

**WEST VIRGINIA RURAL HEALTH ASSOCIATION
Board of Directors Meeting – Braxton LRC
February 2, 2009 1030a – 230p**

Members Participating: Current Members (Lew Holloway, Hilda Heady, Sandra Pope, Elaine Mason, Jeff Graham, Lisa Scarberry); New Members (Dave Brown, Sharon Giles (returning)); OCHS DHHR representatives: (Melissa Wheeler OCHS DHHR (stepping in Nancy Bazzle), Nancy Melton OCHS DHHR representative)

Not Participating: New Members (Mary Huntley, Nannette Van Dyke-McDonald); Lynn McCormick, Jill McDaniel, Sally Richardson, Norma Bowyer.

Referenced Documents: Treasurer’s Report; WVRx Letter; TA 2008 Grant; TA 2009 Grant; TA Supplemental Grant; History of WVRHA; WVRHA By-Laws; Budget Trend Analysis 2008; 2009 Budget; Strategic Plan for Sept 08-Aug 09; “Priorities for Rural Health in West Virginia: WVRHA Community Forums”;

Agenda Items	Discussion	Board Actions or Follow-up
Call to Order	Lew Holloway called the meeting to order at 1030am. (Weather & interstate accidents delayed arrival of members)	
Roll Call	There were 10 on-site members & 1 on phone, in attendance and 6 members absent <u>Old Members:</u> Lew H, Hilda H, Sandra Pope, Elaine Mason, Jeff Graham, Lisa Scarberry <u>New Members:</u> Dave Brown, Sharon Giles (returning), <u>Visitor:</u> Melissa Wheeler OCHS DHHR (stepping in for Nancy Bazzle), Nancy Melton OCHS DHHR representative Nannette is no longer with the WVU SON. Hilda recommends that her board position be replaced.	Need to determine a replacement for Nannette Van Dyke-McDonald. <u>Lew-</u> f/u w/ Lynn McCormick to determine her board membership
Minutes	Minutes of the November 24, 2008 meeting were reviewed.	Motion to approve minutes as presented (Sandra / Hilda). Motion passed
Treasurer’s Report	Presented by <u>Elaine</u> Mason. December Revenue & Expenses reviewed. Document attached. Membership income: \$2875. Combo of 2 things FY07 RHC (\$900), FY08 RHC (\$1950). Came from registration fee from RHC. New member- Becky King (Led the 2 nd session of strategic planning program). Oct Silent Auction: Income \$1536; expenses \$140 YTD: in the black Grant FY08: \$2337, carried over into FY09 Rural Health Forums- no changes	Motion to accept the financial report (Hilda / Dave). Motion passed
Old Business:		
WV Rx	Jeff presenting. No anticipated cost to us.	Motion to endorse the WVRx and to

	<p>Brief History- Shana Pharris & Brenda Dane presented to our board last summer-fall 08. WV Rx program history- designed to provide rural residents with affordable and Pt Assistance medications.</p> <p><u>Brenda sent us a letter</u>, with requests & suggestions on how we can support them: add link on our website; provide their flyers; provide them opportunities to present at our events; letter of endorsement which puts our logo on their documents; RHC presentation. Letter is asking for endorsement & marketing assistance.</p> <p><u>Sandra</u>- What happened to the idea of participating in their statewide forums? <u>Jeff</u>- select WVRx representatives do regional forums already. Otherwise, no one is sure. Recommends a joint effort with our Policy Committee.</p> <p>WVRx also now has full time marketing director.</p> <p><u>Discussion of Response letter</u>- endorse WVRx (Bd of Directors), we can add a link on our website (Communications committee), when we develop a newsletter WVRx will be included (Communications committee), send them our logo & web link for their site (Communications), distribute flyers for them (Bd of Directors), support their RHC presentation but we are not in charge so refer them to the office of Rural Health (Melissa Wheeler to take this issue to RHC planning committee), we can notify them of other venues to promote their information (Communications).</p> <p><u>Jeff</u>- develop draft of response letter, <u>Communications</u> Committee finalize it. We will endorse for year 2009, with revisit in 2010.</p>	<p>address their letter. Jeff & Communications Committee will work together to develop response. We endorse for year 2009, with revisit in 2010. (Dave / Norma).</p> <p>Motion passed. Jeff Graham abstained.</p>
TA Grant 2008 report	<p><u>Lew</u> presenting final '08 report. 2009 Application not submitted yet.</p> <p><u>Lew</u>- plan for 2008 remaining funds (\$2337 balance) (now 2009 cash reserves) to be used for consultant costs in 2009, and any outstanding fees from 2008.</p>	<p>Motion to accept plan for 2008 remaining funds to be used for consultant costs in 2009, and any outstanding fees from 2008 (Elaine / Sandra). Amended to be contingent upon by NRHA approval of plan. Motion passed.</p>
TA Grant 2008-09	<p><u>Lew</u> presenting 2008-09 Grant. It has been submitted & we have received the funds. 6 Activities for grant monies. \$9500 total. Informational only, no motions needed.</p>	<p><u>Lew</u> to resend the 2009 Grant to all board members.</p>
TA Supplemental 2008-09 Grant	<p><u>Lew</u> presenting. We have not heard back from them yet. Requested \$5000 Plan of Action: To increase awareness of & membership involvement; increase the diversity of membership. Informational only, no motions needed.</p>	<p><u>Lew</u> to send the Supplemental Grant to all board members. Should hear about approval very soon.</p>
New Business		
Brief History of WVRHA	<p>By <u>Sandra</u> Pope. See attached copy. Started in 1990's. Mid-1980's saw the development of interest and the NRHA conference in Charleston WV. WVRHA started 2002. Original Bylaws adopted</p>	<p><u>Lew</u>- Send out copy of by-laws to all board members.</p> <p><u>Sandra</u>- revise the history</p>

