**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* |  |