



## NAHU Board of Trustees Meeting Agenda

Monday, May 18, 2020, 4:00 pm – 5:30 pm  
Zoom

**Call to Order** (*Pat Griffey*) at 4:01pm

**Reading of Antitrust Statement** (*Eugene Starks*)

**Roll Call of Attendees** (*Eric Kohlsdorf*)

Board of Trustees	Present	Guests	Present
President: Pat Griffey	X	NAHU CFO: Jennifer Murphy	X
Pres-Elect: Dane Rianhard	X	NAHU VP Gov Affairs: Marcy Buckner	X
Vice Pres: Eugene Starks	X	NAHU VP Leadership Svcs: Brooke Willson	X
Treasurer: Kelly Fristoe	X	Legislative Council VC: Scott Wham	X
Secretary: Eric Kohlsdorf	X	Membership Council VC: David Smith	X
Imm Past Pres: Rusty Rice	X	Professional Development VC: Susan Rider	X
CEO: Janet Trautwein	X	Awards Ch: Rosanne Wolfe	X
Region 1 VP: Mike Grinnell	X	Chapt Leadership & Dev Ch: Cerrina Jensen	X
Region 2 VP: Erica Hain	X	Governance Ch: Jim Stenger	X
Region 3 VP: Mike Deagle	X	HUPAC Ch: Cathy Cooper	
Region 4 VP: Alycia Riedl	X	Annette Bechtold	X
Region 5 VP: Paige Phillips	X	Media Ch: Suzy Alberts	X
Region 6 VP: Ed Oleksiak	X	Vanguard Ch: Mark Fox	X
Region 7 VP: Ray Magnuson	X	Region 2 VP Candidate: Dave Mordo	X
Region 8 VP: Patrick Burns	X	Region 4 VP Candidate: Paul Scholz	X
Leg Council Chair: Jessica Watts		Region 6 VP Candidate: Doris Waller	X
Mem Council Chair: Kevin Trokey		Ashley Kapostins	
Prof Dev Chair: Jill Pedersen	X	Karen Kirkpatrick	X
		Michele Malooley	X
		Lou Reginelli	X
		Sue Wakamoto-Lee	X

**A Quorum is present**

**Approve Agenda** (*Pat Griffey*)

**MOTION:** Rusty Rice made the motion to adopt the posted agenda.

**MOTION:** Motion passed unanimously

**Consent Agenda A** (*Pat Griffey*)

- BoT Meeting Minutes – April 20, 2020

**MOTION:** Ray Magnuson made the motion to adopt the Consent Agenda A.

**MOTION:** Motion passed unanimously

**Consent Agenda B** (*Pat Griffey*)

- 2019-2020 National Committee/Council Reports
  - Awards
  - Chapter Leadership and Development
  - Governance
  - Harold R. Gordon
  - LPRT
  - Membership
  - Media

- Nominations
- Professional Development
- Vanguard

The Governance Committee Report was pulled for clarifications.

**MOTION:** Pat Burns made the motion to adopt the Consent Agenda B without the Governance Report.

**MOTION:** Motion passed unanimously

**Governance Report was pulled from the Consent Agenda B**

Paige Phillips wanted clarification about the delegates for the virtual convention being tabled by the Committee. She wanted to know if the House of Delegates in the future would have the "hybrid" voting. Janet clarified that this year is fine and will be discussed for future HODs.

**MOTION:** Pat Burns made the motion to adopt the Governance Committee Report.

**MOTION:** Motion passed unanimously.

**Financial Reports (Kelly Fristoe)**

- Financial Statements – March 2020
- Finance Committee Meeting Minutes – May 2020
- Financial Trends – March 2020

**Discussion Notes**

Kelly shared that the budget through March is a head of schedule for the year by roughly \$125,000. The Annual Budget was not revised because of the virtual convention. We are doing better and should be better after June numbers come out.

Dues are the driving force for revenue but we are trying to move to less reliance on membership as the sole revenue generator.

**MOTION: Kelly Fristoe** made a motion to accept the March Financials.

**MOTION:** Motion passed unanimously

**RVP Report (Mike Deagle)**

Mike shared that there are two items on the RVP's agenda: RVP training for the three new RVPs coming onto the BOT and the Regional Leadership Summit (RLS). The RLS will have breakout session with discussion on the Strategic Planning. There will also be a Ted Talks series with four presenters talking for 15 minutes each. The last hour will be eight concurrent happy hours each being hosted by a committee. The Awards Ceremony will be held prior to the Leadership Summit.

**Current Membership Numbers (Kevin Trokey)**

Kevin announced that membership is down 158 more members, which brings us to a total of 14,186 total. Everyone has a responsibility to recruit members. There is a "Just Help One" campaign this week.

**Federal Legislative Update (Jessica Watts/Marcy Buckner)**

Marcy gave an update on the status of the House bill passed for another \$3 trillion dollars which will probably die in the Senate. FSA carryover has been approved for an extra 20% which equates to \$50 more. COBRA could also be subsidized along with new guidance which could cause adverse selection from extended time periods for election. Not expected to have House and Senate to agree on a final bill on the next bill.

Communication between the Board and Legislative Council should be enhanced. Sharing of ideas between the two along with membership. Plan is to have a framework for communication forum so

sharing ideas between national, regional, state and local chapters. This will also identify talent at large and all perspectives are heard.

### **CEO Report** *(Janet Trautwein)*

COVID relief program was kicked off and we have four applications in place. \$10,800 has been raised so far.

We are almost ready to switch to the new B2B. It should go live on June 1. Members are being notified right now.

The Compliance Corner Team has done an outstanding job notifying our members about COVID, legislative issues and changes.

### **Old Business**

- Update on Annual Convention *(Janet Trautwein)*
  - Preliminary projection numbers for registrations. Total Revenues are expected to outpace expenses by \$72,000. Current registrations stands at 158 of 500 projected. We've only lost two exhibitors. The vConference fees are lower than earlier stated by \$3,000.
  - The Gordon Memorial dinner is cancelled. Two awards will be given next year, one for 2020 and one for 2021. The Distinguished Service Awards will follow the same process.
- Strategic Planning and Teams Update *(Annette Bechtold)*
  - The teams are being put together and the next step is the "how" of the sub-goals.
  - Invites have been sent to team members. A survey will be sent to the general membership for response to participate in the teams of sub-goals – due by May 22 with a deadline to members of May 29<sup>th</sup>.
  - Champions will then get "their" list by June 1.
  - Champions assign to sub-goals.
  - Implementation meeting series set for all Goal Implementation Teams – June 19.
  - Brainstorming at the Regional Leadership Summit – June 23.

### **New Business**

Guest Michele Malooley requested a few minutes to address the Board regarding the importance of B2B and thanking the Board for continuing it and sending out the messages to membership. Communication is essential.

### **Motion for Adjournment of General Meeting**

**MOTION:** Mike Deagle made the motion to adjourn.

**MOTION:** Motion passed unanimously

Meeting adjourned at 5:19pm EST.

