

## AHMP Chapter Development Committee Meeting

April 21, 2017

800-900 PDT; 900-1000 MDT; 1000-1100 CDT; 1100-1200 EDT

Attendees:	First Name	Last Name		Location	Attended
	Becky	Neal	Chair, Liaison 4S, 6, 7, 8	Texas	Y
	Eric	Johnson	AHMP Board Representative Liaison 1, 2, 3, 4N	New Mexico	Y
	Elena	Capsuto	Liaison 9, 10	Oregon	
	Arlene	Farrar	Liaison 5	Illinois	Y
	Tanya	Dmytrow	Annual Report	New Jersey	
	Dale	Duffala		??	
	Mike	Gordon	Chapter Bylaws	Virginia	Y
	Bruce	Donato	AHMP Vice President / President Elect, Cyber Chapter	Maryland	Y
	Rampur	Viswanath	AHMP Ambassador, India Chapter	India	
	Jake	Thorson		??	
	Andrew	Umyn		Colorado	
	Sally	Smith		Alabama	
	Mike	Maheux	AHMP President	Massachusetts	
	Chip	Deale	AHMP Executive Director, MSP	Maryland	Y
	Lynne	Turner	AHMP Member Service Spec, MSP	Maryland	Y
	Amy	Winter	AHMP Member Service Spec, MSP	Maryland	Y
	Shannon	Sperati	AHMP Member Service Spec, MSP	Maryland	Y
	Mark	Smith	PDC Chair	Tennessee	
	Linda	Lawhorn	AHMP Director, Awards Committee Liaison	Tennessee	

### Standing Items

Roll Call

Review conference call guidelines

- When speaking, take a breath or pause so others can interrupt to speak.
- If more than one person is talking, wait to interrupt or request an opportunity to speak.
- Mute phone during the call if possible.
- Do not put call on hold (some phone systems have “elevator music.”)

Executive Director Report – Chip/Lynne

- Annual Conference Progress
  - 17 weeks to go – 29 registrants so far – Chip optimistic about good turnout.
  - Chapters should be thinking about naming delegates
  - 82 Abstracts were submitted
  - Additional free workshops on Wednesday in planning
- New Website
  - Currently launched, notice sent out to the members
- Reminder for newsletter submissions – Chapter events will be highlighted, EHMMs, etc, send to [jlee@mgmtsol.com](mailto:jlee@mgmtsol.com)
- BOD met yesterday about strategic plan – will be seeking Chapter input
- Chapter Dues will be going out next week along with membership lists
- Consolidating member lists from Chapters

Report from President – Mike M

- BOD meeting – Finalizing Strategic Plan – Needs to be approved, voted on, and posted
- Conference doing outreach to students for attendance / poster session

Annual Report

- Chapter participation as of 4/19 – 13 Still Outstanding
- Plan for the data
  - Helping chapters that mention shortcomings, i.e. records retention policies, etc.
    - Several Chapters have reached out about records retention policies
  - Outreach to Chapters not familiar with awards program
  - Events
    - Do Chapters holding an EHMM have a current agreement?
    - Collaborating on a “Best Practices” document
    - Referring Chapters working with local universities to the Student Relations TG

Liaison	Chapters
<b>Becky</b>	Georgia Piedmont Rocky Mountain Chapter
<b>Arlene</b>	Chicago Indiana North Star
<b>Eric</b>	Golden Circle Nashville Old Dominion
<b>Elena</b>	Eastern Washington Pacific Northwest Pacific Southwest Willamette-Columbia

Regional Liaisons

Notes to Liaisons on your Q2 call

- Since we have some new members, please include the rest of the committee on your call invites
  - New members encouraged to attend multiple regional calls if possible – everyone has

a different approach

- Follow up on Annual Reports – get updated contact info from chapters that did not submit
- Officers must be members of AHMP – see list, encourage them to join, there is a lot of value in national membership
- Detail Process for EHMM Course, letter of agreement, etc
- Award nominations for activities in 2016
  - Deadline is April 30, submit to [awards@ahmpnet.org](mailto:awards@ahmpnet.org)
  - <http://ahmpnet.org/ahmp-national-awards-recognition-program-0>
  - Deadline may be extended – Chip will verify with Linda Lawhorn

- 1) Becky Neal
  - a) Regions 6, 7, 8 – Q1 Call 2/1
    - i) Most Chapters active. Haven't heard from Greater Ozarks or Roadrunner recently
  - b) Region 4S – Q1 Call 2/1
    - i) Most Chapters active. Haven't heard from Piedmont in quite a while
- 2) Arlene Farrar
  - a) Region 5
- 3) Eric Johnson
  - a) Regions 1, 2, 3, 4N
    - i) Moving fairly well. Concerns about Western NY
- 4) Elena Capsuto
  - a) Regions 9, 10
- 5) Bruce Donato
  - a) Cyber Chapter
    - i) Email out for Dual Members to participate in Cyber Chapter webinars. Will have access to content on the national website
    - ii) Recruitment tool for Chapters to recruit previous National-Only members.
    - iii) Will be broadcasting CIH class in the evenings in conjunction with Potomac AIHA Section
- 6) India Chapter
  - a) 2016 Q4/2017 Q1 Call – 2/11
    - i) Seeking to expand to affiliate chapters in Mysore or PES University
    - ii) Seeking to affiliate with other organizations in Bangalore
    - iii) Sending a delegation to Ft Worth
  - b) 2017 Q2 Call – Scheduled 5/20

## Struggling / Chapters of Concern

Liaisons should identify Chapters in their regions that may be struggling or have fallen out of contact. – We will need to look at what can be done in each particular case to help the Chapter get back on its feet.

Chapter	Issues	Current Activities
Piedmont	Out of Contact	Will call contacts
Greater Ozarks	Out of Contact	Will call contacts
Thunderbird	No longer meeting?	Eric traveled to Arizona in December at a Remediation

		workshop, working with Jeff Page to revitalize Chapter
Columbia-Willamette (Portland)	Rebranded, struggling for members	Elena moving to area & will try to help them connect with other local organizations
Hawaii	Disbanded	Merged membership with Cyber Chapter

### Fledgling Chapters

Liaisons should identify regions that may have enough members to support a Chapter. – We will need to look at what can be done in each particular case to help the Chapter get started.

Chapter	Issues	Current Activities
Arkansas		
Louisiana		
Oklahoma		

### Old Business – Open Action Items

#### Action Items

Item	Assigned to:	Needs:	Due Date:

### New Business

Three-pronged strategy

- Learn from Successful Chapters
- Support Struggling Chapters
- Regain lost ground in areas where Chapters can be restarted

Chapter Guidance Document

- 1) We need a plan to make the best use of this document –ad hoc subcommittee?
  - a) Ensuring Chapters know it is available.
  - b) Providing a method of feedback.
  - c) Building the next generation.
    - i) Some of the Annual Report data may help identify potential sources to identify Best Practices.

Will be moving to bi-monthly meetings to help facilitate all activities

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## Wish List

- This is the holding zone for ideas that we want to move forward with eventually, but may not have the bandwidth to work on right now.

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## Delegate Session at National Conference

### Topics to Cover

- Taxes, 501(c)(3)
- Records retention policies
- Webinar hosting

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## Action Items

Item	Assigned to:	Due Date:

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