

## **2015 Orientation for Board Member Assistants**

Nneka St. Gerard Member Services Department

August 4, 2015

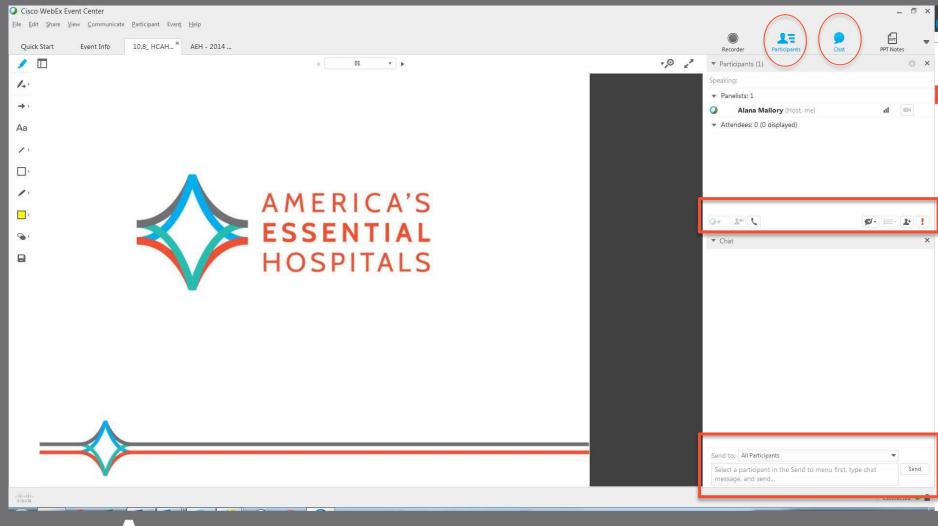
## PARTICIPANT INTERACTION:

All lines have been muted, but we still want to hear from you!

## Ways to interact:

- Ask questions or make comments through the "chat area" located to the right of your screen
- If you wish to speak telephonically, please "raise your hand" and wait for me to unmute your line before you begin talking







## **AGENDA**

- Overview of the association and the role of key staff contacts
- Explanation of the boards and other committees
- Schedule of 2015-2016 board meetings
- RSVP and registration process for each meeting
- Overview of the website portal
- Expense reimbursement
- Questions



## **OVERVIEW**

- America's Essential Hospitals, formerly the National Association of Public Hospitals and Health Systems (NAPH) is the leading association and champion for hospitals and health systems dedicated to high-quality care for all, including the most vulnerable. Since 1981, America's Essential Hospitals has supported members with advocacy, policy development, research, and education.
- Membership is by organization, not individual, so every employee of your hospital is a member and receives member benefits.



## AMERICA'S ESSENTIAL HOSPITALS BOARD OF DIRECTORS ROSTER

- Michael Belzer, MD
- Akram Boutros, MD
- Stan Hammack
- John Haupert
- George B. Hernandez, Jr., JD
- Michael Karpf, MD
- Wright Lassiter, III
- Carlos Migoya
- Sharon O'Keefe, MS
- Ramanathan Raju, MD, MBA

- Samuel Ross, MD, MS
- Donna Sollenberger, MA
- Johnese M. Spisso, RN, MPA
- Irene M. Thompson
- Roxane Townsend, MD
- William B. Walker, MD

\*\*There are currently two vacancies on the board of directors.

## ESSENTIAL HOSPITALS INSTITUTE BOARD OF DIRECTORS ROSTER

- Ann Scott Blouin, PhD, RN
- Julie Cerese, RN, MSN
- Delvecchio Finley, MPP
- Donald A. Goldmann, MD
- Leon L. Haley, Jr., MD, MHSA
- Caroline M. Jacobs, MPH, MSEd
- Dennis Keefe
- Susan Moffatt-Bruce, MD, PhD
- Erica Murray, MPA

- Christine Neuhoff, JD
- Reuven Pasternak, MD, MPH, MBA
- Anna M. Roth, RN, MS, MPH
- Bruce Siegel, MD, MPH
- Winston F. Wong, MD, MS

\*\*There are currently two vacancies on the Institute board of directors.