**Minutes submitted by Eric Kohlsdorf, NAHU Secretary 2019-2020**



## **NAHU Board of Trustees Meeting Agenda**

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**Call to Order** (*Pat Griffey*)

**Reading of Antitrust Statement** (*Eugene Starks*)

**Roll Call of Attendees** (*Eric Kohlsdorf*)

**Approve Agenda** (*Pat Griffey*)

**Consent Agenda A** (*Pat Griffey*)

- BoT Meeting Minutes – April 20, 2020

**Consent Agenda B** (*Pat Griffey*)

- 2019-2020 National Committee/Council Reports
  - Awards
  - Chapter Leadership and Development
  - Governance
  - Harold R. Gordon
  - LPRT
  - Media
  - Membership
  - Nominations
  - Professional Development
  - Vanguard

**Financial Reports** (*Kelly Fristoe*)

- Financial Statements – March 2020
- Finance Committee Meeting Minutes – May 2020
- Financial Trends – March 2020

**RVP Report** (*Erica Grimm*)

**Current Membership Numbers** (*Kevin Trokey*)

**Federal Legislative Update** (*Jessica Watts & Marcy Buckner*)

**CEO Report** (*Janet Trautwein*)

**Old Business**

- Update on Annual Convention (*Janet Trautwein*)
- Strategic Planning & Team Update (*Annette Bechtold*)

**New Business**

**Motion for Adjournment of General Meeting**



## NAHU Board of Trustees Meeting Agenda

Monday, April 20, 2020, 4:00 pm – 5:30 pm EST  
Zoom

**Call to Order** (*Pat Griffey*)

**Reading of Antitrust Statement** (*Eugene Starks*)

**Roll Call of Attendees** (*Eric Kohlsdorf*)

Board of Trustees	Present	Guests	Present
President: Pat Griffey	X	NAHU CFO: Jennifer Murphy	X
Pres-Elect: Dane Rianhard	X	NAHU VP Gov Affairs: Marcy Buckner	X
Vice Pres: Eugene Starks	X	NAHU VP Leadership Svcs: Brooke Willson	X
Treasurer: Kelly Fristoe	X	Legislative Council VC: Scott Wham	X
Secretary: Eric Kohlsdorf	X	Membership Council VC: David Smith	X
Imm Past Pres: Rusty Rice	X	Professional Development VC: Susan Rider	X
CEO: Janet Trautwein	X	Awards Ch: Rosanne Wolfe	X
Region 1VP: Mike Grinnell	X	Chapt Leadership & Dev Ch: Cerrina Jensen	X
Region 2VP: Erica Hain	X	Governance Ch: Jim Stenger	X
Region 3VP: Mike Deagle	X	HUPAC Ch: Cathy Cooper	X
Region 4VP: Alycia Riedl	X	Media Ch: Suzy Alberts	X
Region 5VP: Paige Phillips	X	Vanguard Ch: Mark Fox	X
Region 6VP: Ed Oleksiak	X	Region 2 VP Candidate: Dave Mordo	X
Region 7VP: Ray Magnuson	X	Region 4 VP Candidate: Paul Scholz	X
Region 8VP: Patrick Burns	X	Annette Bechtold	X
Leg Council Chair: Jessica Watts		Michele Malooley	X
Mem Council Chair: Kevin Trokey	X	Lou Reginelli	X
Prof Dev Chair: Jill Pedersen	X	Sue Wakamoto-Lee	X

**A Quorum is present**

**Approve Agenda** (*Pat Griffey*)

**MOTION:** Pat Burns / Eugene Starks made the motion to adopt the posted agenda.

**MOTION:** Motion passed unanimously

**Consent Agenda A** (*Pat Griffey*)

- BoT Meeting Minutes – March 16, 2020
- BoT Meeting Minutes – March 25, 2020
- BoT Meeting Minutes – April 6, 2020

**MOTION:** Paige Phillips / Pat Burns made the motion to adopt the Consent Agenda A.

**MOTION:** Motion passed unanimously

**Consent Agenda B** (*Pat Griffey*)

- 2019-2020 National Committee/Council Reports
  - Awards
  - Chapter Leadership and Development
  - Governance
  - Nominations
  - Professional Development
  - Vanguard
- Mid-Penn AHU – Resolution of Resignation

- Nevada AHU Amended Bylaws

**MOTION:** Ray Magnuson / Ed Oleksiak made the motion to adopt the Consent Agenda B.

**MOTION:** Motion passed unanimously

**Financial Reports** (*Kelly Fristoe*)

- Financial Statements – February 2020
- Finance Committee Meeting Minutes – April 2020
- Financial Trends – February 2020

**Discussion Notes**

*An overview of the Summary tab of the spreadsheet that shows how the “buckets” will collapse the revenue and expenses by revenue center. At this point we are doing well compared to the Annual Budget. With the Virtual Annual Convention vs the Face to Face meeting in Chicago we may also see an uptick in revenues from that event. We also have moved the \$200k back into the investment account.*

**MOTION:** Kelly Fristoe (Committee) / Eugene Starks made a motion to accept the February Financials.

**MOTION:** Motion passed unanimously

**RVP Report** (*Erica Hain*)

**Discussion Notes**

*The regional leadership summit was discussed on the last RVP report. They agree that nobody would sit in front of a computer for 8 hours on a weekend. They are planning on further meetings on how to do the RLS in a virtual format. Maybe a series of webinars or learning labs. Committed to doing the RLS but figuring out how to do it and the format has more flexibility because we are constrained by the physical meeting room. Cost constraints should not be an issue as long as its not stretched over a long-time.*

**Current Membership Numbers** (*Kevin Trokey*)

**Discussion Notes**

*Very dedicated Regional Chairs on the Council. March #s were down (see report) but that follows 2 months of growth. Still struggling with retention. Reg 7 is up for the year. Completed the Just Thank One (as a subset of the Just Ask One campaign). In May it will be a Just Serve One with the idea of giving back to people in need. We are still asking to join and making sure we are getting a presence out in social networks.*

**Federal Legislative Update** (*Jessica Watts & Marcy Buckner*)

**Discussion Notes**

*Everything is COVID19. Comments were due and sent on the Proposed rules for Medicare. There is a grinding halt to regulations because of the COVID19. Congress is currently working on the next phase of legislation with COVID. They are trying to find additional funding for the next wave of money. We are also doing*

*NAHU submitted a letter to the Administration on the different things we could do without passing a bill by Congress that will help Employers through these times with relationship to benefits for employees. Administration is already working with some of our ideas.*

*Our coalitions are still working on ideas.*

## **CEO Report (Janet Trautwein)**

### **Discussion Notes**

*Virtual Convention -- we are working with sponsors and exhibitors. We may not have as many but we will get more sponsors (less exhibitors). What we are doing with them:*

- *Packaging things for them specifically.*
- *Different ideas that sponsors will want to do.*

