**OHCETA Executive Council**

**Fall 2018 Agenda**

**Stillwater, OK ODCTE Room: 11**

**Dial in number:  563-999-2090**

**Access code:  684198**

**Meeting ID:  lara\_morris**

**Host PIN:  5557**

Call to order by Ashley Fichtner at 1:02 pm

Roll call

* President: Ashley Fichtner
* President Elect: Dustin Hicks
* Vice President: Sharla Lee
* Secretary: Kebi Allen
* Reporter: Tammy Silkwood
* HST/HCC: Amy Warner
* Medical Asst/Health Info: Kelley McConnel
* Pharmacy: Heather Black
* CTAC Rep: Sarah McDaniel
* Diversity Action Cmte Rep: Lisa Johnson
* HCE Program Admin: Susie McEachern (filling in for Lara Morris, unable to attend)

Minutes review and approval- Motion made by Tammy Silkwood with a 2nd by Angie Siegrist

Treasurers report by Angie Siegrist:

* Current balance: $39,779.29
* We made $601 on 50/50 in 2018
* We made $1051 on Silent Auction in 2018- the best we have done, satisfied with current method of conducting the auction.
* Discussed food for Summer Conference and cost ($14,893.85 cost for 2018).
* Additional scholarships opened in August, paid out $2000 in scholarships.
* Heather Black proposes adding $1500 to HOSA Scholarships. Heather Black motions to approve Treasurer’s budget as presented, 2nd by Lisa Johnson. Motion carries.
* Lisa Johnson nominates Sharla Lee to assist with the Memorial Scholarship awards, 2nd made by Angie Siegrist. Motion carries.

Summer Conference Report: Susie McEachern

Members at Large reports

* Health Science Tech./HCC: Amy Warner- no report
* Medical Assist/Health Info: Kelly McConnell- no report
* CTAC Rep: Sarah- no report
* Diversity Action Cme. Rep: Lisa Johnson- Diversity symposium November 9 10:00-3:00 pm, opportunity for PD will involve disussion on inclusion of LGBTQ community. Diversity Action committee wants to encourage discussion on topics that may difficult to discuss.

Membership

* 368 members

**New Business**

* By-Laws- any new business?
  + Tammy Silkwood discussed addition to the bylaws regarding electronic elections. Dustin Hicks reported that the by-laws have already been written to include permission to conduct electronic elections. Tammy Silkwood suggests that those organizing electronic elections be persons who are not up for election. Motion made by Heather Black, 2nd by Lisa Johnson addition to bylaws to assign the duty of coordinating all electronic voting to the Past President. Motion carries.
* President Elect: Electronic credit card
  + Suggestion made to utilize product (such as Square) to take electronic credit card payments for OHCETA fundraisers. OHCETA would be charged 2.75% convenience fee, which could be added to the total charged. Suggestion that Treasurer setup the Square account for OHCETA. Lisa Johnson motioned to utilize a product for electronic credit card transactions, such as Square, and add the 2.75% convenience fee to the consumer’s total with a 2nd by Dustin Hicks. Motion carries.
* Day at the capitol
  + 2018 Day at the Capitol successful. Amy Warner offers to serve as coordinator again for 2018-2019. Lisa Johnson nominates Amy Warner to serve as coordinator, 2nd by Angie Siegrist. Motion carries.
* Summer Conference Questions
  + Survey results from 2018 Summer Conference Health Careers attendees shared with members. Primary concerns/comments:
    - Recommendation made to include option of “No Vote” for officer elections, post candidate background/bio, and make available officer job descriptions before Summer Conference (ex. May 15 deadline).
    - Recommendation made to alter voting process to require nominees to be present during OHCETA Business Meeting Elections and present themselves before the Members.
    - Discussed strategies to increase attendance to OHCETA Business Meeting. Suggestion made to provide boxed lunch on Day 1 to members and conduct OHCETA Business Meeting. Suggestion made to move OHCETA Business meeting to Day 2, 1 hour prior to the OHCETA Luncheon. Would announce elected officers at end of Day 2 during Programmatic sessions. Heather Black suggested appointing committee to look at Voting guidelines for Members-at-large.
    - Discussed topics for programmatic sessions for 2019 Summer Conference (legal implications, social media guidelines with students, etc.) Recommendation made to survey members several months prior to Summer Conference to ascertain desired topics for breakout sessions.
* Increasing OHCETA membership
  + Discussed adding $40 to Day 2 Health Careers Session fee, if not an OHCETA member. This will cover food fees for non-members attending. No vote at this time, will discuss in Spring.
  + Discussed member-only door prize for Day 2.
* Conferences: Mid-year elections
  + Discussed moving OHCETA officer elections to mid-year (Jan or Feb). Will table this issue for now and review after seeing how other changes for elections go this year.
* HCE pictorial directory
  + Not much participation. Discussed taking pictures on Day 1 at Registration.
* True colors/Officer Retreat
  + Ashley Fitchner discussed incorporating True Colors into OHCETA. Other divisions participate in an Executive Officer Retreat in January. Discussed organizing an OHCETA retreat. Tammy Silkwood will investigate, gather details, and provide to Ashley Fichtner for further discussion.
* Food for summer conference
* Ideas regarding presenters for Summer Conference
* Ambassador program
  + Ashley Fichtner reports Ambassador program working well. Encouraged all members to look into candidates to take over their position when term expires.
  + Ashley Fichtner discussed creating a report/newsletter with updates from Members-at-large and providing to OHCETA members.
* Discussion of frustrations-reflections
* Discussions of positives-reflections
* Nurse Tim subscription- It’s $1500 for the year and includes free webinars and other training.
* Summer Conference agenda

Announcements- none

Kebi Allen motions to adjourn, Tammy Silkwood 2nds. Motion carried at 3:00 pm

Minutes submitted by Kebi Allen, secretary.