## **COMMITTEES**

- Some board members also do double-duty and sit on select committees Committees include:
- Compensation (Haupert, Karpf, Spisso, Townsend, Walker)
- Education (Belzer, Finley)
- Executive Women's Leadership Academy Advisory Council (Blouin, Finley, Moffat-Bruce, Neuhoff)
- Finance-Association (Karpf, Lassiter, Migoya, Sollenberger, Townsend)
- Finance-Institute (Haley, Jacobs, Moffatt-Bruce, Pasternak)
- Investment Audit & Compliance (Moffat-Bruce, Townsend)
- Membership (Hammack, Ross)
- Nominating-Association (Haupert, Spisso, Walker,)
- Nominating-Institute (Haley, Jacobs, Roth)
- Policy Advisory (Boutros, Haupert, O'Keefe, Sollenberger)
- Research (Goldmann, Haley, Keefe, Moffat-Bruce, Scott Blouin, Walker)
- Strategic Planning (Haley, Hernandez, Karpf, Neuhoff, Raju)

## **2015 BOARD MEETINGS - FALL**

- Held in conjunction with the Policy Assembly at the Hyatt Regency Capitol Hill in Washington, DC
- No registration fee
- Monday, October 26
- 11 am 5 pm Association Board Meeting
- 7 9:30 pm Board Dinner
- Tuesday, October 27
- 8 am Noon Institute Board Meeting



## **2016 BOARD MEETINGS - SPRING**

- Held in conjunction with the Policy Assembly at the Hyatt Regency Capitol Hill in Washington, DC
- No registration fee
- Monday, March 7
- 11 am 5 pm Association Board Meeting
- 6 7 pm Reception
- 7 9:30 pm Board Dinner
- Tuesday, March 8
- 8 am Noon Institute Board Meeting

## 2016 BOARD MEETINGS - SUMMER

- Held in conjunction with Vital2016, our annual conference, at the Seaport Hotel in Boston, MA
- Reduced general registration fee for board members
- Tuesday, June 14
- 11 am 4:30 pm Institute Board Meeting
- 5:30 7 pm Invite-only Reception (Board members and other leaders)
- 7 9:30 pm Board Dinner
- Wednesday, June 15
- 8 am 1:30 pm Association Board Meeting

## **RSVP PROCESS**

- Email received from Nneka 2-3 months prior to the meeting
- Step 1: RSVP for the Board meeting and dinner
- Step 2: Complete the online registration for the corresponding event only if your executive plans to stay for it
- Step 3: Make hotel reservations
- Let us know if plans change; you are responsible for cancelling the hotel reservation

## Good Morning and Happy New Year!

The first Board Meeting of 2014 will take place in conjunction with the **Policy Assembly** being held April 1 – 2, 2014 at the Westin Georgetown in Washington, DC. Please review the following information as you make arrangements to join us.

## RSVP for Spring 2014 America's Essential Hospitals' Board Events

Please contact Nneka St. Gerard at <a href="mailto:nstead at nstgerard@essentialhospitals.org">nstgerard@essentialhospitals.org</a> by March 7 to RSVP for the following:

Monday, March 31, 2014

## 11:00am – 5:00pm

America's Essential Hospitals Board of Directors Meeting Scott Room, Conference Level

## 7:00pm – 10:00pm

. Board Member Dinner

RIS Restaurant - located 1 block from the hotel

## Meeting Information and Registration

Please click here for more information about the policy assembly and to register.

## Expenses

Please review the attached travel policy for complete details but generally the association will cover up to 2 nights of hotel expenses and will reimburse you for up to \$1,000 intravel expenses (air and ground) for each meeting but we do ask that you make your travel reservations as soon as possible to obtain competitive fares. Members are responsible for scheduling their travel. Completed reimbursement forms should be sent to me by May 1.

## Hotel Reservations

Please make your hotel reservations by calling 888.625.5144 or clicking here by Friday, March 7. Final payment for your room and tax will be charged to the America's Essential Hospitals' account, and incidentals will be charged to your credit card.

