

Oklahoma City Association of Health Underwriters
Board of Directors Meeting
MINUTES
May 11, 2023
10:00 am – 11:00 am
The Greens Country Club

Barton-Lewis, Diane (**Director** & Professional Development Co-Chair)
Bigbie, Andy (**Treasurer**) Excused
Clagg, Theresa (**President Elect** & Public Service Chair)
Cole, Kemp (**Director**) Excused
Cooper, Jodi (**Vice President**, Communications, Media & Website Chair)
Cox, Carrie (**Director** & Professional Development Co-Chair)
Goggans, Ashley (**Immediate Past President** & Awards Chair)
Harmon, Kelley (**President**)
Hutton, Megan (**Director** & Annual Partners Chair)
Morgan Kitchen, Connie (**Director** & Legislative Chair) Excused
McGrand, Sofia (**Secretary**)
VanZant, Cathy (Membership & Retention) Excused

Non-Voting members

Janway, Leah-Anne (Executive Director)
Pitt, Jana (Hospitality Committee) Excused
Goggans, Ashley (Awards Committee)
Jenkins, Jimmy (Vanguard Committee)
Morrell, Kelly (Newsletter Committee)
James Ashford

CALL TO ORDER Kelley called the meeting to order at 10:01 am

I. MINUTES No changes were made. The Minutes stand approved as distributed.

II. TREASURER'S REPORT
a. April's beginning balance: \$56,628.22
b. Ending balance: \$56,094.03

III. COMMITTEE REPORTS –

IV. **Annual Partners** (Megan)

- o No changes to report
- **Awards** (Ashley)
Finalizing OKAHU Chapter Certification criteria (due by May 31st)
 - o Kelley updated bylaws with NABIP OKC name
 - o Strategic Plan (not minutes, but actual plan – Kelley & I put together an Excel spreadsheet)
 - o Showed we filed our taxes
 - o Showed communications
 - To legislators 2x
 - To media 2x
 - To membership 6x (meeting announcements)
 - Promote LPRT, Triple Crown & Certifications 3x
 - o Lobbyist contract
 - Budget

- **Communications / Website** (Jodi)

Emails:

- Sent out emails for May meeting

- Did not schedule the reminder for the week of the meeting as registration now
 - closes the Friday prior
- Sent a reminder to those unregistered on Friday, placing a banner at the top alerting:
 - Last day to register
 - Moved the HUY info to the top

Website:

- Download Membership from NABIP, upload updates into StarChapter
- Downloaded OK Kids Korral ticket sales
- Consulted with Leah Anne regarding June meeting Specifics

To Do (Website)

- Consulted with Theresa on required notification for the proposed slate of officers. Rec'd final version for circulation Wednesday May 10th. Need to get the communication out.
- Archive old newsletters, board minutes, CE presentations. There are over (5) years still viewable in some areas

● **Executive Director**

(Leah-Ann)

- Attended the April 13, 2023 Board meeting
- Worked the April 13, 2023 member meeting registration
- Filed for CE credit for each attendee through State Based System
- Worked on a CE Course with UHC on Level Funding; Filed and got approved for their course; we can use at future member meetings
- Worked with The Greens for May Venue
- Worked with Chicken N Pickle for the June 8th annual meeting
- Worked on Awards
- Checked P.O. Box
- Made Bank Deposit
- Worked on accounting in QuickBooks, Issued checks with Andy's approval, reconciled the April 2023 bank statement, and prepared the May TR
- Prepared and distributed the May 11, 2023 board agenda
- Total billable hours: April 13 through May 10, 2023 11 hrs. @\$15 = \$165

● **HUPAC**

(Diane)

OK PAC:

17 Donors in OKC.
 5 Donors in Tulsa.
 1 of the 22 is Annual One Time Contributor from OKC (March)
 Total donors 22.

2023 NAHU PAC Donations:

There are 12 donors in OKC
 There are 18 donors in Tulsa
 **Based on April Region 6 NAHU HUPAC report

● **Legislative**

(Connie)

- Connie gave a verbal update during the membership meeting.

● **Media / Newsletter**

(Kelly)

- Discussed how media would be handled moving forward
- 2 media reach outs are needed and we need to improve online presence
- **Membership & Retention** **(Cathy)**
 - The email attached was sent to 23 prospective new members last month.
 - Attached you will find the new member report for 2023. We have 3 without sponsors and those are highlighted. Let me know who you want assigned if we are still needing this for award qualification.
 - There were no lapses for March and April
 - *Ryan Evans and his wife Lisa will be at the luncheon today*

- **NAHU Education Foundation** **(Theresa)**

Last month we raised \$109.00. With 24 cards in the deck, Lisa Fortenberry drew the Queen of Clubs. Our current total is \$457.00

Rebecca Middlebrooks and I went to OK Kids Korral on April 18th. We grilled burgers and hotdogs for the families.

Upcoming Events:
Chuck Wagon dates for 2023 have been set:

Q3 – Monday July 24th
Q4 – Thursday October 5th

October 12th - Supply Drive
October 28th – Trunk or Treat
November 9th – December 14th – Toy Drive

The Toby Keith Foundation has reached out to see if anyone would like to volunteer at their fishing tournament September 9 & 10. It's at Lake Eufaula. I will get more details.

- **Professional Development** **(Carrie)**
 - Carrie reported that this is her last CE before stepping down as the chair and from the board.

- **Public Service**
 - see NAHU Education Foundation above

- **Vanguard** **(Jimmy)**
 - Listened in on a call - goal is to bring in more young people

V. OLD BUSINESS

- A. April 13, 2023 was our 2 Hr CE course -- 2023 Legislative Update, presented by Connie and our lobbyist, Seth Rott, and including update from Oklahoma Insurance Commissioner Glen Mulready. 50 attendees received CE.
- B. New Orleans National Convention Delegates
 - a. State is sending 2
 - b. City is sending 2
 - c. Ashley motioned to send/sponsor Kelley, Diane seconded motion
- C. Name Change status
 - a. Name change is official but will be updating website in July 2023 due to Awards
- D. Strategic Plan updates

VI. NEW BUSINESS

VII. ADJOURNMENT

- A. NEXT Board Meeting **June 7, 2023 VIA ZOOM**
- B. **June 8, 2023 – CHICKEN n PICKLE event venue 11:00 am - 2:00 pm**
 - a. max of 25
- C. If no other business matters, accept a MOTION to adjourn the meeting.

Jodi motioned to adjourn the meeting
Theresa seconded the motion
Meeting adjourned at 11:00 am