

**Minutes of the Southwest College Health Association
SWCHA
Executive Committee Meeting
Tuesday, May 26th, 2009 5:30 pm – 7:00 pm
ACHA Annual Conference San Francisco, CA**

Recitation of Authority

A meeting of the SWCHA Executive Committee was held on Tuesday, May 26th at the ACHA annual conference in San Francisco from 5:30 pm to 7:00 pm at the Marriot Hotel.

Notice

Notice of the meeting was duly and timely given to each SWCHA Executive Committee member via e-mail correspondence and notice in the ACHA program guide of affiliate meetings.

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

Chairperson

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

Minutes of the Meeting

Committee reviewed and approved minutes from telephone conference on March 12, 2009. Kerry noted some changes to minutes on page 2 (from instead of form) and page 4 (people to assist Kerry instead of Kathy with conference . . .). Debbie made a motion to approve minutes with these changes and Bev 2nd motion.

Committee reviewed and approved minutes from October 5th, 2008 SWCHA executive board meeting and October 7th business meeting held during the annual conference in Austin. Debbie made a motion to approve minutes and Bev 2nd motion.

Kerry reported that SWCHA membership as of 5/22/09 was at 230, which is up from this time last year.

Kerry encouraged Executive Committee to be thinking of people to nominate next year for the SWCHA New Professional Award along with other ACHA awards and fellow opportunities.

Danielle gave the Treasurer report noting that memberships are 230 with 85 institutional memberships represented. The current checking balance is at \$44,655.96, SWCHA has received \$3983.10 in income from membership rebates since October 2008. Notable expenses since October 2008 annual meeting include:

- \$500 music sponsorship for ACHA Annual meeting;
- \$500 best practice award to UT Austin for Centers for Students in Recovery;
- \$500 Best Program Student Organization Award to University of Central Oklahoma Community Health Club for Breathe Easy campaign.

Kathy was not present to give Regional Representative report; however, executive committee members gave information from affiliate break out session during ACHA Leadership Day. Bev, Danielle, and Jo shared the information presented including: affiliate by-laws consistent with ACHA bylaws; reporting requirements; the relationship of ACHA to affiliate; affiliate annual meeting; and affiliate financial reports to ACHA.

Kerry noted that there was an additional \$500 expense for the hotel deposit fee for cancelling the proposed 2009 annual meeting.

Leah noted that an outside company developed and maintains the SWCHA website. The domain name is approximately \$35 per year. Last year, Academic Health Plans sponsored the website for \$2000. This covered the domain acquisition, website design, hosting, and 2 logos (SWCHA 2008 and SWCHA 2009 conference themes). The Executive Committee discussed pros and cons of SWCHA website sitting on a university's servers along with internal maintenance.

- Leah will approach AHP about continuing to support SWCHA as the website sponsor for next year
- Leah will update college spotlight and encourage SWCHA members to send information about their institutions regularly
- Leah will post minutes on SWCHA website after approval of business meeting on Thursday, May 28th

Executive committee discussed passing of the gavel to new 2010 President with no annual meeting – video, pictures, meeting, etc were considered. It is likely this will be done remotely and an announcement placed on the website. Since there is no 2009 meeting, the budget would allow for an Executive Committee and State Representatives meeting. This could be a 1 – 1 ½ day meeting held in a central location – an annual Executive Meeting is required and the gavel could be passed then. Leah Arnett offered UT Austin as a site for the meeting – centrally located. Another option would be Albuquerque to conduct a site visit for 2010 conference. Hotel may offer free meeting rooms and reduced room rate for the Executive Meeting.

Bev gave an update for SWCHA Annual Meeting 2010 in collaboration with the Rocky Mountain College Health Association. A "Save the Date" card was distributed; dates include Monday, October 11th to 13th in Albuquerque at the University of New Mexico. Committee discussed reconciliation of finances with Rocky Mountain and responsibility of program planning, CEUs, etc. This will need to be clearly defined well in advance and an agreement written. Leah Arnett suggested that expenses may need to be divided based on percentage of attendees from the two affiliates. Suggested we find out how other affiliates have handled this. Kathy Saichuk to follow up.

Leah recommended that the registration fee CEU fee be separate and that we assure we have member and non-member registrations rates. Last year, at the recommendation of Jean Hanson, former Regional Representative, we had one registration fee for member and non-member. In retrospect, this attracted more attendees but impacted our efforts in increase membership. Questions about CEU should go to Cynthia Perez at ACHA.

The hotel and event contracts negotiations behind the scenes on site details were handled by an outside company – contact is Vicky Story of Connexions – Leah has contact information if Beverly wants to take advantage of this - cheap enough and very helpful.

Leah also recommended that an additional credit/debit card be issue to Bev for ease of purchase while planning for 2010 annual conference and getting new signature cards and change of address with Wells Fargo Bank.

Executive Committee reviewed SWCHA bylaws. Bylaws are consistent with ACHA bylaws. All changes are up to date. Thanks to Kathy who helped update bylaws.

Kerry gave an update for the SWCHA Best Practices Awards. The University of Texas for Center for Students in Recovery 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.

Committee discussed opening nominations for 2009 -2010 officers via the website and announcing at the business meeting. Leah is the Chair of the

Nominating Committee. Promotion of candidates and voting will be done via the SWCHA website. Nominations will also be taken at business meeting on May 28th, 2009.

Committee discussed donation to the American College Health Foundation. The foundation is asking for a commitment of \$10,000 over 5 years for its current campaign. Committee shared concern of amount and need for clarification on distribution of funds. Executive Committee will take issue of donation to affiliate membership for review and vote at the business meeting on May 28th, 2009.

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 and then to membership for review and vote.

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 policy is projected to cost \$638-\$738 per year for 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.

Executive Committee brainstormed about Secretary/Treasurer position and challenges associated with transferring books, timeline and reports to AHCA, etc. Discussed increasing term of office to two years or developing a Treasurer Elect position to ease with transition. Kerry will check with Kathy to see if two year term limit is consistent with bylaws or if bylaws can be changed.