The Westin Georgetown 2350 M Street NW Washington, DC 20037

http://www.starwoodhotels.com/westin/property/overview/index.html?propertyID=1013

Nneka St. Gerard, CMP | Senior Meetings Manager America's Essential Hospitals 1301 Pennsylvania Avenue, NW, Suite 950 Washineton. DC 20004



## **MEETING MATERIALS**

- A week prior to the meeting, you will receive an email from the member services coordinator with the Board meeting booklet attached
- This email will also contain pertinent last-minute information and cell phone numbers in case you or your executive needs to get in touch with our staff while onsite

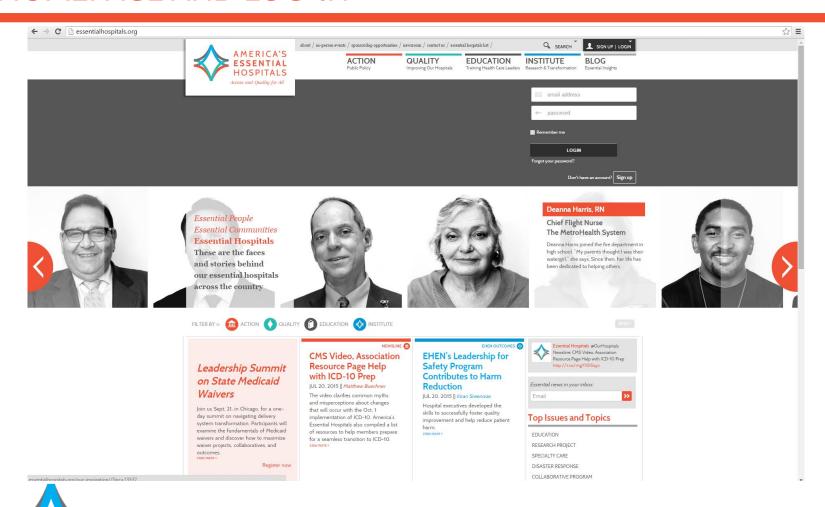


## WEB PORTAL AND ONLINE REGISTRATION

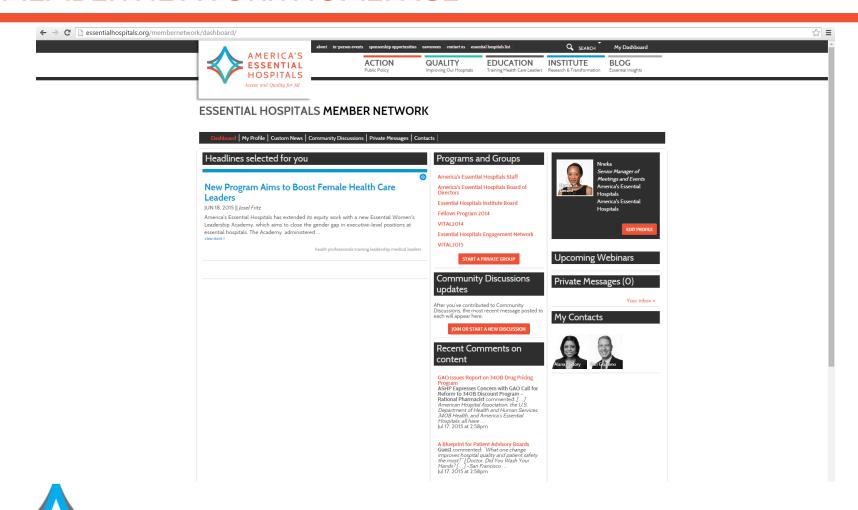
- Meeting materials, expense reimbursement information, rosters, and other important documents can be found on our new web portal
- The website is also the only place that we process event registrations