*We are talking with the vender putting this on and working through the details. We pretty much have the PD outlined and ready to go across time zones. Working on the Gordon Award as well. We are trying to create an excellent event so people will feel they got a great value from the virtual event. We will be giving away gift cards. A special candidate forum. Committee Specific – LPRT, Vanguard, Awards with a special place. We will try to replicate the receptions. The cost will be about \$17,500. Our sponsors will be picking up much of that. Registration cost will be \$99.*

*Fundraising – a committee is together to raise funds from members that want to contribute for grants that go out to members in a health crisis. The vendor is named “Once Cause” rather than “Go Fund Me”. The grants will be very bright line of qualification. This will be up and running very soon and on the website. We will pass this on to our chapters to help within the community. The Auditors said we could run it through the Foundation but is not the mission of the organization. We could get Vanguard to work on this... but we need this done right away. And any contributions will be tax deductible for the donations.*

### **Old Business**

*Strategic Planning Update (Pat Griffey/Annette Bechtold)*

*Please provide Annette with your teams and get them going.*

*Goal #1 – Ashley Kapostins will be chairing this committee for fundraising (see Janet’s report). Once the vehicle is finalized, we will be launching the fundraising. The hardship will be based on medical needs rather than financial criteria.*

**New Business - None**

### **Motion for Adjournment of General Meeting**

**MOTION:** Eugene Starks / Ray magnus made the motion to adjourn.

**MOTION:** Motion passed unanimously

Meeting adjourned at 5:19pm.



## **AWARDS**

**Chair:** Rosanne Wolfe  
**EC Liaison:** Eric Kohlsdorf  
**Month:** May 2020

The Awards Committee has received the awards submitted by chapters and individuals. With the exception of the website awards, all of the other awards are being judged remotely for the first time this year. The website awards were the first of the awards to be distributed to the committee for judging on April 20th. A calendar was developed with a schedule of each award type and when those would be distributed as well as a due date on each type.

There have been two long zoom calls with the entire committee working together asking and answering questions that normally arise during the process. All judging is due back to Brooke by May 21<sup>st</sup>.

As of this writing, it has been going relatively smoothly other than it is an extremely lengthy process and challenging especially for committee members in their first year.

The committee looks forward towards the virtual awards presentation. Ideas will be shared over the next few weeks on details of this new upcoming experience. We will work from this side informing chapters of the date and time that the Awards Ceremony will be presented on Tuesday, June 23 at 11 a.m. (ET).





## CHAPTER & LEADERSHIP DEVELOPMENT

Chair: Cerrina Jensen  
EC Liaison: Dane Rianhard  
Month: May 2020

- President's Guidebook Review needs to be updated
  - The following areas need to be addressed
    - Duties and Responsibilities of RVPs (p3) last bullet. Does it need to be edited now?
    - Committees & Their Structure (p?) clean up terminology. "Sales Congress"? Add Medicare? Yes. Change "Newsletter" to "Communications"? Yes
    - Newsletters (p20) modify the different ways to communicate and other updates
    - At the end, add "Uh Oh, I Need Resources" What to do when there's a troublesome board member, haven't filed taxes in a while, etc. Contacts for issues
    - Add succession planning information.
    - Add a basic index or instruction about using "Control F" to search
    - **Committee asked to review the guidebook for relevance**
  - 18-month calendar:
    - Generic
    - Review what a president should be planning for her term
    - **Committee asked to review and ensure that all the key information is listed**
    - Add to Guidebook
- Keith is presented "Chapter Basics" for the April Chapter Leader webinar
- Mini Training Videos
  - **Committee asked to think about what's missing from the training videos**
  - Looking for brevity
  - **Committee feedback due to Cerrina on May 18**

Items in red = action items



## **NAHU Harold R. Gordon Committee Report**

NAHU Board of Trustees

May 2020



The members of the Harold R. Gordon Memorial Award Committee met on May 12, 2020 to discuss the nominees and process for the 2020 Award. In light of the decision to hold a virtual conference, the Committee decided to not make a selection at this time and to retain all current nominees (those received for 2018, 2019 and 2020) to be considered in the future. Staff will communicate this decision to the nominators (not nominees) and to the general membership as appropriate.

Respectfully Submitted,

David C. Smith, Chair  
Harold R. Gordon Memorial Award Committee

### **Committee Members for 2019-2020**

Russ Childers, Dave Fear, Pat Griffey, Rusty Rice, Ryan Thorn, Steve Selinsky, Sam Smith, Janet Trautwein, and David C. Smith. Brooke Willson is staff liaison for the Committee.



**Chair: Jim Stenger**  
**EC Liaison: Eric Kohlsdorf**  
**Month: May 2020**

### **Personnel Committee P&P**

- Discussed the recommendation of adding a past NAHU president to the committee. The idea is to have experience and guidance.
- Discussed the process and what may have been the issue with this year's committee and in the past and why the current process is in place
- Some concern with the fact that the committee does it all and then it is done without any BoT input.

### **Binding Contracts P&P**

- Amend to state "with the exception of the EVP/CEO contract which is executed by the Personnel Committee chair."
- The committee approved unanimously this amendment
- This P&P came about because committee chairs were signing contracts.

### **Recommendations for the House of Delegates**

- Amending the bylaws to read Professional Development Council instead of Committee.
- Do we address the fact to amend the bylaws for a virtual meeting? What about creating a P&P to guide the process for a virtual meeting? The Standing Rules of Order address these guidelines and are the first thing that the delegates vote on in the HOD.
- The location of the meeting is virtual.
- Looking forward, how will we address the situation if people want to have a hybrid HOD so that delegates could serve remotely.
- Hybrid can be addressed but it needs to be looked into/researched.
- Discussed the pros and cons of having a hybrid meeting.
- Proposed that options for a hybrid meeting be prepared by the October Budget Meeting.

Remaining agenda items (Personnel Committee P&P and Binding Contract P&P) were delayed until the April committee call.

**NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS  
POLICY & PROCEDURES**

<b>POLICY TITLE:</b>	Binding Contracts
<b>CLASSIFICATION:</b>	Board
<b>POLICY NUMBER:</b>	92□11□EX
<b>DATE SUBMITTED (INITIAL):</b>	June 11, 1992
<b>DATE APPROVED:</b>	May 14, 2007
<b>AMENDED:</b>	December 15, 2008
<b>SUNSET DATE:</b>	2019

**PURPOSE:** To ensure that all obligations undertaken by NAHU are properly reviewed and approved to ensure contractual obligations of the Association are reviewed by appointed counsel.

**POLICY:** Only the Executive Vice President/CEO or the CFO/COO of the Association is permitted to sign or otherwise obligate NAHU to any contractual agreements with the exception of the EVP/CEO contract which is executed by the Personnel Committee chair. The BOT members and committee chairs may agree to customary and reasonable expenses which do not require a contract and which have been authorized by the BOT within their respective budgets.

