

**NYSARH                    1st Quarter 2020**  
**Quarterly Report to Executive Committee**

**Coronavirus**

No one could have predicted the radical changes that happened in March due to the outbreak of the COVID-10 Pandemic. Like almost every other organization in the world, NYSARH had to adjust our processes to incorporate working from home and social distancing. Although we are small, and used to remote meetings, these changes resulted in some process and communication adjustments.

**Every Quarter**

- 1     Maintain Accounts Payables/Receivables:  
      Routine accounting is handled promptly and effectively.
- 2     Produce Quarterly Financial Reports (QFR) (with guidance from the Finance Committee)  
      During this the 1st Quarter there was a transition in Treasurer, limited engagement with the Finance Committee and lack of consensus regarding the production of financial statements. The Finance Committee plans to address this issue during the 2nd Quarter.
- 3     Develop and distribute the quarterly NYSARH newsletter in February, May, August and November  
      The Spring Newsletter in on schedule for release in early May.  
      It will include a survey of readers to identify their format preferences.
- 4     Maintain the NYSARH website, including all content, in conjunction with Health Workforce NY  
      This Quarter we added Policy and Webinar pages to the website and added a COVID-19 banner and section to the Resources page.
- 5     Host and take minutes for Board Meetings  
      Clerical support for committee meetings, as agreed upon and assigned by the Board  
      We managed an in-person Board meeting in February, set up zoom meetings and took minutes as needed.
- 6     Utilize the Membership Management Platform supported by Health Workforce NY to manage NYSARH membership  
      The first Quarter is the busiest time for new memberships due to the Membership Campaign that kicks off in late Fall.  
      In particular we addressed issues with membership renewals.  
      This was the first opportunity for members to renew through the Membership Management Platform.

**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.  
      We worked hard to get a CPA firm to agree to do an audit for NYSARH. The Board approved Pinto Mucenski Hooper VanHouse & Co. at the February meeting. Field work did not begin until the first week in April.
- 1.2    Produce & distribute 1099's  
      1099s were completed
- 1.3    Produce Final Report to NRHA; share with Board of Directors; submit by deadline  
      The final report for 2019 was copied to the board of directors and submitted on time
- 1.4    Work with Policy Committee to develop Legislative Agenda and submit to Board of Directors for approval.  
      Early in January the Policy Committee developed a Legislative Agenda and we created several documents including Talking Points and written Testimony.

Subsequent advocacy work by several NYSARH members resulted in a Senate 'sign-on' letter that secured the \$1.1 million Appropriation in addition to the Executive budget amount.

- 1.5 **Assist the Policy Committee with facilitation of Advocacy Day in Albany**  
We managed logistics for the Albany Lobby Day which had 24 participants. We secured appointments w/27 Senate & Assembly leaders. We collaborated with Partner organizations including the Joint Commission for Rural Resources, NYSACHO, NYSPHA, HANYS, CHCANYS, NYS AHEC, NYSEMT, MHANYS and several others to educate our members and guide our advocacy.
- 1.6 **Assist the Policy Committee with scheduling visits to Capitol Hill during the NRHA Policy Institute; also preparing materials**  
We secured appointments w/key staff for Schumer & Gillibrand as well as ten Upstate Congress members, some with the Member in person. We prepared materials including Talking Points and coordinated with the materials provided by NRHA.  
We delivered a NYSARH packet to 100% of the NYS Congressional delegation. We posted photos of meetings with the Congress Members.
- 1.7 **Conference: contract with venue; choose theme/logo; send Save the Date; send presenter RFP; solicit Sponsors/Exhibitors/Advertisers**  
We negotiated a draft agreement with the venue in Oswego and created a logo that were approved at the February board meeting.  
We developed sponsorship, exhibitor and advertiser materials and began solicitations, focused on-line applications.
- 1.8 **NYSARH Membership outreach**  
We monitored the 'One and Done' recruitment campaign on the Board Portal and communicated with board members re: their prospects joining.