**Attendees:** Jane Smith, President

 John Doe, Director

**Absent:** Sarah Johnson, Director

**Guests:** <Name>, <Title>

| **Item** | **Presenter** | **Notes/Follow-up** |
| --- | --- | --- |
| 1. **Welcome and Introductions**

(5 minutes) | *President* |  |
| 1. **Icebreaker/teambuilding activity**
* *This will help get everyone talking and comfortable with each other*
 | *All* |  |
| 1. **Leadership Training Conference (LTC) Key Takeaways**
* *Share key things learned at conference*
* *Share Chair’s theme*
 | *LTC Attendees* |  |
| 1. **HFMA Basics & Resources**
* *HFMA Chapters & Regions (slide deck)*
	+ *RE Team*
	+ *Other chapters in Region*
* *DCMS Policy (DCMS board on Monday.com to show status)*
* *Dashboard Elements*
* *Important Dates to Remember (document)*
* *Chapter Resource Center Overview (slide deck)*
* *Community Groups Overview (slide deck)*
* *HFMA website (tabs at top of main page)*
 | *President* |  |
| 1. **Chapter Basics**
* *Chapter history*
* *Vision, Mission, Values and/or Theme*
* *Strategic plan, success plan, and/or annual plan*
* *Chapter website*
 |  |  |
| 1. **Chapter Leadership Structure**
* *Bylaws (Officers, Board Composition, Committees)*
* *Chapter committees and responsibilities*
* *Board Orientation (slide deck)*
 |  |  |
| 1. **Chapter Operations**
* *Policies and Procedure manual, including position/committee job descriptions*
* *Chapter budget – current year*
* *Member survey – most recent results*
* *Education/Networking events*
* *Sponsorship*
 |  |  |
| 1. **Plan for the New Year**
* *Committee assignments (ensure each Board member is on at least one committee)*
* *Sponsorship Program*
* *Education Events*
	+ - *Speaker Request Process for HFMA Officers/Board Members*
		- *HFMA Staff speakers*
* *Networking Events*
* *Budget*
* *Chapter Success Plan*
	+ *Strategic Planning Overview (slide deck)*
	+ *SMART goals worksheet*
 | *President* |  |
| 1. **Other Business**

(10 minutes)* Conflict of Interest form – MUST be completed by August 1st
 | *All* |  |
| 1. **Adjournment**

(5 minutes) | *President* |  |