The Executive Vice President/CEO is directed to have any contractual obligation of the Association that exceeds twenty thousand dollars (\$20,000) during any time period, any obligation that exceeds one year in length, or any NON□standard contract used by the Association reviewed by appointed counsel.

**PROCEDURE(S):** Upon presentation of a contract obliging NAHU to an operational or financial commitment, NAHU Board, staff or committee chairs shall forward the document to the CEO or CFO, along with an explanation of the product or service being contracted and (as appropriate) the budgetary line item to which the resulting expense will be charged. Obligations that would result in expense charges within or between budgetary line items must be presented to the Board of Trustees before approval.

The CEO or CFO will review the contract, ensure that it does not conflict with existing NAHU obligations or policies and will forward contracts to NAHU legal counsel for review as needed. Counsel's response shall be kept on file at the national office.

If this review raises questions about the appropriateness of signing the contract, the CEO or CFO will contact the submitter for clarification. The above procedures notwithstanding, contractual approval and execution will not be unreasonably withheld by the CEO, CFO or the Board of Trustees.

At the annual budget meeting the CEO will present those contracts considered "Standard".

**FINANCIAL IMPACT:** Review of legal matters shall be considered and made part of the annual budget.



## **LPRT**

**Chair: Valerie Cramer**

**EC Liaison: Eric Kohlsdorf**

**Month: May 2020**

- Kae Burchfield is the new region 5 chair
- LPRT application numbers: 240 total applications in-house, the goal is 500.
- Renewal emails & Distribution lists
  - Requested that chairs have at least one touch with each non-LPRT renewals before the next call
  - NAHU will send another renewal request on Monday or Tuesday (3/23 or 3/24)
- Apply Now video (<https://app.nfusz.com/player/ft2BRUGK>)
- Video Testimonials - The regions are working on getting videos posted



## Media Relations Committee May 2020 BOT Report

The Media Relations Committee again assisted the Membership Council with the **#justthanone** social media campaign. The materials created by Kevin Trokey and the Membership Council were again distributed by MRC members to all regional and state media chairs (or presidents in the absence of a media chair). The MRC is also ready to assist with the final campaign, theme TBD.

A new SM campaign surrounding COVID-19 has been approved and is being sent to the MRC for distribution. The messaging includes the importance of having health insurance, purchasing it from an NAHU-member advisor and education on the fact that testing and treatment for COVID-19 are at not cost. We will introduce some new hashtags including #COVID-19, #Coronavirus, #Pandemic and #FlattenTheCurve.

A new member flyer has also been created to reinforce the important of NAHU membership.

Finally, we are awaiting final instructions on holding our media training as part of the virtual annual convention. We will be excited to welcome some new MRC members and demonstrate the resources available to chapters from the media committee.



## **MEMBERSHIP**

**Chair: Kevin Trokey**

**Month: May 2020**

Last month's numbers were down and we're concerned what the financial impact of the crisis may mean to membership numbers. We are promoting a Just Help One day in May. We are also actively recruiting people to fill chairs at all levels for the next membership year.



## NOMINATIONS

**Chair:** Rusty Rice

**Month:** May 2020

The following nominations have been received as of 05-13-20

President-elect: Eugene Starks  
 Vice President: Kelly Fristoe  
 Treasurer: Eric Kohlsdorf  
 Secretary: Alycia Riedl  
 Region 2 VP: David Mordo  
 Region 4 VP: Paul Scholz  
 Region 6 VP: Doris Waller  
 Region 8 VP: Patrick Burns

Due to personal reasons Ed Oleksiak has withdrawn his candidacy for Secretary.

### Key Dates to remember:

4-14-20 - Secretary Communicates slate of candidates to the chapters

4-15-20 – **RVP's appoint election committee representatives**

Region 1	Shelly Sweatt	Region 5	Donna Hill
Region 2	<i>Pending</i>	Region 6	Tonya Booth
Region 3	Carol Conway	Region 7	<i>Pending</i>
Region 4	Joshua Haberman	Region 8	Keith Wallace

4-17-20 – ABS Article due, Candidate bio and vision statements

5-22-20 – 2<sup>nd</sup> deadline for candidate nominations

5-27-20 – All additional candidates for BOT communicated to chapters

6-28-20 – 3<sup>rd</sup> and final deadline for BOT candidate running from the floor

6-28-20 – Convention Begins

6-30-20 – House of Delegates

### Election Committee:

Rusty Rice

Dane Rianhard

Jim Stenger





## **PROFESSIONAL DEVELOPMENT**

**Chair: Jill Pedersen**

**Vice Chair: Susan Rider**

**Liaison: Eugene Starks**

**Month: May 2020**

### **PD Chair Summary**

#### **PD Toolkit**

Susan, Stephanie and Karen are working on a toolkit for chairs with the basic resources for chapters.

#### **Annual Convention**

Using VConference for our virtual meeting which will include the PD breakout sessions, Exhibit Hall and Networking opportunities.

PD sessions may be live or pre-recorded. Speakers will decide which they would like to use. Alex is working on the logistics with each of the speakers.

Leadership Training and Professional Development involvement is still being discussed.

The event will be the same amount of days as the live event.

#### **PD Application for 2020-21 –**

Deadline is May 15<sup>th</sup>.



## **VANGUARD**

**Chair: Mark Fox**

**EC Liaison: Eric Kohlsdorf**

**Month: May 1<sup>st</sup> 2020**

- Vanguard is preparing for Annual Convention involvement which may include a yoga/meditation session and a virtual networking breakfast.
- Vanguard has put its fundraiser for the military on hold. Many NAHU members are in need so we are shifting our focus to NAHU Unite.
- Member Benefit Offering – This is an ongoing study
  - Vanguard is releasing its initial survey in the next President's Perspective.
- Vanguard Membership – This is an ongoing study

