



Executive Committee Meeting Minutes  
April 26, 2021

<i>Committee Members in Attendance:</i>					
<input checked="" type="checkbox"/> Helen Evans – Board Chair	<input checked="" type="checkbox"/> Ann Abdella	<input checked="" type="checkbox"/> Barry Brogan	<input checked="" type="checkbox"/> Claire Parde	<input checked="" type="checkbox"/> Alison Coates	<input checked="" type="checkbox"/> Charlotte Crawford
<input checked="" type="checkbox"/> Michael Pease	<input checked="" type="checkbox"/> Victoria Reid	<input checked="" type="checkbox"/> Jack Salo			
Staff					
<input checked="" type="checkbox"/> Sara Wall Bollinger	<input checked="" type="checkbox"/> Ashleigh McGowan	<input type="checkbox"/> Katie Rafferty - Excused			

Agenda Item / Topic	Question/Discussion	Decisions	Action
I. Call to Order a. Establish Quorum b. Welcome c. Agenda Modifications	Quorum established.  No Agenda Modifications  There were no conflicts of interest to disclose.	Meeting Called by Evans at 2:03 pm	
II. Review and Approval of previous meeting minutes	2.22.20 Executive Committee Minutes	Approved unanimously. (Brogan/Salo)	
II. Rural Health Conference/Annual Meeting	H. Evans  The Board was asked to approve a one-day virtual Rural Health Symposium on September 27, 2021. Overall goal is to raise some revenue and engage members. There will be a registration fee and sponsorship. NRHA funding has been requested. Donna Beegle will be asked to be Keynote Speaker. Helen and Sara will champion the event.	Committee unanimously approves Rural Health Symposium on September 27, 2021	

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<p>V. Mid-Contract Review with HWNY</p>	<p>H. Evans</p> <p>Helen and Jack met with Ashleigh, Richard, and Sara to discuss mid-year contract review. Due to issues with HWNY’s staff capacity and the amount of work required to meet deliverables, HWNY is not able to provide Administrative services after the current contract ends in June.</p> <p>After some frank discussion regarding what is/is not working, it is very evident that NYSARH needs change expectations to advance going forward. It was proposed by HWNY that NYSARH need an Executive Director, Program Coordinator/Admin, and a Tech and Finance team to work at full capacity.</p> <p>To make this work with our current situation:</p> <ol style="list-style-type: none"> <li>1. The VISTA worker would cover programming and admin</li> <li>2. HWNY will fulfil Tech and Finance needs</li> <li>3. An Executive Director would need to be hired/contracted</li> <li>4. Roles and responsibility of Board and Executive Director would need to be outlined</li> </ol> <p>The Board agreed it is exactly the direction NYSARH needs to go, however, concern was expressed regarding NYSARH’s current financial status and timing.</p> <p>Next steps: Strategic Planning Committee (with members of Executive Committee) will meet twice before Board Meeting on 05/24 to discuss 1) what funds NYSARH has and needs and 2) steps required to make this happen.</p>	<p>Committee agrees to exploring next steps with Strategic Planning Group.</p>	<p>Sara to coordinate Strategic Planning Group meeting on May 3, 2021</p> <p>Ashleigh and Sara to share financial and time study reports with Strategic Planning Group prior to May 3 meeting.</p>
<p>V. Appropriations Update</p>	<p>H. Evans</p> <p>NYSARH has received in full the final payment from NYS. Ann and Helen looking at opportunities to have real time Banking numbers going forward. HWNY team has been in communication with each</p>		