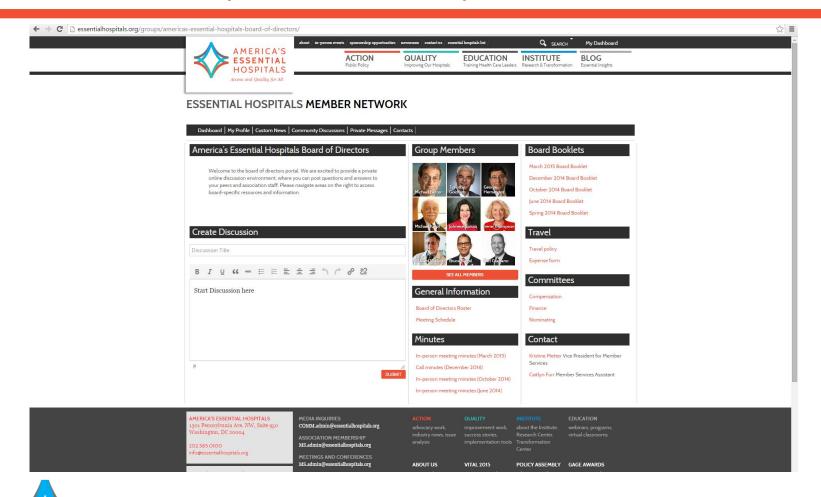
## **HOMEPAGE AND LOG-IN**



## MEMBER NETWORK HOMEPAGE



## **BOARD PORTAL (PRIVATE GROUP)**



## **EVENT REGISTRATION**



Who Should Attend Registration

Registration

Hotel Information

Draft Agenda

Speakers Site Visit Texas-Chic Celebration Board Meetings Ground Transportation Dining and Attractions CEU Credits SAN ANTONIO, TEXAS JUNE 25-27

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VITAL2014, America's Essential Hospitals' annual conference, is the premier event for health care leaders from across the country to discuss crucial issues that impact their patients and communities.

In addition to dynamic keynote speakers, the conference also features interactive education sessions and ample time for the critical hallway conversations that offer solutions you can take home and immediately implement.

Join nearly 300 peers and experts as we address topics ranging from health information technology and the power of patient engagement to integrated care delivery and population health. The program also will include the latest developments in health care policy, the federal budget, and the Centers for Medicare & Medicaid Services regulations.

Join us for three days of valuable education and networking:

- Learn from insightful keynote
  presentations and discussions led by more
  than 20 health care leaders from across
  the country.
- Discuss sustainable program ideas and strategic insights during more than two and-a-half days of education sessions.
- Engage with peers and colleagues during unmatched networking opportunities in a dynamic and informative setting.
- Discover innovation with the Gage Awards and Fellows Program projects.
- Connect with service providers and other exhibiting sponsors who can help move your business forward.