National Association of Health Underwriters  
BALANCE SHEET  
March 31, 2020

	This Year	Last Year	Variance	% Increase(Decrease)
<b>ASSETS</b>				
<b>CURRENT ASSETS</b>				
Operating Cash and Cash Equivalents	387,703.12	579,674.96	(191,971.84)	-33.12%
Accounts Receivable, Net	325,572.61	222,671.79	102,900.82	46.21%
Prepaid Expense	151,572.79	73,927.72	77,645.07	105.03%
Total Current Assets	864,848.52	876,274.47	(11,425.95)	-1.30%
<b>LONG TERM INVESTMENTS, at Fair Value</b>				
Equity Securities	850,656.10	1,034,750.95	(184,094.85)	-17.79%
Total Long Term Investments	850,656.10	1,034,750.95	(184,094.85)	-17.79%
<b>PROPERTY AND EQUIPMENT, at Cost</b>				
Office Furniture and Equipment	526,499.41	437,737.41	88,762.00	20.28%
Leasehold Improvements	460,953.93	460,953.93	0.00	0.00%
Less: Accumulated Depreciation & Amortization	(733,760.91)	(670,918.56)	(62,842.35)	9.37%
Total Property and Equipment	253,692.43	227,772.78	25,919.65	11.38%
<b>LONG TERM ASSETS</b>				
Intangible Assets-REBC Designation	50,000.00	50,000.00	0.00	0.00%
Total Long Term Assets	50,000.00	50,000.00	0.00	0.00%
DEPOSITS	37,161.60	30,161.60	7,000.00	23.21%
TOTAL ASSETS	2,056,358.65	2,218,959.80	(162,601.15)	-7.33%
<b>LIABILITIES AND NET ASSETS</b>				
<b>CURRENT LIABILITIES</b>				
Accounts Payable and Accrued Expenses	213,430.23	157,250.87	56,179.36	35.73%
State and Local AHU Dues Payable	202,758.11	220,273.98	(17,515.87)	-7.95%
Deferred Revenue - Membership	1,891,735.61	1,761,618.20	130,117.41	7.39%
Deferred Revenue - Conferences	31,200.00	8,120.00	23,080.00	284.24%
Total Current Liabilities	2,339,123.95	2,147,263.05	191,860.90	8.94%
<b>LONG TERM LIABILITIES</b>				
Deferred Rent Obligation	135,168.05	193,655.63	(58,487.58)	-30.20%
Deferred Tenant Allowance	71,713.20	117,005.64	(45,292.44)	-38.71%
Total Long Term Liabilities	206,881.25	310,661.27	(103,780.02)	-33.41%
TOTAL LIABILITIES	2,546,005.20	2,457,924.32	88,080.88	3.58%
<b>NET ASSETS</b>				
Net Assets, Beginning of Year	(463,887.40)	(247,765.85)	(216,121.55)	87.23%
Current Year Activity	(25,759.15)	8,801.33	(34,560.48)	-392.67%
TOTAL NET ASSETS	(489,646.55)	(238,964.52)	(250,682.03)	104.90%
TOTAL LIABILITIES AND NET ASSETS	2,056,358.65	2,218,959.80	(162,601.15)	-7.33%





## **Finance Committee Teleconference**

**Date:** May 11, 2020

### **MINUTES**

1. Roll Call

Present: Kelly Fristoe, Eugene Starks, Eric Kohlsdorf, Ray Magnuson, Paige Phillips, Susan Rider, Laura Firestone, Mike Deagle, Janet Trautwein, Jennifer Murphy

Excused: David Smith, Scott Wham

2. Approve Agenda – Motion was made by Eric, second by Ray and the motion carried.

3. Comments and discussion concerning the monthly financial report

March 2020 Financial Statements and Trend Analysis - the committee reviewed the statements and other reports and discussed the following –

- Revenue lines that were under budget and expense lines that were over budget
- Impact of virtual convention on financials
- Status of Medicare certification course

Motion to accept the financials as presented was made by Eugene, second by Paige and the motion carried.

4. New Business – the committee discussed the following –

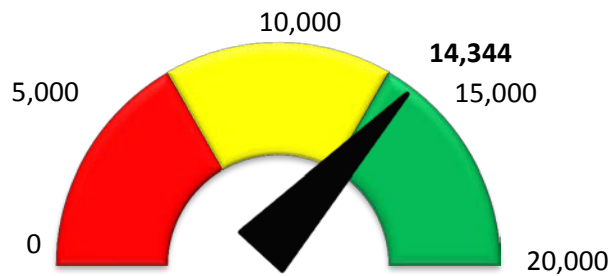
- Spam emails being sent that look like they are coming from board members
- COVID relief program set up through the Foundation

