

# NWOAHU Board Meeting Minutes

Date: 3/14/2017

Minutes Taken by: Ellen Fendley

Call to order at 3:02 PM

Meeting Location: First Insurance Group; 1755 Indian Wood Circle; Maumee, OH 43537

## Prior Meeting Minutes:

Ben motioned to approve meetings from 9/15/16 and 1/12/17. Karen seconded. Board approved.

## Treasurer:

Jason has a chance to go over things with LeighAnn. Jason has taken care of updating NWOAHU bank account signers. Belinda Brooks was still showing as a signor and has been removed. LeighAnn kept no general ledger or register of the bank account so he went through records and put together a transaction record of the bank account—he has no receipts to qualify some of the sections. He put together a sample budget based on what he could put together from the banking info. Ben Otley has been added as a secondary signor for the bank account.

Should a written P&P be established to address what needs to be transitioned when changing Treasurer, etc.—likely should be established.

Jason will keep the register current and keep an eye on the account to get things in line.

LeighAnn Dutridge has stepped down from the Treasurer position. Kim Kinnaird will step in as interim Treasurer as approved by Jason Bradford and with no objections from the Board.

## Membership:

Sherri indicated they are running some nice deals with membership right now. She is currently working hard on John Gonia and Chris Uhlman. Barb thinks we should be targeting some of the larger brokerage houses – Savage, Corporate One, United Insurance, etc. The board would like to see them more active. Sherri will check with RJ Rajner.

The brokerages are hard to pull a lot of memberships out of because the companies will not pay for too many individuals to join. The last time we reviewed this, the agencies were looking for discounts or agency memberships. No such discounts or memberships exist and at a local level we do not have enough revenue from the membership fee to offer any form of local discounts. National is only setup currently to recognize an individual membership. We need to check with National on determining where they are on establishing an agency membership. National cannot sign the same person up multiple times—according to Barb it must be under separate names, even though they assign separate membership numbers.

We receive \$40 a year from the annual membership fee. We actually receive more revenue from an individual if they do not join and just pay their non-member fee per event/meeting.

IN ATTENDANCE	
Jason Bradford, President	X
Karen Irwin, Past President & Programs	X
Ben Otley, Pres. Elect	X
Vicki Donovan-Lyle, Vice Pres.	X
Ellen Fendley, Secretary	X
Lana Ellison, Trustee	X
Kelly Ryan Belote, Trustee	
Wendy Schmidt, Trustee	X
Kim Kinnaird, Trustee & Interim Treasurer	X
Sherri Rutter, Membership/Retention	X
Barb Gerken, Leg Chair	X
Dave Spiess, Public Relations	

Sherri keeps reaching out to Hondrus too—she is waiting for the first class to come through as they get license. Ben recommends reaching out to Kelsey Surface with Anthem. Consider reaching out to MMO. Kim indicated Aetna was interested in doing a push out here in our region. Sherri reached out to Denny Tucker at Hylant, but has not heard back. What about Ancillary providers?

### **Programs:**

Vicki mentioned about trying to do the meeting locations further out of the Toledo area. Thinking of different meeting locations ideas. She has even used Facebook live with other organizations. Membership also gives access to the NAHU webinars—both live and recorded ones with the PowerPoint. Our previous attempts with trying to go more south had been previously unsuccessful and the events had had to be cancelled. The wellness center in BG brought in a few new faces. Need to continue to consider flexibility in meeting locations.

See Programs Agenda provided by Karen Irwin entitled “Programs 3/14/17”.

Products Fair: Employer’s Association presentation will have CE filed through NWOAHU. Continental Breakfast will be catered in—better food and same price. Lunch will also be through Premier.

Ken Hall Raffle: Gift cards will be donated by board members. May ask sponsors for a card for that too? Goal is to raise \$1,500. Fund is currently at \$0. The monies raised last year was included in Capitol Conference numbers and not broken out. J&M collected the money at the Products Fair for 2 years so they should know what they collected for that purpose versus the registration fees they collected.

Presidents Choice Fundraiser: Jason thinks the President’s Choice (Civil Air Patrol) should be deferred to a later event to not over extend resources during the products fair and not take away from the Scholarship fundraising.

For awards, we need a community service—let’s do it at the Mud Hen’s game (July event is next fiscal year)—perhaps we do the President’s Choice then.

Board, awards, bylaws etc. run April – March. Budget Fiscal is January – December.

6/15/17 Membership Meeting: Find a location and broadcast NAHU live. Wood County Health and Wellness Room would be a good venue again. NAHU live is at noon, CE attached.

