

EVAHU LEADERSHIP MEETING MINUTES

DATE: 8/17/17 (2:30-3:30)

LOCATION: Anthem

Hilltop Conference Room

4433 Corporation Lane

Va. Beach, Va.

BOARD ATTENDEES:

Brenda Cutting, Anya Simpson, Shell Fisher, Kellie Jo David, Kim Setzer, Lawrence Stutts, Diane Watson, Jill Age, Robin Haas, Shannon Glover, Susan Taylor (remotely) Amanda Banner

ABSENT:

Mary Applewhite, Matt Manock, Barbara Rogers, Sue Johnson

Meeting Called to Order By: Brenda Cutting/President

Timekeeper: Jill Age/Treasurer

Note taker: Jill Age/Treasurer

Brenda welcomed New Board members to Leadership Training and reviewed Leadership Roles and Responsibilities.

President – Brenda Cutting

Duties – Leading Chapter, appointing committee chairs, delegating responsibilities, developing meeting agendas, communicating chapter activities, and reports to state, regional and national office as needed. Involved in raising funds for chapter

President Elect – Position Pending

Duties – Supporting President, learning responsibilities of the president and provide leadership in president’s absence.

Vice President – Barbara Rogers

Duties – Oversee the activities of the Standing Committees assigned by President, responsible for other duties assigned by President.

Secretary – Mary Applewhite

Duties – Recording and distributing board meeting minutes, maintain current copy of bylaws, as well as policy & procedures, maintain attendance records to help determine quorum, manage other duties as outlined by President.

Treasurer – Jill Age

Duties – Receiving depositing checks, maintain financial records of the chapter, process invoices, contributions, reimbursements, manage checkbook, audits, prepare treasurer reports for all board meetings, oversight tax preparation and submission.

Professional Development Chair – Kim Setzer

Duties – Setting program topics, locations, and agenda. Contact and arrange speakers, develop questionnaire for program feedback, filing for CE credits, organize credentialing and designation workshops.

Membership Chair – Matt Manock, co-chair - Kellie Jo David

Membership Retention – Diane Watson, co-chair - Sue Johnson

Duties – Promoting value of membership to prospective & current members, developing and delegating responsibilities for membership incentive programs, tracking membership statistics, keep guest/prospect list from meetings, review previous year membership data, and promote membership drives.

Legislative Chair – Shannon Glover

Duties – take action on legislative and regulatory issues of interest to health insurance agents and brokers, builds relationships with legislatures, encourages chapter-level political involvement and grass roots activities, keep chapter members informed about legislative and regulatory happenings in D.C. and respective state capitol.

Media Relations Chair – Anya Simpson

Duties – compiling a list of local print and broadcast media contacts, sending press releases to media contacts, responding as needed, forwarding NAHU releases on national issues to media contacts with a local spin

Communications Chair – Amanda Banner, co-chair – Susan Taylor

Duties – Ensuring chapter information is communicated on a regular basis to all chapter members, working with other committees as needed to produce a monthly newsletter and website, communicate with state, regional and national offices, as needed.

Awards Chair – Shell Fisher

Duties – Acting as a resource to chapter on what documentation is needed for each NAHU award, assembles documentation for awards applications and submits to NAHU on a timely basis.

Executive Director – Robin Haas

Duties – oversees operations and timelines of chapter events.

Hupac Chair- Lawrence Stutts – co-chair – pending

Brenda reminded each board member that any action items outlined in future board meeting minutes are their responsibility. Any board

member or chair not able to attend future board meetings needs to make sure their action items are passed along to the board.

Brenda reviewed Roberts Rules

ACTION ITEMS:

Shannon Glover - to present Cap Conference and Day on Hill agenda to board members at January Board meeting.

Brenda Cutting – to send out revised EVAHU meeting calendar

Kim Setzer – to call Green Flash for membership event

MOTION TO ADJORN – made by Diane Watson

MOTION SECONDED BY – Amanda Banner

ALL IN FAVOR - YES