008/2009