

ORAHEAD Board Meeting
April 8, 2009

1. Check- in

Present: Angelina, Tracey, Malissa, Harry, Lynn, Mara

Absent: Eve, Theresa

2. Minutes from March 11, 2009 for approval
Minutes approved.

3. Action items from March board meeting

a. Membership Category document

Discussion was had in regards to the ORAHEAD membership categories. People agreed that they liked the information and cost- agreed to the institutional costs. Discussed in detail the partner category of the ORAHEAD membership categories. In particular, about the partner category and the ability to have access to the website and quarterly advertisement on the listserv. It was agreed it would be good to clarify the roles and bring the discussion to the membership and leading to a vote if the membership would like to see this occur. Discussion was around having identified benefits for the partners. Discussion than continued around the associate category and who (what roles) would be this category would fit. Associate categories would have limited access but still benefit from contact information, ability to participate in the ORAHEAD conferences at the reduced rate, and ability to be on committees for ORAHEAD.

b. Tracy followed up on AHEAD website guidelines

There is no cost to us to have AHEAD host the ORAHEAD website as this is part of the benefits for being an affiliate. Any changes in website will occur this summer. Angelina will bring it up at the Spring conference to discuss the website and potentially redesign the website- with a potential committee being developed. Tracy has been working with Harris and the goal would be to have Harris work with Angelina and the options in regards to the website.

c. Eve will take over membership responsibility.

New members will send membership fees to Eve and Eve will then communicate with James for the listserv. Eve and Theresa will identify the process for transferring of funds. It was determined that there would need to be an announcement made at the Spring conference

4. Financial –

a. As a Board, we need an agreed upon process for paying for cost for the organization. This process should be in the Board Handbook.

i. Bank cards – in the past the organization had bank cards for the president, the president elect and the treasurer. This process

caused additional confusion and seemed like a less than preferred method.

Discussion was had around the ability to pay for items needed for ORAHEAD. Bank cards were difficult to receive, to manage and the continuous change within the organization and the need to keep track of the bank cards.

Discussion was had about the potential to have more than one check book for the organization. What is the process to add or change the person on the checkbook, the idea of having two people involved in the process of the funds for ORAHEAD. The change will need to be added to the handbook.

- ii. Individuals pay for cost of ORAHEAD operations and then reimbursed. It was mentioned that this is a valid way to proceed for smaller ticket items.
- iii. Other recommendations?

b. Financial Advisor/Financial accountant

Need to discuss, changing the fee for the memberships. Embedded in the membership category is a \$20 increase. If the membership fees were to be increased, than the financial accountant would be a viable option. Feedback was provided that it is a practical thing to do.

5. Other items for discussion

Spring Conference: there was some confusion on if there would be another meeting to get prepared for the Spring meeting- clarification in regards to having on the meeting on April 14th.

Fall conference: Mara wanted to discuss the fall conference. Tracy, Eve and Mara were recently discussing the need. Mara has a request for proposal email that she plans to send to the members. Theme for this year Fall Conference is Cultural Competencies. ORAHEAD will be occurring November 4-6th.

Discussion in regards to having a vendor fair including but not limited to: vendor table, mentor table, etc. ORAHEAD will provide the food and opportunity for networking. Vendors could participate at that time and be part of this group/networking. Request was made for keynote speakers on the subject of Cultural competencies. Wanting to 'plant some seeds' for the Fall conference. Mara wants to talk to Rebecca- what did she do to plan for the Spring conference, feedback etc. Angelina mentioned that the Spring conference would be a great time to recruit volunteers and that an announcement should be made. Tracy mentioned that if you break the volunteer lists into different categories- have a space for contact information so people can be reminded that they volunteered. Angelina sent out a request to the listserv on keynote speakers and received a lot of feedback and ideas for people. Many members on the board volunteered to help as needed for the Fall conference.

Being sent out to the membership would be the: Newsletter, Spring conference agenda, ORAHEAD membership categories, Business meeting agenda advanced notice that Mara will be sending out information in regards to the Fall conference.