Ohio AHEAD Board Conference Call

December 1, 2016

Present: Tina, Jenn, Karen, Carey, Tammy, Mike, Adam, Brenda, Alex

**Elections**

Amanda suggests we use Wufoo and can assist with that.

Jenn and Carey will discuss and provide feedback/suggestions to the Board

Board Members should review Elections information in By-Laws at <http://ohioahead.org/about/by-laws/> (Article VI, Section 1) for information on office terms.

**Member Survey**

Amanda updated institutional list in Dropbox for use with survey. 143 institutions are listed.

Does the keynote speaker influence your decision to attend the conference?

Do attendees find vendors helpful?

Aiming for March 2017 to distribute survey to members

Will have discussion at February conference call

**Membership**

Brenda and Adam will work together to update forms

Review Institutional forms

Develop reminders for renewing membership for December and January

Can we use Wufoo to send e-mail reminder? We would only have conference attendees and not institutional information.

Do we want the membership form sent thru US Mail, just e-mail or both?

 Need to look at costs associated with mailings

 What about a mailing with just a reminder to renew membership? Possibly send a postcard reminder

 Need to decide if we want to do this now or wait

 Tammy commented that she used the institutional form and found it usable as is

**Conference**

The following conference budget report was provided by Adam

[2016 OH-AHEAD Conference Expenses and Income 11 30 16.xlsx](file:///C%3A%5CUsers%5Ckurtis_soltman%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CT636WQ89%5C2016%20OH-AHEAD%20Conference%20Expenses%20and%20Income%2011%2030%2016.xlsx)

Report contains all expenses related to conference with exception of Wufoo, awards, give-aways

Less attendees at conference without a great loss

$1,000 loss is *ANYTHING* related to conference. Looking at only conference expenses $170.

New expenses for 2016 Conference

 Keynote

 Awards

 Social Gathering

**Vendors**

 Do our attendees see a value in having vendors there?

 Do the vendors find the conference useful?

**Budget**

 Do we need to reevaluate our budgeting process?

 Should we plan an annual budget at June meeting?

Action items:

Jenn will work with Kurt to update By-laws on the Ohio AHEAD website.

Jenn will send a Doodle regarding the January 5th Conference call.

Jenn expressed her appreciation to the Board for their work in 2016.

Submitted by

Karen Saracusa

Secretary, Ohio AHEAD