



HEAL Business Meeting Minutes
PART ONE
May 3, 2024, 8:00 a.m.
HEAL Conference 2024 at The Alexander Hotel, Indianapolis

HEAL MEMBERS IN ATTENDANCE:

Board:

President, Kelly Ihejiawu

Vice President, Michelle Harvey

Treasurer, Becca Grysko

Secretary, Mindy Elliott

Social Media Coordinator, Debbie South

Member at Large, Kimberly Matthews

Members:

Heather Wiselogle

Colin Carr, Awards Committee

Kathy Kirkpatrick

Patty Dillhoff, Conference Planning Committee

Claire McLoughlin

Megan Soliday, Nominating Committee

Keyana Williams, Nominating Committee

Sunday Twilegar, Awards Committee

Latasha Sanders

Nicole Gutman, Conference Planning and
Awards Committees

Kris Paulson

Stefanie Hayes

Courtney Emery

Meg Tippy, Awards Committee

Karen DeMairo

Stephanie Endres

Bridget Regan

Kaitlin Knapp

Tisha Coggin Clay

Malinda Lauer

Sarah Steinke

Kris Frost, Nominating Committee

Joni Hildreth, Conference Planning Committee

Elise Dawkins

Amy Bradley

Courtney Dobson

Trey Sutherland

Guest:

Michele Capurso, Editor, Continuity in Education Journal

CALL TO ORDER:

Kelly Ihejiawu called the meeting to order at 8:05 a.m. ET

BUSINESS:

- I. President, Kelly Ihejiawu, reviewed the agenda for the meeting.

MOTION: Moved by Meg Tippy and seconded by Becca Grysko to make changes to agenda.

- A. Kelly Ihejiawu noted that the Nominating Committee Chair did not notify the HEAL membership of the Nominating Committee two months prior to the election; therefore, the election will be suspended.
- II. Secretary, Mindy Elliott, provided the minutes of the Business Meeting from September 20, 2023 via QR Code printed on the meeting slides for member approval.

MOTION: Moved by Jenny Driscoll and seconded by Becca Grysko to engage in discussion after a point of clarification was posed by Karen Demairo.

- A. Discussion ensued on September 20, 2023 Minutes and the HEAL Bylaws Consent Agenda linked in the minutes.
 - 1. The HEAL Bylaws Consent Agenda document had two typographical errors listing the incorrect election years for the director roles. The Approved Bylaws on the HEAL website lists the years correctly: the election years for President-Elect are on even years, and all other directors are on odd years. Although the discussion in the September 20, 2023 meeting used the correct years, no mention of these errors was noted in the proposed minutes for the September 20, 2023 Business Meeting.
 - 2. In addition, a member proposed the current HEAL Board’s terms would be ending after this current Business Meeting due to the typographical errors and lack of notation in the minutes expressly stating the current Board’s term would be extended one year due to the change in the term organization listed in the Bylaw revision.

MOTION: Moved by Karen Demairo and seconded by Kathy Kirkpatrick to suspend the approval of minutes until the minutes can be revised to include the appropriate notations.

The motion carried with 33 in favor, 0 opposed, and 0 abstained.

- 3. Kimberly Matthews provided clarification and encouraged members to ask questions on the process discussed.

III. Treasurer, Becca Grysko, provided an overview:

- A. Current Income and Expenses and Current Funds as detailed in below table. Total cash in all three accounts (Chase, Stripe, and PayPal) as of April 29, 2024, is \$189,553.76. Organization’s actual income to date is \$70,509.43 and expenses totaled \$11,422.41. Treasurer noted there will be additional revenue from additional attendee registration payments.

2023 – 2024 Fiscal Year Overview		
Category	Projected	Actual
Income	\$67,100	\$70,509.43
Expenses	\$91,500	\$11,422.41

Current Funds Available		
Account	Balance (as of 4/29/24)	Notes
Chase Business	\$181,005.48	
PayPal	\$7,569.38	
Stripe	\$978.90	
Total	\$189,553.76	

B. Operating Budget for October 1, 2023 – September 30, 2024 as detailed in the below table. Treasurer noted:

1. The conference bill from The Alexander Hotel is not included here.
2. The Continuity in Education journal sponsorship may increase in January 2025 and according to journal editor, Michele Capurso, the increase should be \$500 or less.