	2002.	document, send copy to all board members.
Board Officer Elections	<p><u>President-Elect Nominations</u>- Sharon Giles (by Sandra Pope) (declines); Move to close nominations, table the nominations. Lew to continue with solicitations for this position (Elaine / Laura).</p> <p><u>Treasurer Nominations</u>- Elaine Mason. Motion for nominations to close (Dave B/ Jeff)</p> <p><u>Secretary Nominations</u>- Laura Welch. Moved for nominations to close (Sandra/Elaine)</p>	<p>Motion to accept the current nominations. Motion passed</p> <p>President-Elect: tabled Treasurer: Elaine Mason Secretary: Laura Welch</p>
WVHRA legal designation	Discussion about our legal / non-profit / etc status.	Jeff & Elaine - pursuing legal designation of WVRHA
Budget Trend Analysis 2008 and 2009 Budget	<p>Presented by <u>Elaine</u>. See attached. Discussed.</p> <p>Proposed Budget for FY2009. Minor adjustments made based on 08 trends.</p> <p>Board <u>Retreat planning</u> 09- modified to \$2500</p> <p><u>Consultants</u> 09- potential anticipation of hiring a consultant. NRHA TA grant carryover funding will be allocated to the Consultant line item...but not moved over yet.</p> <p><u>No changes:</u> NRHA dues, PO Box, Rural Health Forum (proposed to offset cost of consultant), Sponsorships/Exhibit Fee,</p> <p><u>Decreased:</u> Office supplies, Silent Auction, Taxes / Licenses</p> <p><u>Removed:</u> Community Ed/Information 09, web domain (b/c of 2yr renewal)</p> <p><u>Increased:</u> Travel, Consultants, Board Retreat, WVPCA (now about \$1500, administrative fee, increased to 9%)</p> <p>Consider adding new line for web manager of web master, or change web domain line to "<u>web maintenance</u>" or something similar. Shift monies around to increase this line based on anticipated needs from strategic planning recommendations.</p> <p><u>Discussion:</u> Additional Changes include Web Maintenance- increase \$500; Bd Retreat decrease from \$2500 to \$1500; Administrative fees increase from \$1000 to \$1500</p>	<p>Elaine- will check on NRHA dues that could be past due.</p> <p>Motion to pay NRHA past dues from 2008 TA cash ending balance. (Dave/Norma) Motion passed.</p> <p>Motion to accept the proposed 2009 Budget as modified (Jeff/Laura). Motion passed.</p>
Strategic Plan Sept 08 – Aug 09	<p><u>Lew</u> distributed the most recent version of the Strategic plan.</p> <p>Discussion:</p> <ol style="list-style-type: none"> Resource Development = Fundraising committee <p>Actions:</p> <ol style="list-style-type: none"> Communications Comm to add revised mission to the website. RHC representation: Hilda, Sandra, Norma, Laura, Lew, Dave Brown. (RHC Oct 21st-23rd October, Glade Springs, Beckley) Committee Chairs & members to review, and report back to next Board meeting 	<p>Motion to accept the Sept 08 – Aug 09 strategic plan (Dave/Sandra). Discussion. Motion passed.</p> <p>Lew- send out as adobe document to all board members.</p> <p>Lew- Send out email notice to all members (w/ Sandra) regarding strategic plan.</p> <p>Committee Chairs & members to review plan, and report implementation plans to next</p>

