



Board of Directors Conference Call - Meeting Minutes

November 7, 2017

11am PT/ 12pm MT/ 1pm CT/ 2pm ET

Board members present: Tania Busch Isaksen, Laura Suppes, Sharron LaFollette,

Board Members Absent: Mike Fletcher, Steve Johnson

Advisor: Chuck Treser

EHAC Staff: Leslie Mitchell

Contractor: Carla Brown

Quorum not available:

Carla reviewed proposed budget scenarios:

- Proposal is based on idea that annual fee is for each and every program – increase to \$2400 PER PROGRAM (currently \$1150). Carla noted that fees have not been increased for six years. Also, this is a stand-alone scenario. A combined program with AEHAP/EHAC would decrease the budget by \$20,000. Brown suggested that EHAC should be able to support EHAC without support from AEHAP. Sharron asked if this scenario is based on losing programs. Carla suggested working to scholarship programs that need help rather than losing them. Another way to mitigate shock of increase may be to increase schools with two programs incrementally. The impact of doing that is significant financially. Brown suggested that it may be better to make one huge increase. Suggest making EHAC strong and figure out way to help smaller schools struggling to come up with the fees. Tania – in combined scenario with AEHAP – potential have \$20,000 in reserve at end of fiscal year. In favor of band aid approach and helping those in need. Brown – suggests need to remember that there is a variable level of income depending on reaccrediting schools. Annual fees are dependable fees.

Sharron – can we send out a survey of the programs dealing with the changes that would include a doubling of annual fees. How would that affect small programs?

Busch Isaksen – Suggests that any increase should simply cover expenses and not try to grow cash reserves any more. Sharron agrees that transparency is good but not sure budget should be shared.

Brown shared AEHAP surprise at the dire financial situation that EHAC is due to having to pay for staff. So, suggests couching the discussion as keeping EHAC strong. Also emphasize the amount of volunteer time that is involved in maintenance of EHAC as an organization. This is a value that needs to be explained to programs. If people were being paid to do this work – it would cost this much. \$2400 shouldn't be a deal breaker.

Tania – logistics of paying fees and increasing these fees. When do programs budget?

Brown's suggestion is to do this during the first quarter of 2018 – additional \$1250 for

single program school. Suggested communicating before the site visits to reaccrediting schools so that site visitors can ask for feedback – raise concerns. Flat out state that if this is a dire financial hardship on a program, EHAC will take steps to mitigate the problem. Sharron – asked why we cannot survey the programs? Tania – have to raise fees regardless. Brown suggested calling program directors to discuss – but they are not the ones making the decision. Tania – realistically then, what is a survey going to tell us – because President is not going to be the one taking the survey. Sharron – sees a lot of programs going away. Brown – letter goes out in winter 2018, stating here's what is coming and please contact us directly if you are concerned about the increase – because as Tania said – we have to do something to keep EHAC viable. Sharron is anticipating a lot of pushback.

Tania – summary – Tania will draft a letter that Board will review and will go out February – not sure that site visitors should be involved in answering any budget related questions. Hesitate sending sooner due to Holidays.

Council involvement: - Tania – could get feedback from programs and then present budget conclusion at annual meeting. Sharron suggest beginning with loss of AEHAP funding as cause for increase. Sharron needs to review and approve fee increase before the letter is sent to programs – with electronic vote. Board approve fee increase and Council needs to approve increase prior to sending the letter out to programs. Sharron – recommending vote to include increase due to these are the facts – need this much funding to keep office going with loss of AEHAP funding.

Carla noted occupancy cost going down due to virtual office idea.

Tania: will draft letter with Carla's narrative regarding 2017 annual meeting – want to be consistent with what has been presented to the Council, so far. Letter – write to program directors

Two Letters – to the Council and to the Directors (include letter to directors with Council letter). Tania will take verbiage out of Directors for letter to Council.

December Board meeting.

Tania – AEHAP/EHAC discussion last month

Combined summary budget – how long would EHAC last if nothing changed and EHAC/AEHAP continued to work together – with AEHAP trying to find funding – 3 years roughly to get ducks in a row for future. Tania suggests that is a way forward for now.

Other discussions:

- 100% volunteer – no staff

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Sharron recommends extension but need Board to vote on saying that it doesn't need to go to the Council for a decision. Board vote can occur electronically. Tania asked Leslie to

send electronic vote to Board. Interim PD is not qualified. Yearly report in spring – if still have interim – they will need to be placed on conditional accreditation until they have a qualified PD. PD condition can be removed prior to when they come up for reaccreditation.

Leslie will send out electronic vote.

Meeting adjourned at 12:29pm

Steve, Sharron and Tania will talk about Ohio University

Board meeting – Tuesday December 5 – 11am Laura, Sharron, Tania

1.0 Call to Order

- Busch Isaksen called the meeting to order at am PT.

2.0 Standing Items:

2.1 Approval of the Agenda

- Agenda unanimously approved.

2.2 Approval of Meeting Minutes from September 28, 2017 Board Meeting

- ?? motioned to approve the September 28, 2017 Board meeting minutes, ?? seconded the motion, there was no discussion and the motion was approved unanimously.

3.0 Reports:

3.1 Treasurer’s Report (Fletcher/Brown)

3.2 Undergraduate Program Report (Johnson)

3.3 Graduate Program Report (LaFollette)

3.4 Office Report (Mitchell)

- JrCOSTEP update – application screening difficulty (Hayley Leventhal – UW)

4.0 Old Business

4.1 EHAC/AEHAP Discussion Update (Busch Isaksen)

4.2 Lease Discussion

4.3 EHAC Budget Discussion (Busch Isaksen/Brown)

4.4 EHAC Website Privacy Policy (Dingman)

4.5 CEPH discussion – contd. (Busch Isaksen)

5.0 New Business

5.1 Site Visitors Discussion – concern regarding need for veteran practitioners (Dingman)

**6.0 Schedule Next Meeting: Agree-a-Date
- 3rd Thursday of every month.**

7.0 Adjourn – Busch Isaksen adjourned the meeting at ???pm