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	<p>grantee and is performing a full internal Audit to close out the grant. Final payment checks will be sent week of 04/26/21 upon final approval from Ann Abdella.</p> <p>Helen thanked the Policy Committee, Ann, and Karen Madden, for their support and advocacy efforts.</p>		
<p>VI. Fundraising Goals</p>	<p>H. Evans</p> <p>The Sponsorship Prospectus was presented as an opportunity for NYSARH to grow its revenue sources.</p> <p>Feedback included:</p> <ul style="list-style-type: none"> <li>- Starting at \$2,500 may be high bar for some organizations</li> <li>- Individual leadership membership could be offered for \$1,000</li> <li>- Organizational membership could be given with each sponsorship level</li> <li>- DEI Conference sponsorship could result in corporations whitewashing their support and buying “Diversity”</li> </ul> <p>Due to time limitations and other priority work, the committee asked that this project be put on hold.</p> <p>Sara and Helen offered to continue their efforts with a trial approach.</p>		<p>Sara and Helen will take feedback into consideration and test pilot with FQHC’s</p>
<p>II. Conversation with NYS Health Foundation</p>	<p>C. Parde</p> <p>Helen, Sara, Jack, and Claire met with Avital Havusha and Brian Bird from the NYS Health Foundation where it became clear we misunderstood their intent to bring our ask to their Board. At this time, they will not be bringing our ask to their Board.</p> <p>To get NYS Health Foundation funding, NYSARH will need to submit a good project to their Special Project Fund. Having tried and failed twice before, the project will need to well-planned and thought out.</p>		

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II. Committee Reports			
- Policy Committee	<p>B. Brogan</p> <p>An Institute Fellow starts May 24 and will be doing research on EMS for 10 weeks full-time. We are still looking for one other person.</p>		
- Finance Committee	<p>A. Abdella</p> <p>The Audit firm determined NYSARH did not having enough money to require a Yellow Book Audit. Now a \$5,900 budget item, Helen and Ann signed off on a modified Letter of Engagement. Auditors are running behind and now hoping to have the Audit complete the end of May. Finance Committee will review in June to present to Executive Committee on June 28<sup>th</sup> and the full Board on July 26th</p> <p>We potentially may have another Legislative Appropriation, so it is important the new Audit is updated in NYS Grants Gateway.</p>		
- Education Committee	<p>V. Read</p> <p>We are continuing to move forward with planning webinars on the following topics: Vaccine Hesitancy; Opioid Panel and the Role of Peers; Burnout; and Diversity and Inclusion.</p> <p>The Public Health Partnership Conference starts Wednesday 04/28 and we will be there providing support.</p>		

<p>- Governance Committee</p>	<p>C. Parde</p> <p>Despite efforts, we have not received a response from NYCON regarding Independent Directors. There are several changes to Bylaws coming to Board for review which will be sent 14 days prior to meeting (May 10<sup>th</sup>). Updates have been made to Disclosure of Interest forms. Now focusing on nominations and elections.</p>		
<p>- Membership Committee</p>	<p>M. Pease</p> <p>The Spring Newsletter was sent. For Membership recruitment, we have started to do Hospital outreach and the results of an Individual member survey were discussed. Main reason people choose an Individual versus Organizational membership is cost and buy-in/approval.</p> <p>The Rural Resilience Photo project is no longer occurring as a research project due to IRB approval being too complicated. It will continue as an engagement project for NYSARH.</p>		
<p>1. Management Report</p>	<p>A. McGowan/S. Wall Bollinger</p> <p>Priority focus is wrapping up 2019 Appropriation Grant. Annual Report is currently in draft form and needs each Committee's highlights from past year. We are using social channels and partnership connections to share VISTA job description. 1<sup>st</sup> Quarter Report shows all responsibilities have been met.</p> <p>Contract Report does not have Katie's latest updates due to her unexpected absence. Once she returns, the updates will be made and the report will be shared with the Committee.</p>		<p>Sara to follow up with Committee Chairs to get highlights for their Committee from April 2020 to March 2021.</p> <p>Ashleigh to send updated Contract Report with Katie's updates upon her return.</p>
<p>2. Resource Development</p>	<p>S. Wall Bollinger</p> <p>CMS has invited NYSARH to Rural Health Town Hall at 4pm 05/20 and are asking for our input on topics.</p>		<p>Sara to email Committee for input on topic for the Rural Health Town Hall meeting.</p>



	Approval to purchase Empire State Society of Association Executive Membership - \$125.00	Approved unanimously. (Parde/Pease)	
3. Next Meeting		Next Meeting June 28, 2021	
4. Adjournment		Meeting Adjourned by Evans at 3:34 pm	