

## Member Services Committee Meeting, August 2, 2018, 9:30am

### *Hal Madden Award Nominations*

Two nominees were submitted – John Kinch of Macomb County CMH and Robert Lathers, formerly of The Right Door for Hope, Recovery and Wellness. Group voted to present the Hal Madden Award to Robert Lathers at the 2018 Fall Conference.

### *David LaLumia Outstanding Professional Service Award Nominations*

One nomination was submitted – Kathleen Kovach of Oakland Community Health Network. Group voter to present the David LaLumia Outstanding Professional Service Award to Kathleen Kovach at the 2018 Fall Conference.

### *Partners In Excellence Award Nominations*

One nomination was submitted by the Northern Region – ROAR of Iosco County. Group voted to present the Partners in Excellence Award to ROAR of Iosco County at the 2018 Fall Conference.

### *Spring Conference Follow-Up Discussion – Chris Ward*

#### Possible Future Dates for 2019

Chris reviewed the 3 options for dates available in 2019. There is an April date, a May date, and a June date. There are factors that will make a difference in choosing a date. One factor is the long walk from the hotel to the newly built meeting space, another is that the May date may or may not be available. Group noted that spacing out our conferences with other National conferences would be optimal.

#### Future Hotel Contracts

Chris spoke about future contracts, and how requesting larger numbers of room with a lower attrition percentage would be easily negotiable if booking multi-year contracts.

Group wondered about sending a survey monkey to see how many rooms CMHs need. Group voted to have Chris create a white paper summing up the decisions made at this meeting regarding Hotel bookings for conferences.

#### Hotel Booking Process

Group discussed options to deter overbooking of rooms. Group voted to approve ability for Chris to use any preference available to her to save the Association the most money.

Group reviewed seating for Member Assembly. Group suggested using the Executive Board room – staying in the same room to follow that meeting. Chris will work on some layouts and send to the group.

#### Regional Meeting Room Sets

Group discussed the sets for the Regional meeting rooms (rounds versus classroom). Suggestion was made that since leaving the room set in classroom was a financial savings for the Association, it would be acceptable to leave the set that way for Regional meetings. Jan expressed inconvenience of needing to turn and being unable to face each other. Wil confirmed that his region felt the same as Jan's region. Cathy stated that the Western Region would not care either way that it's set. Suggestion was made that the region could set the chairs the way they like, then put them back the way they were. Most of the group agreed. Group then discussed the breakfast. Chris suggested utilizing the Main plenary room with tables sectioned off by Regions. Group agreed that separate rooms with whatever set was preferable. Chris stated that breakfast could take place in the main room, then go to Regional meeting rooms for the business part of the meeting. Group discussed that eating in the same room as the meeting is taking place would be preferable. Group voted to keep Regional meetings set in classroom style, with option to move chairs around.

#### Suburban Place hotel rooms

Group discussed the number of rooms at the Suburban, stating that fewer are available here than other locations. Group also discussed the breakdown of CMHs, PIHPs, Provider Alliance, Presenters, Staff, and handicap accessible rooms, as well as the makeup of the Executive Board and Member Assembly. Group also discussed how many agencies attend versus the small handful who regularly do not attend. The limit of 100 rooms is firm, as the hotel only has around 110 rooms. The hotel will likely "build up" in future years. Chris recommended 46 to CMHs, 38 to PIHPs and Provider Members, and 16 to cover presenters, staff and handicap accessible request. Group voted to accept recommendation of 46 to CMHs, 38 to PIHPs and Providers, and 16 to presenters/staff/handicap accessible, and recommend that any rooms left from the CMH/PIHP/Provider Alliance block be opened up in the following order; Open leftover CMH rooms to CMHs first, then PIHP/Provider rooms to PIHPs/Providers, and then offer to the general public if still available.

#### Closing Lunch

Group discussed whether to have box lunch with plenary speaker or full meal with plenary speaker. Group discussed the concern that if box lunches are offered before the speaker, more will leave. Chris stated that having the speaker at Noon, then box lunch at 1 could be an option. Group agreed this would not be a good idea. Group discussed having a decision for each instance whether we have a speaker or not. Wil wondered when we may not have a speaker.

Group voted to have plated meal IF/WHEN there IS a planned speaker, with discretion for Chris Ward to alter meal when needed.