## **REGISTER NOW »**

LOCATION

San Antonio, Texas

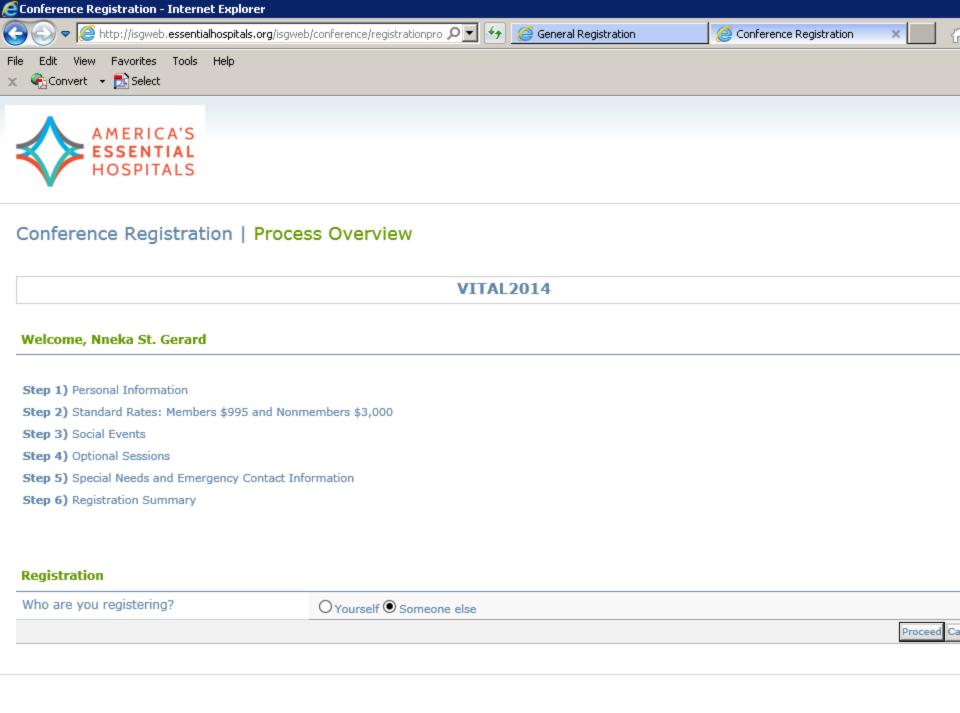
SAVE THE DATE

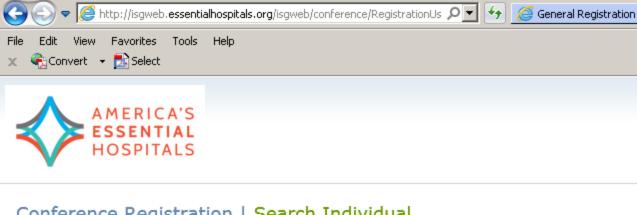
me 25-27

Demonstrate your commitment to our critical mission and help us continue to shape our strategy for success. Register today.

2014 Sponsors







Conference Registration - Internet Explorer

## Conference Registration | Search Individual

Note: To register someone other than yourself the individual you are trying to register must be on your organization's roster in our database.

Please contact us at 202-585-0131 or nstgerard@essentialhospitals.org for assistance.

## **Choose Registrant**

Type of search	Match All Criteria O Match Any Criteria
Last Name (Enter all or a portion of their last name)	Traylor
First Name (Leave blank initially for best search results)	Thomas
E-mail (Leave blank initially for best search results)	
Company	

If individual is not listed please search again, trying a portion of their last name or use the cancel button.

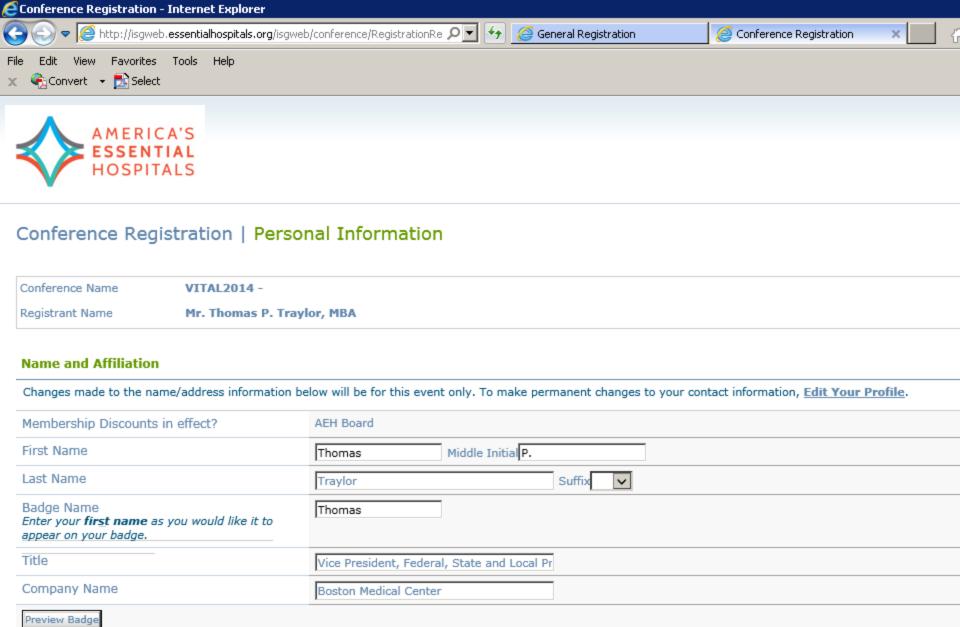
If you would like to add a staff member to your roster please contact the association at 202.585.0131 or registrar@essentialhospitals.org.



