

**Minutes of the Southwest College Health Association
SWCHA
Business Meeting
Thursday, May 28th, 2009 12:00- 1:15 pm
ACHA Annual Conference San Francisco, CA**

Recitation of Authority

A business meeting of the SWCHA was held on Thursday, May 28th at the ACHA annual conference in San Francisco from Noon to 1:15 pm at the Marriot Hotel.

Notice

Notice of the meeting was duly and timely given to each SWCHA member via notice in the ACHA program guide of affiliate meetings and SWCHA website.

Attendees

Kerry Scruggs, President; Debbie Rosenberger, Historian; Bev Kloeppe, President Elect; Danielle Dill, Secretary/Treasurer; Jo Antreasian, 2010 Annual Meeting Program Planner; Leah Arnett, Immediate Past President; April Lehrling; Oklahoma Representative; Sandra Roberts; Lisa Young; Pat Marling; Paula Vastine; Amy Frederick New Mexico Representative; Makveen Mahan; David Allwein; Rosaliha Rossow; Sane McMillan; Libby Rogers; Florence Hensley; Lauren Dorsett; Devon McGoldrick; Reggie Bond; Flo Stanton; Nancy Merrill; Kathy Saichuk and Megan Knapp.

Chairperson

Kerry Scruggs, President presided over the meeting and Danielle Dill took minutes.

Minutes of the Meeting

Call to Order

Kerry Scruggs, President called the meeting to order at 12:10 pm.

Welcome and Introductions

Kerry recognized and welcomed new members and introduces SWCHA officers, state representative, and student representatives. New state representative for New Mexico for 2008-2010 is Amy Frederick, RN, MSN of the University of New Mexico. Student representatives include: Abdullah Feroze of University of New Mexico and Robin Chipman of the University of Central Oklahoma for 2008-2010.

Review of Minutes

Kerry asked member to review and approve minutes from October 2008 SWCHA business meeting in Austin. Debbie Rosenberger made a motion to approve minutes with a 2nd from Reggie Bond. Minutes were approved.

President's Report

In March, Kerry presented a membership challenge to executive committee to reach out to 5 colleges/universities within a 50 to 100 mile radius of their own campus and invite them to be a member of SWCHA/ACHA. Kerry is extending this challenge to the membership. SWCHA membership stands at 230 as of May 22nd 2009. Membership as of May 14, 2008 was 222. Kerry noted the great networking and resource opportunities that exist within the affiliates and ACHA.

The SWCHA meeting in Austin was a great success. Thank you to all that attended and presented at the conference.

The SWCHA Executive Board met via telephone conference on March 12th, 2009 to discuss reports, fiscal updates, proposed bylaw updates, membership challenges, SWCHA 2009 conference, 2010 conference, nominations for 2009/2010 officers, and other miscellaneous items.

After much consideration and discussion, the executive committee voted unanimously to forego the SWCHA 2009 conference due to the economic strain that has been placed on so many institutions and individuals. This will allow us to preserve the budget for SWCHA 2010 to be held in Albuquerque, New Mexico.

SWCHA did not submit a nomination for the New Professionals Award to ACHA this year. Kerry apologized for not following up on this nomination and will work with Bev, President Elect to make sure that a nomination is submitted for next year.

SWCHA was well represented at the AHCA Leadership Day on Tuesday, May 26th. Attendees include: Kerry Scruggs, Bev Kloeppel, Danielle Dill, Amy Frederick and Marie St. Claire. Kathy Saichuk attended Leadership Day as the Region I Rep to BOD, representing SWCHA and SCHA.

ACHA requested a donation for the music sponsorship for the ACHA 2009 Annual Meeting and SWCHA donated \$500.

Academic Health Plans has graciously continued to sponsor the SWCHA website and Leah Arnett has kindly volunteered to post updates and keep the site current. The current cost for hosting the site is \$300 annually. There is a \$35 annual domain site fee to preserve the name. Maintenance is provided at no cost to SWCHA. DellaMark Technologies is the site developer and host.

President Elect Report

Bev Kloeppel reported on the planning progress of the SWCHA 2010 Annual Meeting scheduled for Monday, October 11th to 13th in Albuquerque at the University of New Mexico. The annual meeting coincides with Balloon Fest and there is a new railway system to make travel convenient for those who wish to

take side trips from Albuquerque to Santa Fe. SWCHA will partner with the Rocky Mountain affiliate for the 2010 conference. Expected attendance is over 250; room rates \$139.00.

Bev asked for and encouraged input for the 2010 meeting. Member input for future annual meeting included:

- meeting should be held in a major city and discussion of pros and cons vs. smaller city;
- there is no requirement that the meeting has to be in the town of the President's university;
- look at cities where the cost of living is lower;
- recommendation of a (SWCHA) program planning committee to assist. Several SWCHA members agreed to serve on the program planning committee. Interested persons should contact Bev or Danielle.
- Noted that planning a conference involves a great deal of time and resources – budget should allow for a paid intern to assist and an event planner to review contracts / coordinate logistics of hotel details.