OPERATING Budget for October 1, 2023 – September 30, 2024		
Revenue	Projected	Actual
Membership	\$10,000	\$8,623.32
Conference (In Person)	\$52,000	\$56,746.07
Sponsors	\$5,000	\$5,000
Heal Store	\$100	\$140.04
Revenue from 2022-2023 FY	\$27,450	
Total	\$94,550	\$70,509.43

OPERATING Budget for October 1, 2023 – September 30, 2024 - Continued			
Expenses	Projected	Actual	Notes
Conference	\$61,000	\$2,582.23	
Marketing & Advertising	\$10,000	\$2,884.97	Includes website updates for improved functionality and new features
Board Summer Work Session	\$7,500		Board Work Session budget was increased due to inflation costs
Awards/Gifts	\$500	309.49	
Insurance	\$2,000		
Legal & Professional Services	\$5,000	\$643.90	Anticipating increased costs for tax filing *
Office Supplies and Software	\$500	\$247.88	
Research/Editorial Retreat	\$0		There will be no research/editorial retreat during this fiscal year.
Partnerships & Visibility	\$0		There will be no partnership/visibility events during this fiscal year.
Continuity in Education Journal	\$3,000	\$3,008.90	
Processing Fees	\$2,000	\$1,611.05	Includes fees accrued due to PayPal and Stripe transactions
Cost of Goods Sold		\$133.99	Fees paid to Printful, Inc.
Total	91,500	\$11,422.41	

3. The proposed budget for October 1, 2024 – September 30, 2025 will be presented at the Business Meeting in September 2024.

4. Members had no questions on the Treasurer's Report.

- IV. President, Kelly Ihejiawu, reviewed the organization’s goals and current projects in 2023-24
- Enhance Marketing to increase Membership
 - More robust member offerings
 - Update Website – working to update parts of website internally to decrease expenses
 - Increase Partnerships to Support Conference and other organization efforts.
 - Increased sponsors at Indianapolis Conference
 - LATE Clothing partnership yielded \$845 so far from sweatshirts sold at the conference.
 - Explore Certification for Hospital Teachers/Liaisons
 - Suggestion from member: to be more inclusive, consider using a general term such as “Specialist.”
 - Explore and Provide Regional Meet-ups
 - Successful first meet-up at conference Tuesday
 - Continue sponsoring Journal CiE

President then reviewed the many opportunities for members to get involved in the organization including committees and presenting at the conference or an EdChat.

- V. President acknowledged the Conference Planning Committee and especially Nicole Gutman and Committee Chair, Patty Dillhoff, for their exceptional work in planning this year’s conference.
- VI. President opened the floor for questions and/or comments:
- A. “Recent EdChat was phenomenal.”
 - B. “Newsletter, and especially the Member Spotlight, is awesome.”

MOTION: Moved by Nicole Gutman and seconded by Tisha Coggins Clay to suspend the Business Meeting due to the nominating process being out of order.
The motion carried unanimously (33) in favor, 0 opposed, and 0 abstained.

Continuation of Business Meeting was suspended May 3, 2024, at 8:50 a.m. ET. until a later date to be determined and announced to membership electronically.

Minutes for Part One of the meeting submitted by Mindy Elliott, Secretary.



Continuation of HEAL Business Meeting Minutes
PART TWO
July 12, 2024 1:00 p.m. ET
Virtually Via Zoom

HEAL MEMBERS IN ATTENDANCE:

Board:

President, Kelly Ihejiawu

Vice President, Michelle Harvey

Treasurer, Becca Grysko

Social Media Coordinator, Debbie South

Members at Large, Kimberly Matthews, Beth

Stuchell

Members:

Meg Tippy

Kathryn Kirkpatrick

Kelly Ihejiawu called the meeting to order at 1:05p.m. ET

BUSINESS:

President, Kelly Ihejiawu, reviewed the agenda for the meeting.

- I. Approve HEAL September 2023 business meeting minutes
 - o No comments
 - o Motion to approve September 2023 HEAL Business Meeting Minutes: Debbie South
 - o Second: Kimberly Matthews
 - o All in favor

- II. Elections: Kimberly Matthews, Member at Large
 - o Utilized Election Runner: Platform with links to vote and tally
 - o 192 HEAL members/56 votes
 - o Michelle Harvey received 86% of the vote.
 - o Kelly gave kudos to Kimberly Matthews, Member at Large, for her assistance w/ Election Runner
 - o Meg Tippy asked the election result be formally announced
 - o Kelly officially recognized Michelle Harvey as HEAL President Elect
 - o No additional comments

ADJOURNMENT:

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Debbie South made motion to adjourn
Michelle Harvey seconded the motion to adjourn
All in favor
Meeting was adjourned at 1:11 p.m. ET.

Minutes submitted by: Beth Stuchell, HEAL Member at Large