

Arizona Society for Health Care Risk Management  
Quarterly Business Meeting Minutes  
Casa Grande, Arizona  
May 4, 2012

**1. Administrative Business**

A. Call to Order

The meeting was called to order at 12:30 PM by Jeff Johnson, President.

B. Welcome to Members and Visitors

Jeff welcomed all and thanked all for their participation. Jeff had all present introduce themselves and what their position is to the rest of the members/visitors and sponsors/speakers.

C. Recognition of Sponsors

Jeff thanked all of the present and past sponsors and noted appreciation for their support. Jeff noted that there are four different sponsor levels that allow for flexible rates. He reminded all members to send him an email if they have any ideas on potential sponsors.

**2. Secretary's Report – Ann Lindner-Little**

A. Review and Approval of Minutes

Ann noted that the February 24, 2012 Business Meeting Minutes were completed on 2/29/12 with an addendum to the minutes on 4/15/12 regarding the emails received to finalize approval of the changes to the bylaws. Kathy Evans distributed the minutes on 5/3/12 via email to the members for review prior to the meeting. There were a couple of minor edits to the minutes by Kathy Evans; under #6. A. Website Updates – spelling correction of changing the word accesses to accessed, under #7 Misc. Jeff Johnson (not Kathy Evans) presented Mary Bachhuber with a plaque. Under #7 –Misc. – spelling of Dorace was correct to Doris. A motion was then made to approve the minutes by Lynn Barrett and seconded by Janice Ross. Motion carried.

**3. President Elect's Report – Joan Porcaro**

A. Speaker Evaluations – February 24, 2012 meeting

Joan reported on the following evaluations for the three speakers and the lunch presentation. The first speaker, Susan Mason, from MICA, had very favorable feedback and there was comment that a more advanced version would be appreciated. The second speaker, Dr. Steve Shama, Professional Speaker, also received positive feedback and comments such as unique, favorable, and refreshing. The third speaker Steve Comer, from Legally Mine, received favorable comments for the presentation other than the comments that the infomercial at the end was not received well and should not have been done. Joan noted that although the speakers were all aware of that this still occurred. She has now drafted very strong language in her request for speaker form that clearly says, "No Sales Pitches". The lunch speaker, Bill Jones, from Jones, Skelton & Hochuli also received favorable comments. Joan noted that there were overall positive responses. The group likes the room set up with the round tables and prefers that speakers utilize the microphone.

B. Educational Program Dates for 2012

-Aug. 24<sup>th</sup>: 8:30 AM – 2:00 PM (2 speakers with breakfast and lunch)

-Nov. 9<sup>th</sup>: 8:30 AM – 4:30 PM (2 speakers with breakfast and lunch)

Joan welcomed ideas for future topics from the membership.

C. Upcoming Webinars - No update

D. 2012 ASHRM Annual Conference – October 7 – 10, 2012 – Washington, DC, Gaylord Resort

The National Conference is being held in Washington D.C. this year on the above dates.

**4. Treasurer's Report – Kathy Evans**

A. Financial Statement

Kathy provided the members with copies of the Treasurer's report as of 5/4/12 and noted that the Balance Forward was \$20,324.59 and the Ending Balance was \$19,075.64. Kathy provided the members with a review of the income and expenses and noted that we have a new expense that was approved by the Board for web design and logo design expenses. We have paid one half of that (\$1150) to date. Kathy also noted that the Board approved a nice raffle prize for each educational meeting and today's prize was a full set of the ASHRM Pearls.

B. Chapter Rebate

Kathy reported that we had now received our Chapter rebate from National.

**5. Membership & Renewals – Kathy Evans for Tammy Willis**

A. 2012 Status

Kathy reported that membership as of this meeting was 60 paid members which was up from the 42 at the last meeting in February. We are still 13-14 members short of last year's membership which we were hoping to achieve again this year. Tammy was sending out emails to prospective members. There was a suggestion to do an actual mailing to some potential members instead of email which often gets deleted. There was also a suggestion that AzSHRM also fund the registration of a member to the National ASHRM to encourage other members to join. There were suggestions that we personally call individuals who were previous members who have not renewed. There was a suggestion to send out birthday cards to AzSHRM members and to send out anniversary cards of AzSHRM members to recognize the number of years they had been with AzSHRM.

Jeff provided a special thank you to Kathy Evans who has done so many extra duties above and beyond her Treasurer duties for AzSHRM.

**6. ASHRM New Business – Jeff Johnson**

A. Website Updates:

Jeff informed the members that the Board approved some funds to update the AzSHRM Website and Logo. Jeff knew someone with that expertise (Webmaster) and he has been working on updates to the website. For many years the AzSHRM has been operating on a website that is based in frames and this is now outdated and more difficult to work with. The trend is now WordPress – CMS- content management system. This seems to be working out well and is about 90% completed. Brief demo of the website and logo. There are now three rotation windows when the site is open. There was discussion of a board members page. There is a member's only page and from there members can see a reference section with previous bylaws, etc. There is a sponsor's page and a sponsor form and PayPal will be available as well. There is a links page to other healthcare related societies. Jeff noted that the Webmaster, Will, will host the site for \$10.00/month and we could then cancel with EarthLink. Our AzSHRM LinkedIn group will also be posted on the website.

B. LinkedIn Group:

Again Jeff noted that our new AzSHRM LinkedIn group is posted on the new Website. Jeff noted that now when you sign it will show the members of the Board. Jeff noted that since this is a professional networking site it may help attract potential members. Jeff hopes to soon have all of the membership invited to join the AzSHRM linked in group. This may be an additional communication method for our group.

C. Sponsor Program

Jeff encouraged all members to let him know if they have ideas on who may be potential sponsors. Jeff noted the four levels of sponsorship that include \$250.00, \$500.00, and \$750.00 and \$1000.00. The website now outlines those levels as well.

7. **Miscellaneous – All**

A. Prize Drawing

A drawing was held for a complete set of the ASHRM Pearls and the winner was Yvonne Dowdy. The drawing was done by our guest speaker Sister Margaret McBride. Suggestion was made to post a picture of the winner at each meeting on our website.

8. **Adjourn**

A. Having no further business the meeting was adjourned at 1:00 PM.

**Respectfully Submitted by:**

**Ann Lindner-Little, Secretary AzSHRM**

**May 11, 2012**