Treasurer's Report

Danielle Dill gave the Treasurer report. She reported that since there would be little activity in the account due to the cancellation of the 2009 meeting, leadership felt that it was a smart move which results in earned interest and elimination of fees associated with the checking account. Thus, on Wednesday, May 27th a savings account was opened with Wells Fargo. The current combined savings and checking balance is at \$44,655.96.

Danielle noted that SWCHA memberships are 230 with 85 of those representing institutional memberships. The SWCHA has received \$3983.10 in income from membership rebates since October 2008.

Notable expense since October 2008 annual meeting include:

- \$500 music sponsorship for ACHA Annual meeting;
- \$500 Best Practice Award to UT Austin for the Center of Students in Recovery;
- \$500 Best Program Student Organization Award to University of Central Oklahoma Community Health Club for Breathe Easy campaign and;
- \$500 deposit fee for cancellation of the hotel agreement for the 2009 annual meeting.

Historian Report

Debbie Rosenberger announced that any pictures of activities and events could be sent to her for recording of history of SWCHA. She will work with Leah Arnett to get documents and photos scanned for insertion on the website. If you have pictures from the SWCHA 2008 and/or ACHA 2009 that you would like to submit, please forward to Debbie at: drosenberger@umhb.edu.

Regional Rep Report

Kathy Saichuk reported that ACHA is considering reducing institutional membership fees. Fees will be based on university or college enrollment.

Two volunteers are needed to serve on ACHA Nominating Committee in the areas of Nurse Directed and Mental Health sections. If interested please let Kathy know.

Old Business

Kerry gave an update for the SWCHA Best Practices Awards. The **University of Texas** Austin's award given to the center for Students in Recovery (CSR) reported that the grant will assist the CSR in moving into a larger space for health education, exercise, and mind/body classes and with the purchase a variety of fitness equipment and accessories to assist with students trying and returning to sobriety.

Danielle reported on behalf of the **University of Central Oklahoma** Community Health club and their efforts for a 24/7 Tobacco Free campus. The student club used the grant to develop and market surveys and social norms campaigns on campus, as well promotional posters for the tobacco policy. In addition, the club wrote and supported legislation within the student government. In May, 2009, the university administration with the full support of the student government announced that UCO would become a tobacco free campus on July 1, 2010.

Congratulations to both of these universities and programs for their accomplishments! Don't forget to nominate a program for the 2010 Awards. For more information go to www.swcha.org

New Business

ACHA President, Chad Henderson asked the ACHA Bylaws committee to review all affiliate bylaws to be sure they are consistent with ACHA bylaws as required in Article X, Section 3.a. which state:

Affiliate Association may develop an organizational form and adopt bylaws as desired but with the provision that they shall not be in conflict with the bylaws of the Association, as determine by the bylaws committee of ACHA.

ACHA bylaws committee member Jeanne Carpenter from UT Austin reviewed the SWCHA bylaws and made several recommendations.

Kerry reported that the ACHA Foundation has asked for a contribution from the SWCHA pledging a total of \$10,000 over a five year period. Discussion among membership. No motion or vote made due to unanswered questions

Nominations for the offices of President-Elect, Treasurer/Secretary, and Historian for the 2009-2010 term are officially open. Those who are interested in running for office or would like to self-appoint a nomination please contact Leah Arnett, Chair Nominating Committee l.arnett@uhs.utexas.edu

Leah Arnett suggested that due to the complexity of reporting and managing the finances that we should consider making the Secretary / Treasurer position a 2 year term. A vote by membership will be needed. Kathy agreed to discuss term option with AHCA national office and make changes to bylaws for review and approval by membership.

Kerry reported the ACHA recommendation for each affiliate as it related to the conflict of interest policy. We are in need of volunteers to work on draft to be submitted to the Executive Committee for review and then to membership for review and vote.

Kerry reported on the commercial support of speakers consistent with ACHA's policy. We are in need of volunteers to work on draft to be submitted to the Executive Committee for review.

Kerry reported on Liability Insurance for Directors and Officers. ACHA cannot add affiliates to their individual policy because of different tax ids and each affiliate has separate boards, therefore separate policies are needed. The projected cost for such is \$638-\$738 per year for a one million dollar per claim and \$2 million in aggregate policy. The policy protects officers acting on behalf of the affiliate in the performance of their duties in the event of a suit. The policy protects their personal assets and also covers slander, defamation of character, and defense costs. Personal/property damage coverage for entire year is additional \$350 for one million dollar coverage. Danielle and Kerry will investigate liability insurance and present findings to executive committee. If purchased, the policy will worked into the budget.

Other Business or Concerns

Meeting adjourned at 1:07 pm