**Ohio AHEAD Board Meeting Minutes**

December 7, 2017

9am-10am

Present: Carey, Karen, Adam, Amanda, Jenn, Dori, Kris, Brenda, Tom, Alex, Mallory

Updates and Reports:

**President’s Update**: Carey

Affiliate phone call

Elections in spring for treasurer and secretary. Call for nominations in January with elections in February. Nominations and voting through Wufoo.

**Conference Co-Chair Update:** Amanda

Kris and Amanda are arranging the spring webinar.

Amanda will reach out to Carol Funckes AHEAD/Scott Lissner. AHEAD handles technical side of things as well as registration, recordings/transcript. Jenn shared that Carol is out of the country until December 18.

Amanda will send Michael list of attendees for vendors.

Tentative date for webinar in February. Adam expressed concern with webinar date aligning with membership renewals.

**Membership Chair Update**: Brenda/Carey

25 individual memberships showing on Wufoo.

Membership reminders should be sent in January.

Adam will process membership payments on 15th of the month and Brenda will process membership renewals at the end of the month.

**Communication Chair Update**: Alex

Adam working with Dave Donaldson to get photos from fall conference.

Adam created Feedback Survey on Wufoo—links on Ohio AHEAD page so people can provide suggestions/feedback.

2018 Membership Form is live on website.

**Treasurer’s Update**: Adam

Sent conference expense report out—are there questions/comments?

Assocaition lost money on the 2017 conference—about $1500

First time dues/conference membership were separated

ADA Café Webinar supplements conference revenues

Still have 2 non-paid attendees for the conference

Fiscal year—July to June?

Good next steps recommended by the tax consultant

**Discussion Items:**

* Listserv – should it be members only? If not, how do we manage it?

AHEAD is encouraging us to use listserv for members only

Do we want it to be members only?

If we do members only, how do we manage that?

Discussion

Added benefit to members: Membership gives access to listserv

How do we track this? Communicate this?

Carey has to go through AHEAD to add/delete members on listserv

Suggestions

Announce this year that effective 2019 listserv is membership only

Leave as is

Announce this year that 2019 listserv is membership only but make it effective mid-year 2018

* **Winter Retreat agenda and planning**

Will meet Jan. 26 at OSU. Meeting space and parking will be provided.

Some items for full Board discussion

Review suggestions that are part of unfinished business

Suggestions from consultant

Membership processing

Small group discussion

Brenda may not be able to attend and asked if it possible to attend via conference call

Carey will finalize agenda

* **January call – yes or no?**

Hold the date and plan to have conference call if needed

Invite consultant to participate and offer suggestions and allow questions/conversations. Board can follow up at January retreat.

**Other:**

Tammy---student accommodations in Nursing clinical setting were approved by legal at her institution. Positive outcome.

Adam---will send Happy Holiday e-greeting to membership

**Next call: Thursday, January 4, 2018 from 9-10am**

**Call for agenda items: please send to Carey no later than 5pm on Tuesday, January 2, 2018**