## Sparch Recults

Sear CIT I	CESUILS CONTRACTOR CON			
Select	Name	Company	Title	
•	TRAYLOR, THOMAS	Boston Medical Center	Vice President, Federal, State and Local Programs	

Conference Registration

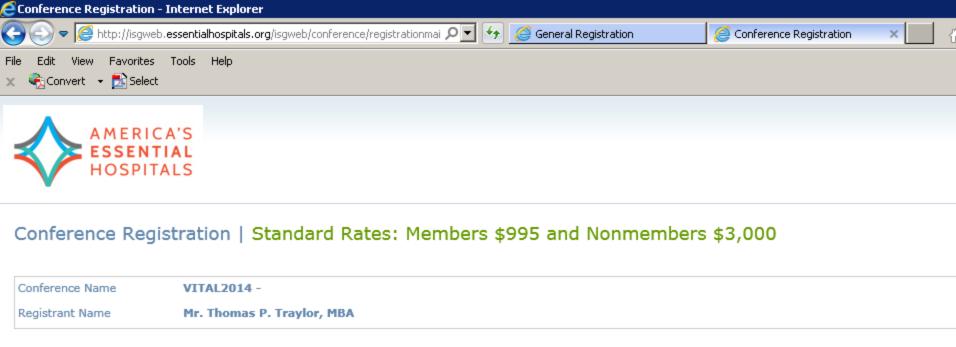


## Registration Address

Address Line 1

Address Purpose Business 🗸

715 Albany St Talbot 1



## Registration Class Select One Registration for: Your price ✓ Registration \$695.00

Summary

Previous Save and Proceed Ca

To save changes press the "Save and Proceed" button. Jump to the <u>Registration Summ</u>

Please wait after clicking the "Save and Proceed" button.





## Conference Registration | Social Events

Conference Name VITAL2014 -

Registrant Name Mr. Thomas P. Traylor, MBA

## Additional Registration Items (optional)

Please indicate the items you wish to register for. Many of the events have no additional fee for registrants. Where additional fees are required for registrants and/or gue they are noted.

## Thursday, Jun 26, 2014

Summary

▼ Texas-Chic Celebration Registration - Complimentary

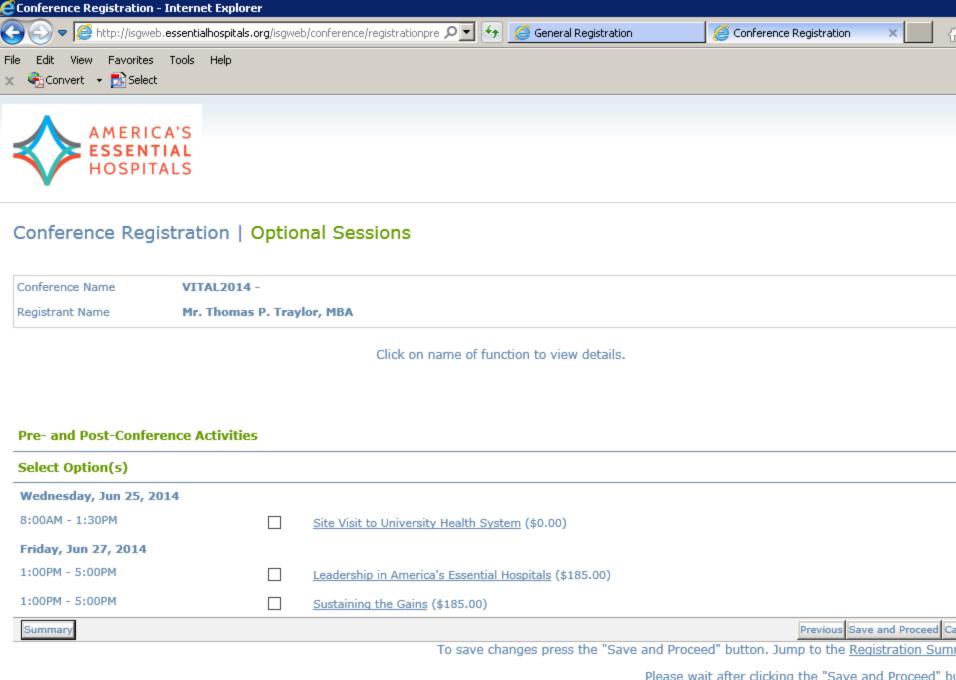
The Texas-Chic Celebration will include a reception, dinner and dancing. The event is included in your conference registration fee; however, guests must pay \$75.00 to attend this event.
6:30PM - 10:00PM (\$0.00)