Group voted to have box lunch IF THERE IS NOT a planned speaker, with distribution directly after workshops were finished, and discretion for Chris Ward to alter meal when needed.

#### *Boardworks Discussion Regarding Dues*

Group reviewed proposed figures from Bob Sheehan. Bob reviewed the reasons behind needing this modest increase in dues for the production and distribution of the Boardworks series. He stated that no motion was needed yet, but discussion on this was appropriate. Lou stated that increasing dues is a recoverable expense when setting your agencies budget the next year. Not all agencies agree with this thought, and the negative reaction of those agencies is of concern. Lou stated he would like some form of education sent out on how the dues could be recoverable prior to this increase being requested. Craig stated that in his area, they have discussed the upcoming, current Boardworks information. They would like to see this on the website. Group discussed cost of Boardworks on the website. Group voted to put Boardworks on the website.

Group continued to discuss whether there would be payment or no payment for the Boardworks series on the website. Craig stated that the increase in dues would cover the production costs, therefore he recommended putting it on with no cost. Joe stated that he was in favor of the \$250 dues increase. Lou stated he wasn't disagreeing, just stating that some agencies will balk at this increase. Wil stated that having electronic access to the Boardworks would invalidate those concerns. Clint stated that there are values to the Boardworks, providing quality education to Board Members. He stated that he welcomes the opportunity to defend the need for a modest increase. Mr. Galloway called the question.

Group voted to put Boardworks on the website, and to approve an increase in dues for CMHs and PIHPs of \$250 per year be recommended to the B&F Committee and then to the Executive Board, to cover the cost of production and distribution of Boardworks materials, with increase to be implemented in 2020.

Group discussed clarification of the motion, and the need for whether or not payment is needed for use of the Boardworks program on the website. Group decided to make separate motion with clarification of no cost for using the product on the website, with decision to be made by the Budget & Finance Committee. Group discussed whether PIHPs would be included in the increase. Bob stated yes. Group wondered who exactly would have access to the Members Only portion of the new website. Bob stated that this is being worked on.

Group voted to have the Budget & Finance Committee address cost for use of Boardworks on the website at their next meeting and bring forth recommendation.

#### *Proposed Changes to CMHAM Officer Election Procedures*

Group reviewed what was discussed at the previous meeting. Lou stated that the Clean Version (items 5 and 12) needed clarification. In item 5, the number 12 needs to be changed to number 13. Group agreed. Jan stated that if candidates are eliminated, that would be when nominations from the floor would be necessary. Lou stated that election procedures should allow for nominations from the floor. Cathy Kellerman stated that the preparations made by nominees is not provided, therefore they are an unknown. Group discussed other concerns about nominations from the floor, such as those who could get elected as a result from a nomination from the floor who cannot or will not, perform duties appropriately. Another concern is that some agencies simply want a higher head count as an Officer. Jan suggested to send the procedures to the By-Laws committee. Group suggested that changes in the procedures, with the removal of ANY reference in the By-Laws to nominations from the floor, do NOT need to go to the By-Laws Committee. Jan stated that the minutes from the By-Laws meeting, and the subsequent approval at the April 30<sup>th</sup> meeting need to go to Member Assembly. Group continued to discuss where the procedures go (if anywhere) for approval after the Member Services decisions are made. Jan stated again that he felt the procedural changes should go for review by the By-Laws Committee. Lou suggested that the decisions of this group and the Nominating Committee be sent to Executive Board.

Group voted to approve the election procedures with noted changes to change the number 12 to 13 in Item 5, Section 14 be stricken, and the rest of the document be renumbered after Number 14. These changes will be forwarded for review to the Nominating Committee, and then to the Executive Board for a receive and file.

Group agreed by consensus to change Item 12, paragraph 3 to start "If there are more than 2...". No motion needed for agreement by consensus.

#### *Audio & Visual System Review*

Group reviewed the proposed updates along with pricing.

Group voted to approve Option 3 for Upstairs with a cost up to \$6,700, and to approve proposed Option for Downstairs at a cost up to \$3,500 from ICI, with the understanding that work will not commence until building renovations are started.

Group wondered if the Association had this amount available in the budget. Bob stated that the Association does.

Meeting adjourned at 12:55pm.