5. Adjourn

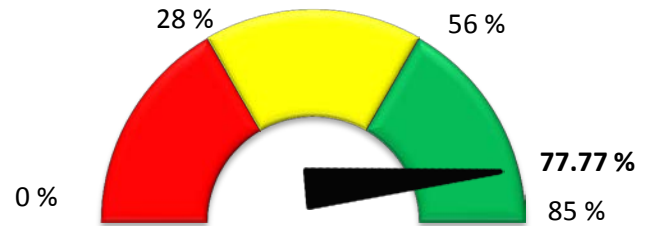


# NAHU BOARD OF TRUSTEES KEY INDICATORS REPORT MARCH 2020

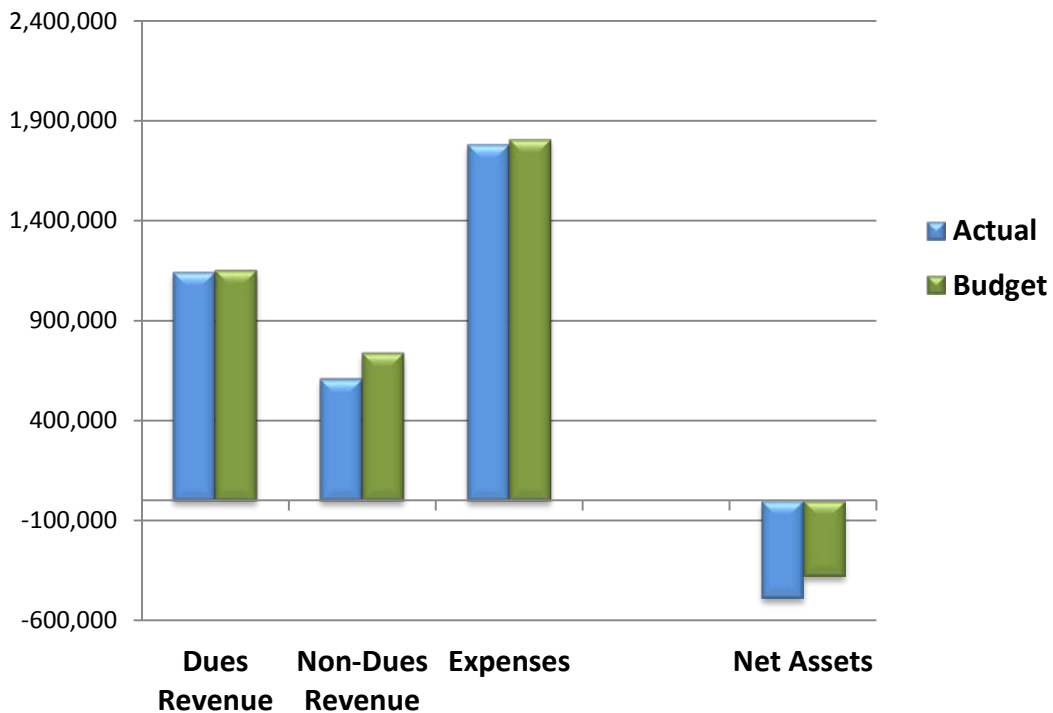
## MEMBERSHIP



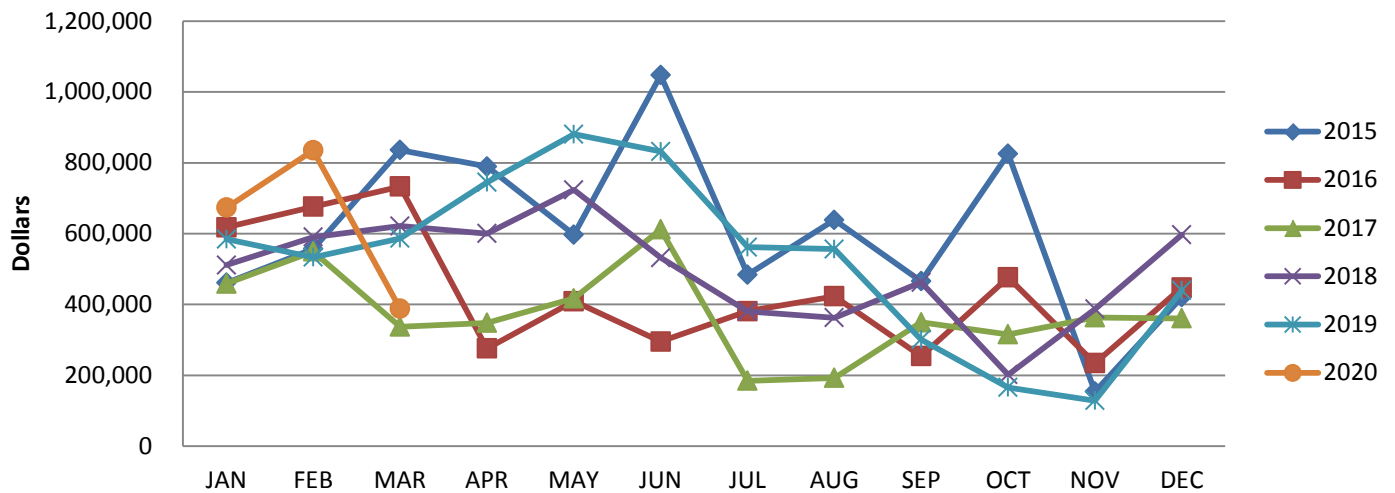
## RETENTION



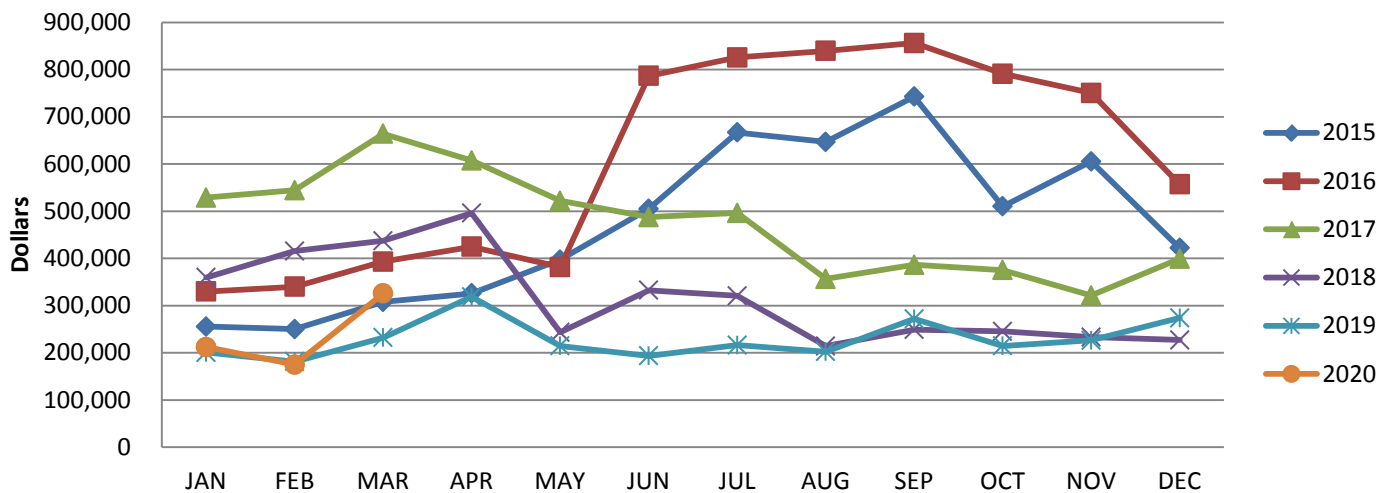
## 2020 TOTAL FINANCIAL RESULTS



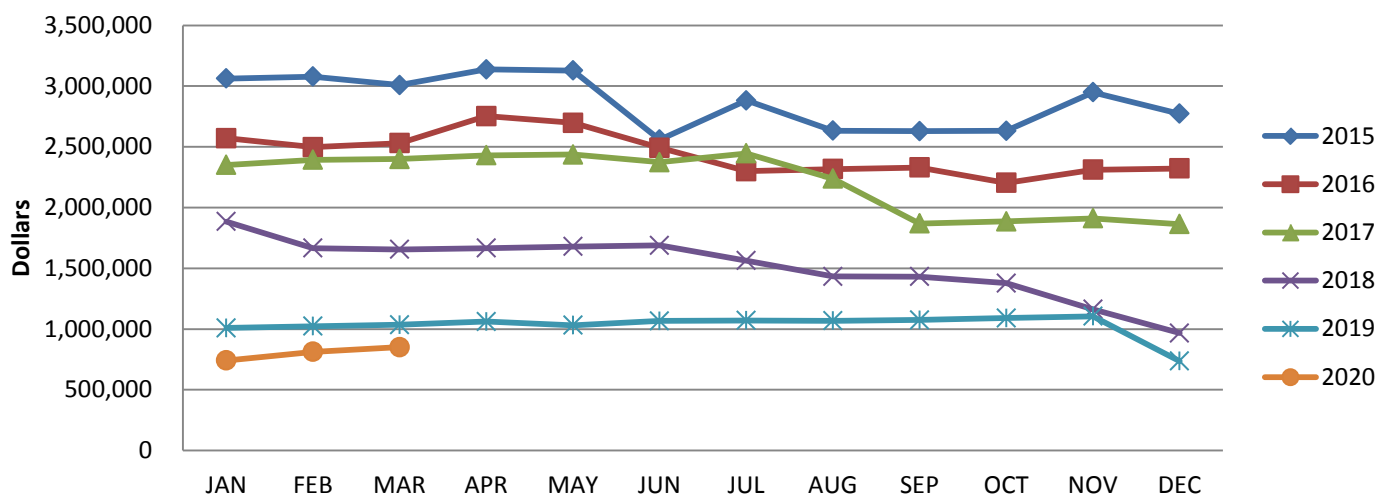
# CASH



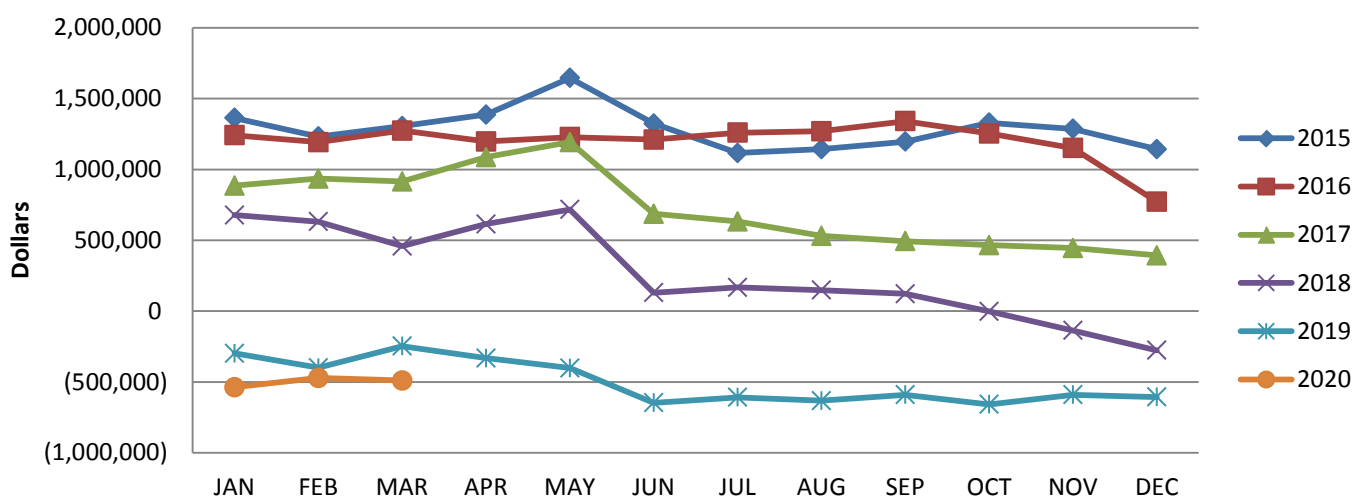
## ACCOUNTS RECEIVABLE



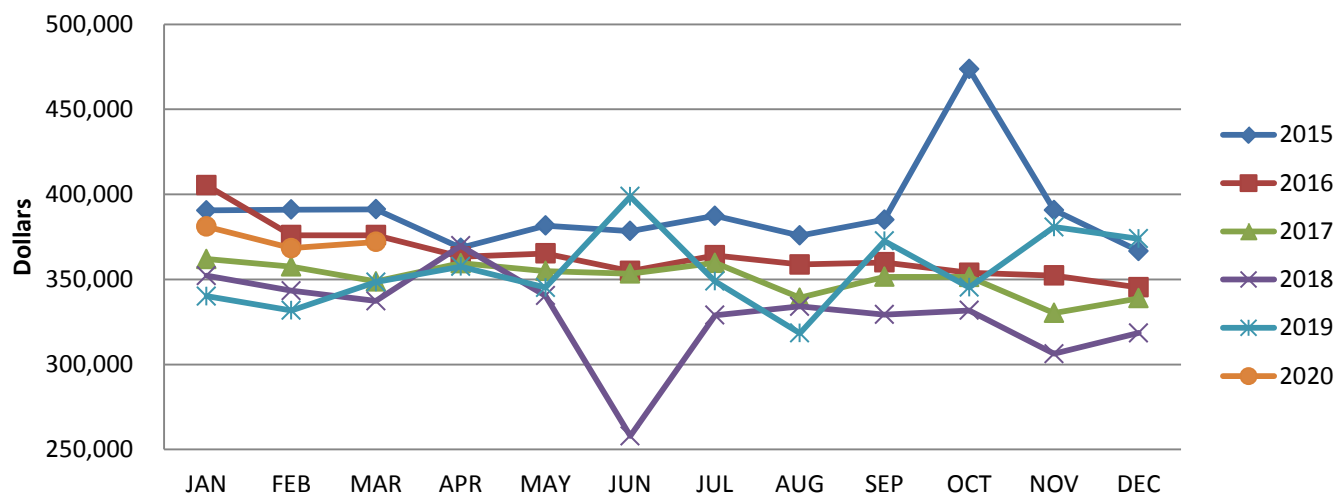
## INVESTMENTS



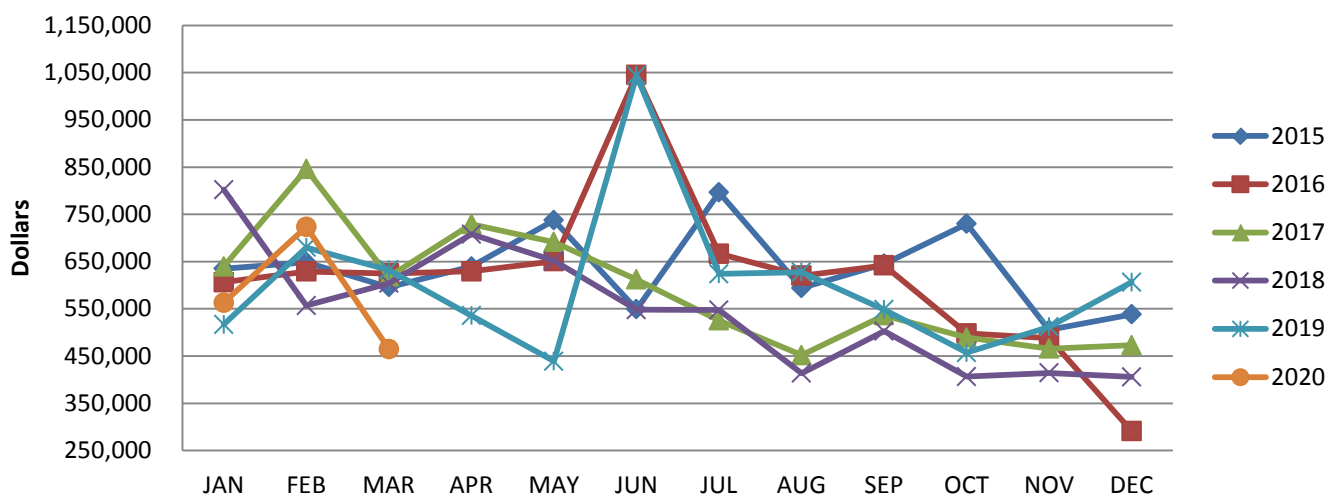
## NET ASSETS



## DUES

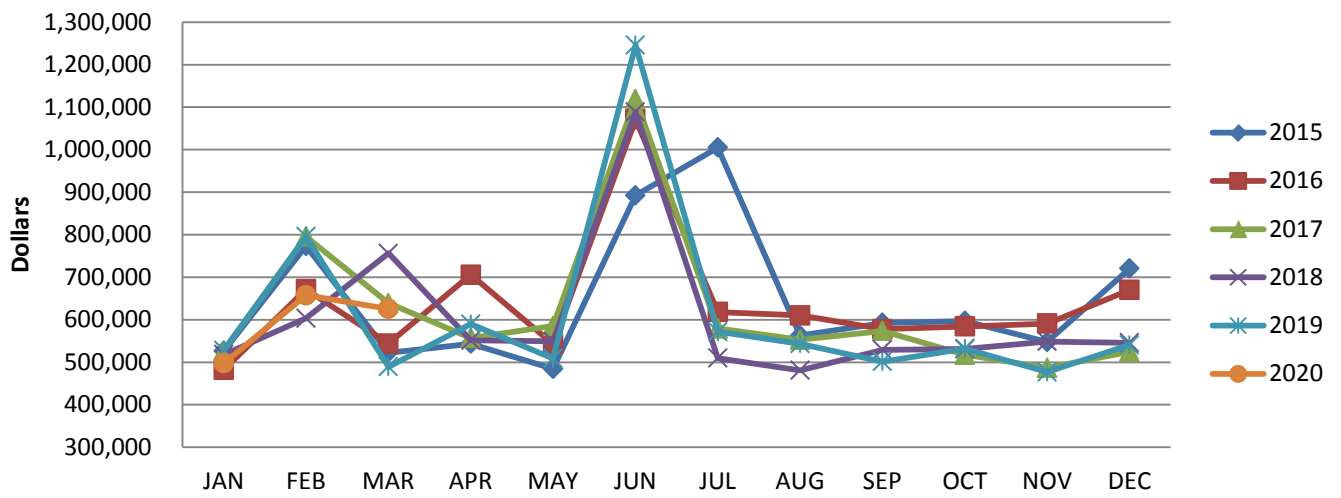



## TOTAL REVENUE





## TOTAL EXPENSES





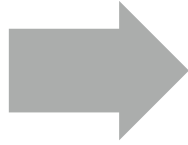
# Vision 2025

Strategic Planning – Implementation

# Strategic Planning Process

## STEP 1 – Establish Vision and Goals

- Includes modules to:
  - establish and refine direction;
  - a collaborative approach to gathering important stakeholder feedback; and
  - setting the right goals to achieve future success



## STEP 2 – Develop Implementation Team and Plan

- Design and structure implementation teams
- Build the implementation plan, including:
  - definition of tasks;
  - Organize plan and refine timelines; and
  - Deliver timeline to BOT for approval



