

**OHCFR Board Meeting Minutes**  
**October 13, 2017 Conference Call**  
**9:00-11:00 am**

**Present via phone:** Rachel Arocho, Carmen Irving, Amy Kelly, Audrey Kraynak, Katie LaPlant, Patrice Powers-Barker, Scott Tobias, Courtney Walsh, and Maureen Blankemeyer

**I. Prior Meeting's Minutes** – Audrey moved to approve the minutes from the June 30, 2017 board meeting and Rachel seconded the motion. The motion carried.

**II. Treasurer's Report** - Maureen reported the current account balance is \$3657.23. Scott made a motion to approve the treasury report and Rachel seconded the motion. The motion carried.

**III. Old Business**

- A. **Opiate Webinar** (Carmen, Patrice, Rachel) – The webinar was well publicized through our social media and was picked up by NCFR. There were 98 responses to the webinar link, including some who wanted access to the webinar after it was presented live. There were approximately 60 participants during the webinar. Audrey had arranged to have NCFR CEUs available for both part 1 and part 2 of the opiate webinars. Patrice will post the Opiate Part 1 webinar on her blog and Courtney will access that to post it on the OHCFR website. Patrice and Courtney will talk about how to get the webinar and CEUs accessible to those who are interested. Patrice will then send out an email to participants of the part 1 webinar indicating that anyone who wants the .1 CEU credit should go to our OHCFR website to download the CEU certificate. For future webinars, we'll include a link and password at the end of the webinar for those who would like to access their CEU credit online.

Audrey suggested sending out the PowerPoint slides for the webinars to participants ahead of time so they can take notes on them during the webinar if they choose. Patrice suggested we create a webpage that has all of the information about the webinar, including the date, time, PowerPoint slides, etc. Interested parties could then access all of the information there prior to the live webinar.

- B. **NCFR Workshop Presentation** (Carmen, Amy, Patrice, Katie, Rachel)  
The Affiliate Workshop presentation will consist of three 20-minute roundtable sessions. Patrice suggested doing a Zoom meeting to plan and prepare for it. Carmen will send out a Doodle Poll to set up a time. Then a Zoom meeting will be set up and all Board members are welcome to participate, even if they are not one of the presenters.
- C. **NCFR Resource Table** (Who is staffing, etc.?) – Maureen will compile a list of recent OHCFR activities (including that we highlighted a professional in the field and Board members), upcoming events, a link to our website and Facebook page, a blurb about joining, and factoids, such as the number who have joined recently. She will send the information to Rachel, who will format it and send it to Carmen, who will print it. The final document will be no larger than half of an 8½ x 11” sized paper.

Patrice suggested we do a “Follow us on Facebook” # campaign, during the conference. Along with that we will have a contest for those who stop by our OHCFR exhibit and/or post or follow us online. The winner will receive a box of buckeyes. Patrice will send Carmen a document about this to put on display at the table.

Courtney suggested we have people write on a slip of paper their ideas of webinar topics for OHCFR to facilitate, etc. Audrey will get a box to hold the slips of paper to Maureen to bring to the conference. We may also have a box for people to write nominations for Ohio professionals in the field that we could highlight. We would request the person's name, contact information, and their profession. Rachel will provide a QR code to be available at the table too.

Carmen will send a Doodle Poll w/ times of the Affiliate table exhibit and we will fill in the spots we can. Carmen will then make a sign to be placed at the table indicating when a board member will be there.

Audrey has made a list of Ohio NCFR presenters. She will send it to the board and after reviewing it, we should let Audrey know if there is anyone missing from the list. Audrey will send an email via the OHCFR listserv asking members to contact her if they are presenting at the conference and when. She will add these to the list of Ohio presenters.

- D. **BillTrack50** – Courtney is working with the new NCFR tech guy to get the BillTrack50 widget on our website. She will ask if we can make adjustments to our bill page *after* the widget has been posted, or if it needs to be finalized prior to posting it. The widget will be located on our Policy tab/page.
- E. **Highlighting OHCFR Members on Facebook** (Rachel) – We have already highlighted board members Amy, Scott, and Carmen. Scott nominated a former student to be highlighted next as an Ohio professional in the field. Her information will be posted on Monday Oct. 16th. The board agreed to give her a year's OHCFR membership. Audrey pointed out we will need to keep track of non-NCFR, OHCFR members at the end of their year membership to see if they would like to renew for a membership fee.
- F. **Other Affiliates' Fund-Raising Efforts** - Scott reported he had asked other affiliates how they raise money. The responses indicated they use NCFR rebates and hold conferences, hoping to break even.

#### IV. New Business

- A. **Call for Officers** – We discussed the status of our office/board membership terms and how we currently have no President-Elect to fill the President role in January 2018. Maureen emailed Bethany to see if we could freeze our board terms for a year to buy us a year. We would then, if granted permission from NCFR, hold a special election in early 2018 for the President-Elect position as well as an ad-hoc student position.
  - 1. We will use the December meeting to discuss the following bylaw changes:
    - a. Change the limit of 3 students to be worded as “at least” 3 students.
    - b. Specify that to be considered for the President-Elect position, the nominee must have previously served as an OHCFR officer or board member.
  - 2. In preparation for our next election, Rachel will send Patrice the Qualtrics ballot nomination form, since Rachel will be running for a board position.
    - a. **Opiate Webinar Part 2** – Carmen reminded the board that the second part of the opiate webinar will be held November 30<sup>th</sup> from noon-1PM. NCFR CEUs

have been arranged by Audrey. Courtney and Rachel will continue their marketing of the webinar.

- b. **Other Affiliate Contact** – MNCFR reached out to Carmen to hear about OHCFR's recent strategies. Carmen invited them to attend the OHCFR Affiliates roundtable session. This will be a good opportunity to share ideas bidirectionally.
- c. **Next Board Meeting** - The next meeting is scheduled for December 15<sup>th</sup> from 10:00 am – 3:30 pm. We discussed options of places for the next meeting. More information to come about the location as it is determined.

V. **Adjournment** - Patrice made a motion to adjourn the meeting. Maureen seconded the motion. The meeting was adjourned at 11:11 am.