Texas-Chic Celebration Registration - Paid Guest

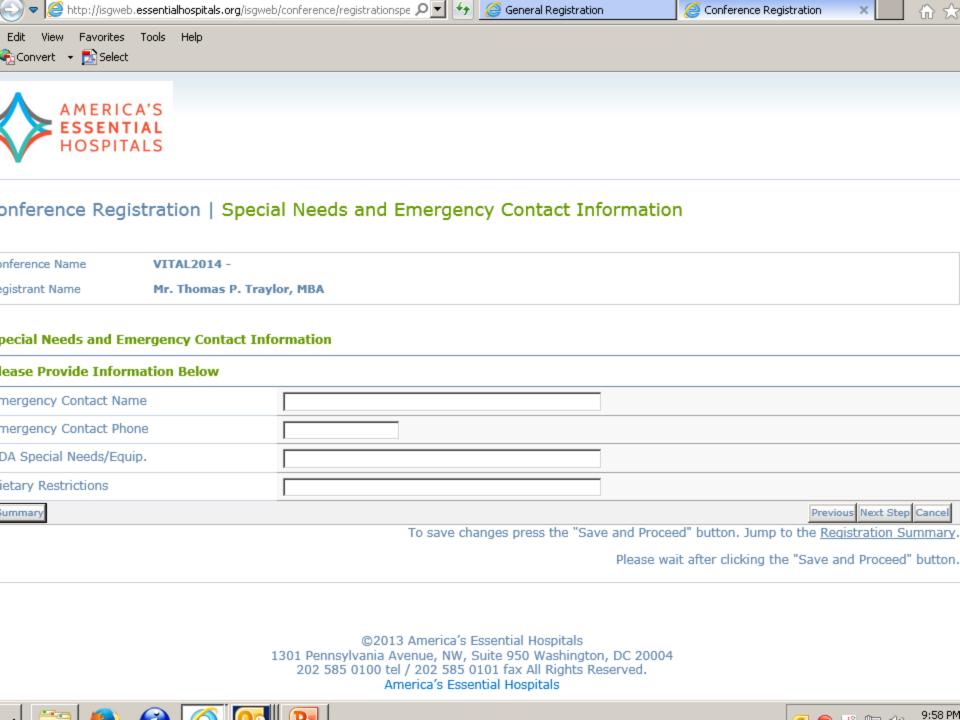
6:30PM - 10:00PM (\$75.00)

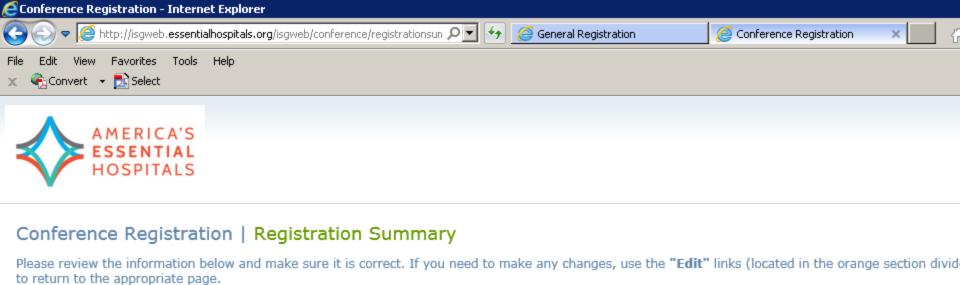
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Previous Save and proceed



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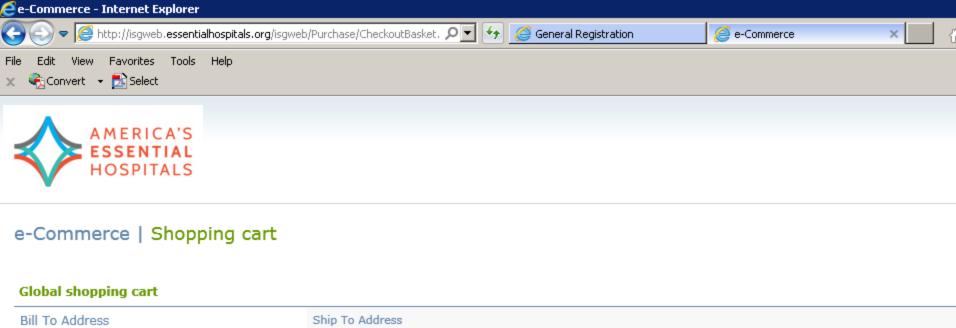


