



*Regional & Membership Committee Status Report  
through February 2008*

No.	Initiative to be undertaken	Who will do the work?	What resources are needed?	Timeframe for completion	Current Status	✓
1A1	Utilize results of the survey of non members to develop an action plan for recruiting new members	Membership Committee will develop questions which will be submitted in a survey to non members	If appropriate a reward system will be developed for those who complete the survey and return it.	1st quarter 2008	The survey questions have been updated & a cover letter developed. ISAM will send out.	
1C1	Membership Drive to non members. "New member packet"	Membership Committee			Survey is done and the National Office has received the names and addresses of non member billing companies.	
1E 2	Why members leave, targeting new members	Regional Chairs and Michelle		Ongoing	With Michelle's assistance we are tracking non-renewals in a more timely manner resulting in increased renewals.	
2A3	Replace new member breakfast by establishing new member curriculum packet which discusses HBMA and have a meet and greet	Membership Cmte			Cmte has decided not to replace the new member breakfast but to make sure all regional chairs attend. Presentation will be limited to 15 minutes with remainder of time for meet and greet.	
	Development of the state initiative websites	Membership Committee, Michelle, and state representatives.			Cmte is actively recruiting state representatives to assist with project	
	Development and scheduling regional meetings	Membership Committee and ISAM staff		Completed	Planning complete. Meetings will occur in October	

	Development of position objectives / responsibilities for Committee Chair, Regional Chairs, and State Representatives			4th QTR 2007	Is complete and has been posted on the HBMA Website	
	Committee has brought a motion forward to the BOD to expand membership categories	Membership Committee		1st quarter 2008	Is complete and been given to the Executive Committee for approval.	
	Legend:					
	Complete					
	Monthly Activity					
	In Process					
	Not Completed or Addressed					