		Board meeting Post Strategic Plan on website as link (Communications)
WVU Rural Health Student Interest Group (SIG)	<p><u>Hilda</u> presenting. Molly McCartney is key person. The student group is growing, now with a listserve. Includes Nursing, Pharmacy, Med Tech, etc on leadership group. Recent program with 2009 NRHA president. Hilda is their sponsor.</p> <p>Significant interest of students (5) to attend 2009 NRHA conference. Financial support to help send students is needed.</p> <p>WVU Foundation Rural Health Fund. The Foundation oversees funding distribution. <u>Proposed</u>- Donate \$500 to Foundation for management regarding the growth of WVU Rural Health SIG. Request invoice details for planned use.</p> <p><u>Request</u> the WVU Rural Health Student Interest Group to report activities & finances to this board.</p> <p><u>Jeff</u>- Consider using this current student group as an initial student chapter, developing a template for future regional or school-specific chapters.</p> <p><u>Jeff</u>- Recommends we research other state's student chapters. Their next event is Panel of Rural Providers in Morgantown. Hilda will notify us of date/ time so hopefully some board members can attend.</p>	<p>Motion to commit \$500 to the WVU Foundation Rural Health Fund for the Rural Health Student Interest Group. (Dave/Jeff)</p> <p>Discussion: Have the SIG report activities & finances to this board at annual.</p> <p>Membership committee to research other state's student chapters.</p> <p>Hilda- send student listserve to Membership Chair</p> <p>Motion passed.</p> <p>Hilda- notify board members of Panel program date.</p>
Open Discussion		
Rural Health Day at the Legislature	<p>March 2, 2009</p> <p>WVRHA will display at the Capitol.</p>	Lew - will contact April Vestal regarding display for table
WVRHA Community Forum Final Report	<p><u>Sandra</u>- provide copies of "Priorities for Rural Health in West Virginia: WVRHA Community Forums" to Policy Committee. Summary of forums need to go to National representatives & senators. Develop a one-page key point paper based on the community forums.</p> <p><u>Appendix A</u>- has list of study priorities. Use this section for key points of emphasis.</p>	<p>Sandra – will f/u with this document.</p> <p>Sandra- will forward this document to the policy committee</p>
Committee Reports		
2009 Committee Review & Membership	<p>By-Laws list only 3 committees: Executive, Membership, Nominating.</p> <p><u>Ad-hoc committees</u>: By-Laws, Communication, Policy, Fundraising</p> <p><u>Nominations Committee</u>: chaired by immediate past-president. So defaults to only 6 members without the immediate past-president. 2009 members- Exec Members of the Board. Current <u>president will chair</u> this committee in 2009.</p> <p><u>Membership Committee</u>: Appt by President. Annual. <u>2009 Chair- Sharon Giles</u>. 2009 members- Lisa Scarberry, April Vestal</p> <p><u>Elaine</u>- recommends reviewing Strategic plan to determine continuation of ad-hoc committees.</p> <p><u>Fundraising Committee</u>: continue with this. 2009 Chair- Jeff Graham. 2009</p>	<p>Lisa will f/u w/ WVRHA members for Membership committee participation</p> <p>Contact Patty Crawford, Mary Huntley, Lynn McCormick, Sally Richardson to determine if they are willing to serve on any committees.</p>

	<p>members- Laura Welch, Hilda Heady</p> <p><u>By-Laws Committee</u>: since we are not revising By-Laws this year. Lew will not appoint anyone to this ad-hoc committee. It will not be functional in 2009.</p> <p><u>Executive Committee</u> nominates / selects the committee membership, in case there are not enough volunteers</p> <p><u>Communications Committee</u>: identified in the Strategic Planning retreat as a vital committee. <u>2009 Chair- Sandra Pope</u>. 2009 Members: Elaine Mason, April Vestal, need others</p> <p><u>Policy Committee</u>: Hilda recommends that the membership numbers greatly increases. Develops policy statements, not advocacy. Discussion about increasing the membership's understanding of the role of the policy committee. There is not lobbying involved. Norma has heard come concerns from state employees about conflicts of job and committee role. 2009 Co-Chairs Hilda Heady & Norma Bowyer. 2009 Members: Sally Richardson, Dave Brown, Jeff Graham, Laura Welch, others TBA. Ask Mary Huntley?, ask Lynn McCormick?</p>	<p>Laura- determine emails of all committee members for distribution.</p> <p>Sandra- Determine if Mary would serve on Policy Committee</p> <p>Lew- Determine if Lynn McC would serve on Policy Committee</p>
Membership		Lew - this committee to target <u>end of Feb 09</u> for renewal notices to members
Communications	NA	
Fundraising	NA	
Nominations & Election Process	See above	
Policy	NA	
Adjournment	Meeting adjourned at 230pm	

Future Meeting Dates: Consider... the next meeting as live, on Monday, March 2nd after the Legislative Day programming & before the dinner.