Registrant Information				E	
Badge	Thomas	Address	( Business )		
	Thomas P. Traylor	715 Albany S	St Talbot 1		
	Vice President, Federal, State and Local Programs	Boston, MA	02118-2526 USA		

Boston Medical Center

Attendee Type(s)	AEH Board	AEH Board	
Total Registration			
	Total Registration Fees	\$ 695.00	
	Amount Paid	\$ 0.00	
	Balance Due	\$ 695.00	
Basic Registration Fees			
	Registration	\$ 695.00	

**Optional Sessions** Social Events



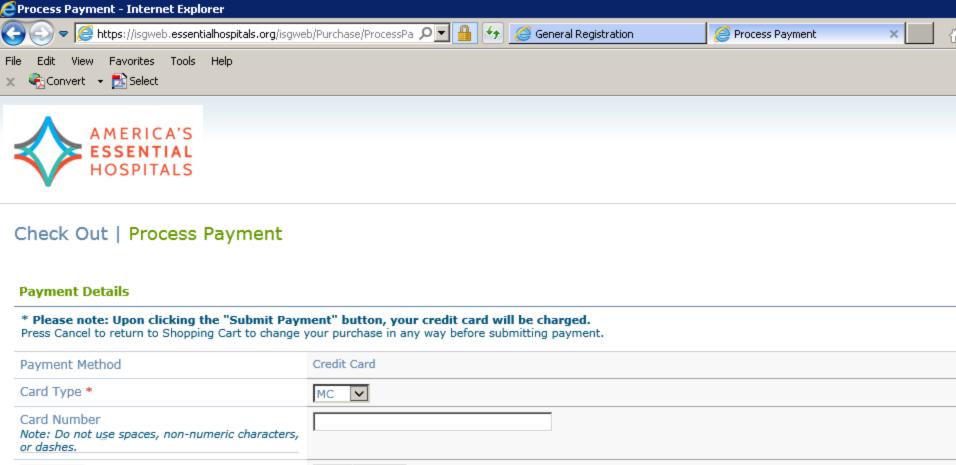
# Bill To Address Ship To Address Stock Qty Unit Price Ext Price 14AC CONFERENCE VITAL2014 [Registrant: TRAYLOR, THOMAS] Shipping: Total before tax: \$6 Estimated tax:

Clear cart Update cart Print

©2013 America's Essential Hospitals 1301 Pennsylvania Avenue, NW, Suite 950 Washington, DC 20004 202 585 0100 tel / 202 585 0101 fax All Rights Reserved. America's Essential Hospitals Order Total:

Enter Coupons/Vouchers Continue shopping Invoice Me Chec

\$69



\* Please note: Upon clicking the "Submit Payment" button, your credit card will be charged.

Press Cancel to return to Shopping Cart to change your purchase in any way before submitting payment.

Submit Payment

## **EXPENSE REIMBURSEMENT**

- For all 3 meetings, Board Members are reimbursed up to \$1,000 in travel expenses and 2-3 nights hotel stay
- Familiarize yourself with our travel policy to determine what are considered reimbursable expenses
- Although you will provide a credit card when making the hotel reservation, the approved # of nights will be settled to our Master Account upon checkout – incidentals will be charged to the individual
- Within 30 days after the meeting, a completed expense report along with itemized receipts for all expenses must be submitted to Nneka



## QUESTIONS/CONTACTS

Board Meeting and Conference Logistics Questions:

Nneka St. Gerard, CMP | Senior Manager, Meetings and Events

202.585.0131 | nstgerard@essentialhospitals.org

\*Out on maternity leave 8/24 - 11/27

Committees and General Questions: **TBD** | Member Services Coordinator 202.495.3352

