

Health Administration Section Executive Committee meeting

October 13, 2016

Attendees:

Absent:

Loy Bailey, Chair

Rebecca Martin

Maria Jones, Treasurer

Dena Poteat, Secretary

Jennifer Medley

Loy called the meeting of the Health Administration Executive Committee to order.

Minutes were approved as written.

Old Business

Bylaws **were** approved as written. Bylaws will be distributed to the HAS membership at least 30 days before the May business meeting and will be presented for adoption at that time.

Member ship- Maria emailed everyone the membership list. We have 27 paid members.

Loy presented at the Regional Director meeting and it was well received. Don asked Loy to email him the application and other information on HAS and the Regional Directors agreed to support HAS and to encourage staff to join.

Rooms for the 2017 Business Meeting at Crowne.

Discussion was held on the cost of rooms \$250.00 for rooms that will hold 21 to 30 people. We decided to ask for a room that will hold 50 to 60 for \$250.00. We do not want to pay \$500.00 for a room. Loy will check with the hotel to see if we can get a room this size for \$250.00.

Breakfast cost will be discussed with the hotel.

Emerging Leader Criteria

Loy asked Lisa Holt to assist with the criteria but she is unable to help at this time due to added duties. Discussion was held and it was decided that Dena will start some requirements and email to committee members and everyone will contribute to the list.

Training Survey

The draft survey that Tracy Bradford prepared was emailed to everyone. There was some discussion and it was decided that everyone will review and get comments to Maria and she will ask Ann Purvis to review it for agency approval.

Nominating Committee

Loy presented the idea of a nominating committee. He suggested that we look at the membership and come up with 4 to 5 people that might like to serve. This would also be a way to get members to participate.

New Business

Recruitment strategies

Discussion was held on how to get more people to participate and to identify future leaders/candidates for HAS officers. Jennifer suggested that we wait until we have the criteria for the emerging leader and other material to market HAS. This suggestion was agreed upon.

Sponsoring workshops through the year.

This was discussed and it was decided that we would conduct one breakout session at APHA this year. We will evaluate this and if attendees show an interest we will sponsor more in the coming year. Loy will reach out to other agencies to see what they have on leadership as well as Don Murry and Don Adams. Dena also has some PowerPoints on Leadership. We will also look at presentation by BTOP at lunch for staff.

Gift for the 2017

Maria agreed to get the gift for Ann Purvis and for the breakout speaker.

Jennifer agreed to get Ann and the other speaker the questionnaire that is required for APHA

Due to the work that needs to be accomplished before APHA, HAS will meet again on December 8, 2016 by video conference.

Meeting was adjourned

Respectfully submitted

Dena Poteat

HAS Secretary