Day at Mud Hen’s 7/25/17 – Try to do CE, or try to just do a special guest? CE is a good reason to leave office, but the event venue is terrible when presenting. Need to find a better room to permit for presentation if we are going to do that this year. We cannot be close to elevators where people are coming and going—can we get the end room so there would be no general public walking by?

10/12/17 – NAHU Live at noon, MMO will host and sponsor lunch.

Can J&M switch the invitation format from what they do to an Outlook Invite so people can easily accept the invitation on the go?

### **HUPAC/OHIO PAC:**

Vicki said they have 14 contributors to Ohio PAC according to February report.

National wants HUPAC saturation for contributions—this is attached to an award. Contributions can be any amount, no minimum.

Vicki will present at the products fair to encourage contributors. Vicki will confirm if presentation should be pushing HUPAC or Ohio PAC at Products Fair. Ben recommends that the HUPAC presentation be attached to one of the NAHU live events then. Vicki will confirm with John about how PAC discussion should be handled at the products fair.

**Legislative:**

There are a number of proposals sitting out there—nothing passing soon.

**Media:**

No report.

**Awards:**

No additional information at this time.

**President Update:**

Proposed Budget: the 2016 actual was as close as Jason could piece together with the lack of proper financial documentation made available to him. Credit Card & Ecommerce Fees were never addressed to be made a part of their budget. Some of the merchants pulling from the bank account need to be identified as to who they are and what they are doing for us. Red Flags: There are some monthly fees that have not been identified as to what they are.

Looking at webhost to save money. Over \$100 a month seems too high. Jason checking with GoDaddy and 1&1.

The payments to LeighAnn's credit card are her reimbursing herself for the reservation fees she was putting through her credit card for conference attendees then paying them. The board will be working to secure a NWOAHU card as they should not be passing expenses through personal cards on behalf of the association.

Allocate \$1850 for proposed budget for Credit Card & Ecommerce Fees, \$120 for Web Domain Hosting, \$200 per person budget going to \$500 for annual convention. Ken Hall Scholarship line item has been added to track that—that should be taken out of the actual budget and just listed as a tracking balance (it is not income or expenses, should be a bank balance). Assign \$2500 income proposed to Attendee General Meetings.

Kim Kinnaird motioned to open a bank account to house Scholarship money, Sherri seconded, passed.

HUPAC wants \$5 back per member. We only get \$40 a year of the annual membership dues. Now they want us to give up \$5 a month per member to give back to them to pay their administrative fees. However, they have never provided accounting of what they bring in and what they pay out for the administrative costs. How much of the annual membership fees go to HUPAC.

J&M for Bookkeeping: Proposal for them to help with bookkeeping. Reviewed pricing packages presented by J&M. It looks like option 2 might be able to be considered. For now, Kim will take over books and getting things in order and for now we will have Kim serve as treasurer and handle the bookkeeping.

**Old Business:**

None.

## New Business:

Elections Update: Vicki Donovan-Lyle is interested in running for President Elect at Products Fair. Kim Kinnaird is interested in stepping in to the Treasurer position. Will also review J&M functions with helping with bookkeeping possibly. Ben and Jason have been looking at VP and secretary positions. Trustee positions: Beth Pool stepping in and Denny Recker may be joining as Trustee.

Ken Hall Scholarship: Consider P&P for Ken Hall Scholarship. Beth Pool was speaking with Jason at DC trip and mentioned that for Cap Conference 2016 and 2017 members of her team had submitted for the scholarship, but received no recognition because the emails had never been received by Jason or Karen. Build P&P explaining how that should be submitted and perhaps having applications going to J&M so that it is consistent regardless of who the Board members are at any given time. Karen brought up filing the scholarship as a charitable organization; however, the time and expense is normally prohibitive of doing this. Sherri will reach out to the family to see if they wish to donate. We need to put the Ken Hall Bio back out to educate people about who Ken was and why the scholarship fund exists to honor him.

Perhaps J&M could build a website form to fill out to enter the applications on line for the Ken Hall Scholarship. The scholarship was meant be self-sustaining and not funded by the association. We need to focus on raising funds to be able to build the scholarship fund again.

Barb brought up that we need to make sure the money raised is enough to cover the scholarship fund.

NWOAHU P&P: Expense Reimbursement Policy

Ben suggests we amend for meals page 3, d, Meals: change to a \$65 per diem/per day amount and remove allocation between lunch and dinner. Correct lettering under section 9 and remove vi.

Cab Fare reimbursement to remain unchanged.

Ben motioned to approve P&P with changes discussed, Karen seconded, board approved.

Ben motioned to adjourn, Karen seconded, board moved to adjourn.

Meeting adjourned 5:20 PM