

NAHMMA Board of Directors Meeting Minutes
October 14, 2007
5:00 – 7:00 pm EST
Sheraton Hotel – Burlington, VT (Valcour Room)

--DRAFT--

I. Roll Call

Present: Kolin Anglin, Al Gomez, Lara Isch, Cheryl Burton-Fentress, Cheryl Lofrano-Zaske, Jim Quinn, Jeff Gloyd, Dave Waddell, Hilary Collins, Kelby Neal, Greg Boe, Mike O'Donnell, Ray Carveth, Jennifer Volkman, Irene Gleason

Absent: Sue Bruning,

II. Approval of 9/11/08 and 10/9 BOD meeting minutes

All ayes

III. Previous Meeting Follow Up

- a. Will need to submit certification approval request to CHMM for 2008 conference. Cheryl is forwarding last years request to Dave for update and submittal to CHMM. **Cheryl will follow up with Bob. We have bios for trainers but not for speakers. We will need the speaker bios for the submittal.**

Will collect names of people needing a certificate at registration table.

- b. Board Makeup Proposal Discussion

Kolin sent proposal to BoD and asked for suggestions. Also discussed at last Exec meeting.

Discussion:

Difficult to recruit BOD members.

Individual calls help.

Idea to reduce number of BOD members.

Look to partner organizations for possible BoD members. NPPR's Small business assistance group could be one place to look.

Explore hiring and ED (See item 9.2.1. in Strategic Plan).

Delegate more to the chapters for national level work.

Chapter leadership should be required to participate in at least one national committee.

Ray will work with Kolin to develop options for BoD structure.

- IV. Committees Reports
a. Finance – Cheryl Z.
i. Dashboard

Doing well. We'll hit target for conference – between 10 and 15,000. 150 – 170 people. Savings from: changing food contract from bulk to per person, tax exempt status, renegotiation of cruise fees. Transportation fees over budget with about 10K on speakers and BOD expenses- 5K (rooms) and 5K (airfare). 190,000 currently in bank. Membership dues budgeted at 35K, received 36K.

Motion from Cheryl L-Z, seconded by Dave: Separate financial duties for organization from financial responsibilities for conference.

All ayes.

Discussion: both large responsibilities – too much for one person.

- b. 2009 Conference Update – Cheryl BF or Kelby N.

No updates. Ready to start planning. Will estimate 250 – 300 people for planning purposes.

No updates for 2010.

Cheryl L-Z noted that it's very difficult to have split hotels for conference.

- c. 2011 Locations
i. Waiting on response from NW chapter

Dave will send email to Chapter members.

- ii. Heartland - Kansas isn't interested at the moment still waiting to hear from Great Lakes

- d. Communications – Greg

No update

- e. Affiliations – Jim

No update

- f. Awards – Ray

Awards are now recycled content. Did not receive nominations for several categories.

Kolin will post nomination announcement for 2009 right now.

Irene recommended that shorter nomination form would be helpful. Ray reminded that all is needed is a telephone call – don't need

Al suggested that the award winners should receive complimentary registrations for conference.

g. Chapters – Al

No update

h. Membership – Kelby

No update

i. Policy – Jennifer

No update

j. Sponsorship – Mike O.

No update

k. Strategic Planning – Ryan

No update

l. Training – Dave W

Dave – noted that training attendance was down. Suggested chapter-based training, web-based, and other more “local” options. Inspector trainings don't draw much attendance. Should be targeting retailers in addition to member staff. Dave suggests that we should explore video-conferencing more.

Kolin suggests that we make a push to develop Web-based training tools. Add to agenda for Board Retreat. Ray offered to research and asked for assistance researching.

Lara – suggested that a moderated session works well for participants.

Jeff suggested that PSI is a good resource – has hosted calls that have worked well.

Dave W. Training committee will submit a proposal to the Board – 5 year plan to develop electronic/Web-based trainings. Will present before the BOD retreat.

- V. Other Business or Action Items
 - a. Monthly email blast (Post conference info?)

- VI. Next Meeting:
November 13, 2008 (BoD-Elect Members welcome to join in)