## STEP 3 – Execute and Review Progress

- Execution of the plan
- Includes:
  - organization;
  - driving task completion;
  - reporting; and
  - accountability

# Implementation Planning –Engagement Champions Assignments

## Goal Champions

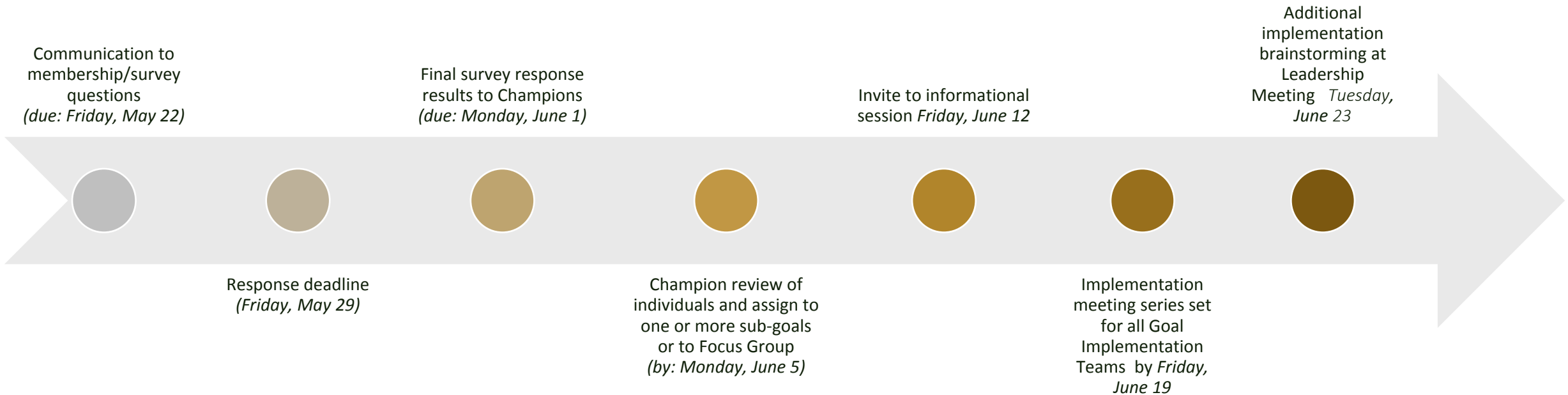
Goal #	Description	Champion
1	Changing Customer Expectations	Eugene Starks
2	Mergers and Acquisitions	Janet Trautwein
3	Changes to Member's Compensation	Kelly Fristoe
4	Employer Market Issues	Alycia Riedl and Mike Deagle
5	Technology	Pat Griffey and Rusty Rice
6	Major Health Policy	Ed Oleksiak and Pat Burns
7	Organizational Recommendations	Eric Kohlsdorf



# Finalizing Implementation Teams

Implementation Preparation – Next Steps

# Implementation – Completing the Plan



*\*\* Each goal will have Focus Group available for input and/or review per implementation team needs*

# Executing the Plan

- Identify tasks and deliverables associated with each sub-goal
- For each task, create timeline to include deadlines, dependencies, and resources
- Identify teams to continue on to work each sub-goal
- Present to Board for approval

**NAHU Implementation Teams** ★

Add board description

Main Table ▾

New Item ▾ Search / Filter Board

**General Correspondence**

	Type	Date(s)	# of attendees	Status
