

Mid-Year Assessment Activity



NYSARH

Quarterly Report to Executive Committee Template

Questions for the Board

1. Is this working for you?
2. Is there anything missing from this list?
3. Is there anything on this list that should be removed?
4. Other feedback?

Every Quarter

- 1 Maintain Accounts Payables/Receivables:
- 2 Produce Quarterly Financial Reports (QFR) (with guidance from the Finance Committee)
- 3 Develop and distribute the quarterly NYSARH newsletter in February, May, August and November
- 4 Maintain the NYSARH website, including all content, in conjunction with Health Workforce NY
- 5 Host and take minutes for Board Meetings
Clerical support for committee meetings, as agreed upon and assigned by the Board
- 6 Utilize the Membership Management Platform supported by Health WorkForce NY to manage NYSARH membership
- 7 Maintain connection and facilitate sharing of information with the NRHA and other State Rural Health Associations.
- 8 Work in collaboration with the Conference Committee Chairs to plan, develop, facilitate and evaluate the Annual NYSARH Conference

First Quarter

- 1.1 Work with Auditor/Reviewer to conduct Financial Review each year
Provide Auditor/Reviewer with all necessary and requested financial statements & reports, such as balance sheet, SOFP, etc.
- 1.2 Produce & distribute 1099's
- 1.3 Produce Final Report to NRHA; share with Board of Directors; submit by deadline
- 1.4 Work with Policy Committee to develop Legislative Agenda and submit to Board of Directors for approval.
- 1.5 Assist the Policy Committee with facilitation of Advocacy Day in Albany
- 1.6 Assist the Policy Committee with scheduling visits to Capitol Hill during the NRHA Policy Institute; also preparing materials
- 1.7 Conference: contract with venue; choose theme/logo; send Save the Date; send presenter RFP; solicit Sponsors/Exhibitors/Advertisers
- 1.8 NYSARH Membership outreach

Second Quarter

- 2.1 Work with Auditor/Reviewer to ensure Annual 990 and Char 500 and all other required paperwork are filed on time
- 2.2 Produce an Annual Report
- 2.3 Conference: secure Sponsors; contract with Keynote; confirm schedule; select & confirm Presenters; send Registration link
- 2.4 Call for Award Nominations

Third Quarter

- 3.1 Assist Governance Committee with Board Member election process
- 3.2 Produce Interim Report to NRHA; share with Board of Directors; submit by deadline
- 3.3 Conference: Summer : continue recruiting Sponsors/Exhibitor/Advertisers; continue recruiting registrants
- 3.4 Select Award recipients; notify them; make their arrangements; produce & send press releases
- 3.5 Conference: September: Implementation mode = printed program, signage, registration, nametags, venue etc. etc.
- 3.6 NYSARH member input/feedback survey

Fourth Quarter

- 4.1 Produce Annual FY Budget (in concert with the appropriate committees of the Board)
- 4.2 Strategically identify and target one or more new membership prospect types (organizations, sectors, individuals, etc.) each year for membership campaign
- 4.3 Set up schedule of monthly Webinars, beginning in Fall and continuing through Spring [third Thursday]
- 4.4 Submit 2020 Work Plan and Budget to NRHA by deadline
- 4.5 Assist the Policy Committee with planning of Advocacy Day in Albany
- 4.6 Conference: October: TY letters to everyone; tabulate & summarize feedback; produce summary report for Board of Directors
- 4.7 Conference: Nov/Dec: Convene Committee for next year; brainstorm themes/issues
- 4.8 Expand Student Membership through the development of relationships with Universities in NYS that have a health-related major.
This is being done via a NRHA grant for university outreach sub-contracted to CNY AHEC

Revenue Generating Projects Added During 2019

- 5.1 Participation in the CBO Consortium of Upstate NY under contract with HCA [DSRIP funds]
- 5.2 All of Us Campaign to produce multiple media messages during August under contract with NRHA
- 5.3 Senate Appropriation to administer contracts with the Rural Health Networks and the Rural Access Hospitals under contract with NYS SORH
Work on this grant will run from October 2019 to April 2020

Projects Not Yet Scheduled

- 6.1 Identify and reach out to lapsed members