



HBMA Board of Directors
January 14th, 2009
2:00pm EST

Present:

Randy Roat, President
Scott Everson, Vice President
Jackie Willett, Treasurer
Patrick Lukacs, Secretary
Ken Goodin, Past President
Bill Carns, Director
Julie Demerath, Director
Shawn Keough-Hartz
Holly Louie, Director
Jud Neal, Director
Barry Reiter, Director
Brad Lund, Executive Director
Paul Myers, Director of Education

Absent:

Andy Kokosa, Director
Don Rodden, Director
Michelle Botana, Membership Services

Agenda:

1. Call to order, Roll Call and Approval of the December minutes

Randy called for a motion to approve both the December 10th, 2008 and January 5th, 2009 minutes. Shawn Keough-Hartz requested that the spelling of her name be corrected.

Holly Louie motioned, Barry Reiter seconded

All approved, none opposed – Motion carried.

2. Finance Report:

Immediate Past Treasurer, Scott Everson, presented the November 2008 financial results. He reported HBMA continues to perform well to budget, noting a small decline in revenue and a larger decrease in spending than the budget anticipated.

Our profits will exceed budget expectation. Jackie Willett was welcomed as the incoming Treasurer.

Mr. Everson provided a written recap of the financial performance to the Board.

3. National Office Report:

Brad Lund presented the current work of the staff at the National Office. He pointed out the disappointing number of non renewing members, both Principal Members and Vendor Affiliate Members. [The Board requested the report of individual members and vendor affiliates not renewing in 2008 be sent to each Board Member for review.](#) Should any Board Member have a relationship with any non renewing member, they are encouraged to contact this member directly to determine if they would be able to renew. The Membership Committee is also working on this.

4. The 2009 Budget:

Scott Everson presented the 2009 budget to the Board. Mr. Everson reported that the Finance Committee had worked hard to create a realistic, yet aggressive 2009 budget.

[Mr. Everson moved to accept the 2009 budget, Barry Reiter seconded.](#)

[All approved, none opposed – Motion carried.](#)

Bill Carns then presented an “Employment Management” project the Technology Committee is working on. Mr. Carns moved to have an \$1,100 monthly fee for an HBMA member job page developed (beginning in July) and a \$20,000 expense to purchase an inventory of job assessments added to the budget, with the \$20,000 expenditure to be considered for approval by the Board at a later date, when the Technology Committee will present full details of the program.

[The Board approved this provision.](#)

5. Committee Work Plans:

President Roat asked that all Board Members become familiar with all Committee Work Plans so as to better understand the work of each Committee as information is reported to the Board each month. The Board should continually look at the work of our standing committees and assure this work is consistent with HBMA Strategic Plan.

[The Board requested that all committee minutes be place on the appropriate committee news page as soon as practical after each meeting of the committees.](#)

6. HBMA Policy & Procedure development:

President Roat requested that each Board working group review their assigned Policies and Procedures and make every effort to complete work on these assigned P & P as soon as possible.

7. Consent Agenda format:

President Roat presented the format of a “consent agenda”. Mr. Roat explained that conducting a meeting of the Board with the use of a consent agenda would

assist in bringing focus on agenda items that need the attention of the Board, allowing items that do not require Board discussion to simply be acknowledged. This will allow for the most efficient use of Board time.

Use of the “consent agenda” was approved by the Board.

8. Committee spotlight – two or three per month for 5 minute presentation

President Roat presented the idea of spotlighting each committee’s work twice per year. These committee reporting opportunities will be scheduled in advance.

Julie made a motion to adjourn, everyone seconded

3:00pm EST