Email correspondence	Task	Mar 3 - Apr 7	10	Done
Volunteer request email	Email	Apr 11 - May 9	7	Done
Send email to NAHU staff regarding survey capture	Email	Apr 9 - May 18	1	Waiting on others
Create final draft of team members lists	Task	May 17	1	Working on it
Send Board email of team list and asks	Email	May 18	10	Pending
Create blog ask for volunteers	Task	May 18	1	Pending
Send blog email to NAHU for publication	Email	May 19	1	Pending
Conduct intro session for volunteers	Webinar	May 28		Pending
+ Add				
			31 sum	

**Goal 1 - Changing Customer Expectations - Eugene Starks**

	Type	Date(s)	# of attendees	Status
Identifying implementation team talents, skills, and knowledge	Seminar	Jan 21 - Feb 23	1	Done
Work on team member rosters	Task	Feb 24 - Apr 17	1	Done
Discussion of Potential Team Members	Call	Apr 20	1	Done
Finalize Team Members	Task	Apr 21 - May 23		Working on it
Conduct Intro Session for Team	Webinar	-		To be schedule
Set team meetings	Task	-		Pending
COVID-19 Response	Project	Mar 24 - May 31		Working on it
+ Add				
			3 sum	

# Questions

Annette Bechtold, GCSC  
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forteatlanta@gmail.com



Forte Consulting Atlanta

Your strengths...your success