

NCHO Executive Committee Meeting
November 20, 2015
Greensboro, NC

Meeting Called to order at 10:00AM

Attendance:

- Christopher Gregory, President
- Mindy Bliss, Past President
- Nicole Percival, Professional Development Chair
- Detric Robinson, HBCU Rep
- Brian Daniel, Small College & University Rep
- Veratta Pegram-Floyd, Member At Large
- Chester Miller, Business Manager
- Pete Blutrieck, President Elect
- Adam Nichols, Conference Co-Chair
- Ramona Richmond, Conference Co-Chair

Signing position description

- Each position was required to sign the position description as outline in the Policy Book
- Each position is assigned a work group to know the reporting structure.

Incorporation Update

- Communicated with Isaac Bradley of Lynch and Eatman regarding progress on NCHO Incorporation. May receive a draft copy of the Articles of Incorporation to the State of NC the weekend of November 20 – 22 for Executive Council Review. The review of the document should only take a few days to accept. Isaac will begin the Application for Exemption will begin the first week of December. The estimated time for acceptance and receipt of an acknowledgement letter is 4 -6 months and as long as 9 months. Isaac estimates the Application for Exemption

Discussion of reporting groups (who reports to which President)

- NCHO Executive Committee workgroups
- President-Elect
 - o Responsibilities:
 - Communication, Administration, Operation
 - o Positions:
 - Communications Coordinator
 - SEAHO Rep
 - NCARH Liaison
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Two Overall Goals

- Expanding communication

- Signpost
- Website
- More frequent emails from Executive Council
- Leadership
 - Membership and Communications Committees
 - Training a replacement
 - Getting more schools involved

RA Drive-In - Western Carolina

- Bid submitted and accepted by the President.
- Bid was submitted late due to not having a standardized bid submission document.
- Other schools expressed interest, but due to the time, the President accepted the bid from Western Carolina.
- Further to keep track of administrative tasks like bids, etc. it was suggested that an NCHO email account and Calendar be created, potentially
- Also recommending a session on Pechakucha 20x20.
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NCHO Social at SEAHO

- SEAHO Rep proposed an NCHO social for the Raleigh SEAHO Conference to take advantage of folks being in the state and having an anticipated high turnout.
- SEAHO Rep proposed having the event at The Raleigh Times to cost no more than \$1000 from funds that would have been spent on the SEAHO Rep Travel.
- Motion: Allocate funds to the SEAHO rep to secure a larger venue for 150 and plan a NCHO social during SEAHO on Thursday, Feb. 25th not to exceed \$3000.00
- Second: Brian Stutz, Vote: Favor = 10, Abstain = 1;

NCHO Conference

- Survey completed by 66 attendees. Responses were largely good, but noted highlights included:
- Round table sessions were moved to ensure they were well attended.
- New Professional bootcamp for grads prior to opening session focusing on leadership, speakers like a TED talk format to entice grads, new professionals,

Working Groups

- Develop 2-3 SMART goals related to your position in support of the larger goals (may already have some)
- **Business Manager SMART**
 - Transparent Budget Reporting for Executive Committee and NCHO
 - Posting meeting minutes and budget reports to NCHO website within one week of the Executive Committee Meeting
 - Develop strategy to develop NCHO Grant funding program to utilize extra funds to support Professional development for the benefit of membership
 - Meeting with financial planner for professional organization to see if the Money Market Account is the appropriate place for our reserve funds.

- Set a monetary amount for reserves to have in the money market account at all times and appropriate percentages of the NCHO annual conference revenue that goes back to reserves, supporting grants and scholarships
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Website Review

- Tabled until next meeting

Technology Coordinator

- Currently position is vacant. President Elect is working to fill the position. Daniel Flowers has agreed to do a few things until that person is identified.
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Assessment Coordinator

- Tabled until next meeting perhaps.

NCHO conference report

- NCHO Conference report is still a work in progress due to expenditures and deposits still taking place with the 2015 Conference.
- Will require credentials for Paypal to get additional information.

Budget Update

- To date, the NCHO accounts stand at:
 - NCHO Primary = \$17, 281.74
 - NCHO Conference = \$12, 971.24
 - NCHO Money Market = \$35,194.35
 - NCHO Share = \$51.22
- Business Manager still working with 2015 Conference Chair to audit and reconcile Conference and to determine the true net revenue of the conference. Attempts have been made to reach out to the Technology coordinator to get the credentials of the PayPal account to get additional registration and Silent Auction information.
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NCHO Professional Development Socials

- Desire to supplement the cost of tickets to plays at the DPAC
- Tickets we would purchase would cost \$45.
- NCHO would supplement the tickets by 30-50%
- Lion King
 - Feb. 16 – Mar 30
 - Looking at Mar. 3rd or 4th
- Anticipating NCHO members paying \$20 and NCHO pays \$25
- Total to not exceed \$1800 for purchase recouping \$720 from members.
- Two tickets will be offered as Door prizes at the SEAHO social and two tickets will be donated to SEAHO Silent Auction.
- Motion: Allocate \$1800 to the Professional develop for tickets to Lion King at DPAC with that anticipation of recouping \$720 from members at \$20 per ticket.

- Second: Mindy
- Vote: Unanimous, Motion carried.
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NCHO Drive-Ins

- Idea presented that we utilize extra funds made from NCHO to reinvest in membership by having schools host Drive-Ins in different sections of the state (West, Central, East). NCHO will fund the drive-in as long as we have a school to host. The schools would be responsible for selecting the topics and speakers, inviting the delegates.

Next Meeting:

- Location: TBD
- Date: January 22, 2015 (Brian's last meeting)

Motion to Adjourn by President, Christopher Gregory

Second – Nicole Percival

Vote: Unanimous

Also, Life Skills Training - National Health Institute / Mindy