

Date: 03/09/18		Time: 9:30 to 11:30	Location: Call 913-748-0123 part #260678	
TIME	TOPIC	DISCUSSION	PLAN OF ACTION	RESPONSIBLE
9:30 a.m.	Call to order	Roll call, check-in and review agenda for the day.	Review and approve	Rob
	Minutes of last mtg	Review financials to date	Review and approve.	Rob
	Financials	Update on dues/renewals	Review	Jacob or Mike/Larissa
9:50	Legislative Update	Recap of Session....		Leslie
	Federal	March on Washington in person and virtual lobby day		Doris
	NAHC 2.0 update			Greg
10:20	Sepsis Initiative		Update	Doris
10:30	Conference	Board role: Nominations for awards....support this: deadline soon Invite business partners Host new participants? What does that mean? Wear Board ribbon on name tag? Interactive gallery? Headings? Board booth....purpose? staffing? Auction items? Gather and submit old photos now! Help complete list of previous Bd presidents Discuss and plan Networking reception/silent auction.. identify business partner(s) to host food/beverages? Agenda? How do we publicize? Introduce previous Board members, committee leads and Board presidents, How do we publicize this networking event so everyone stays and participates? Song rehearsal? Business meeting...how do we jazz up and invite all to participate?	plan	Brian and Doris
11:30	Plan for next meeting	Adjourn		Rob

Balance Sheet

As of February 28, 2018

Feb 28, 18

ASSETS

Current Assets

Checking/Savings

1000 · PCB Checking 0944	102,837.23
1010 · PCB Money Mkt	70,078.92
1020 · Baird Cash and Equivalents	37,242.59
1030 · Bairds Investment Assets	96,379.92
1050 · Paypal	6,148.68

Total Checking/Savings 312,687.34

Other Current Assets

1300 · Prepaid Expenses	468.00
1310 · Prepaid Insurance	722.30
1350 · Prepaid Annual Meeting Expenses	3,500.00
1375 · Prepaid Workshop Expenses	
1380 · Prepaid Workshop Speaker Fee	5,000.00
1375 · Prepaid Workshop Expenses - Other	3,240.00

Total 1375 · Prepaid Workshop Expenses 8,240.00

Total Other Current Assets 12,930.30

Total Current Assets 325,617.64

TOTAL ASSETS 325,617.64

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2110 · Deferred Dues	
2115 · Provider Dues	83,928.64
2120 · Affiliate Dues	1,029.34

Total 2110 · Deferred Dues 84,957.98

2200 · Deferred Annual Meeting/Conf	1,325.00
2210 · Deferred Conf Trade Show Booth	10,955.00

Total Other Current Liabilities 97,237.98

Total Current Liabilities 97,237.98

Total Liabilities 97,237.98

Equity

3000 · Unrestricted Net Assets	202,129.25
32000 · Retained Earnings	22,805.77
Net Income	3,444.64

Total Equity 228,379.66

TOTAL LIABILITIES & EQUITY 325,617.64

DRAFT - FOR DISCUSSION PURPOSES ONLY

Home Care Association of Washington
Schedule 1 - Actual vs Budget Performance

For the Year to Date Ended January 31, 2018

	<u>Feb 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul '17 - Feb 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense							
Income							
4000 · Provider Dues	8,392.86	17,916.66	-9,523.80	125,826.82	143,333.36	-17,506.54	215,000.00
4010 · Affiliate Dues	93.58	166.67	-73.09	2,765.93	1,333.32	1,432.61	2,000.00
4100 · Annual Meeting/Conv - Spring	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00
4110 · Conf Trade Show Booth	0.00	0.00	0.00	0.00	0.00	0.00	16,500.00
4200 · Workshops/Seminars	11,132.00	1,666.67	9,465.33	31,390.18	13,333.32	18,056.86	20,000.00
4240 · Job Target/Career Board	0.00	125.00	-125.00	0.00	1,000.00	-1,000.00	1,500.00
4250 · Newsletter Ads/Subscriptions	0.00	41.67	-41.67	450.00	333.32	116.68	500.00
4280 · Sponsorships/Endorsements/Rebat	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
4285 · Affiliate Sponsor	0.00	0.00	0.00	2,500.00	0.00	2,500.00	10,000.00
4300 · Health Care Reform Income	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
4310 · OCS OASIS Partnership	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4370 · Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4385 · Website Advertising	0.00	83.34	-83.34	0.00	666.64	-666.64	1,000.00
5000 · Interest & Dividends	7.52			95.26			
Total Income	19,625.96	20,000.01	-374.05	163,028.19	159,999.96	3,028.23	328,500.00
Expense							
7000 · Management/Facilities/Staff/Equ	8,750.00	8,750.00	0.00	70,000.00	70,000.00	0.00	105,000.00
7010 · Service Charge Expense	186.17	241.67	-55.50	2,404.84	1,933.32	471.52	2,900.00
7020 · Staff Travel	0.00	83.34	-83.34	0.00	666.64	-666.64	1,000.00
7100 · Executive Director	6,400.00	6,400.00	0.00	51,200.00	51,200.00	0.00	76,800.00
7110 · Executive Director Expenses	57.00	541.67	-484.67	4,829.20	4,333.32	495.88	6,500.00
7130 · Lobbyist/Legislative Consultant	3,200.00	3,200.00	0.00	25,600.00	25,600.00	0.00	38,400.00
7150 · Lobbyist Expenses	223.85	125.00	98.85	947.21	1,000.00	-52.79	1,500.00
7195 · Policy & Advocacy	0.00	208.34	-208.34	0.00	1,666.64	-1,666.64	2,500.00
7230 · Insurance	103.14	166.67	-63.53	825.17	1,333.32	-508.15	2,000.00
7240 · Office Supplies/Equipment	0.00	12.50	-12.50	0.00	100.00	-100.00	150.00
7250 · Printing/Stationery	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7260 · Photocopies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7290 · Tech. dev/Maint/Website	0.00	166.67	-166.67	234.00	1,333.32	-1,099.32	2,000.00
7310 · Postage	70.84	75.00	-4.16	123.53	150.00	-26.47	200.00
7360 · Product/Service Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7370 · NAHC Dues/Other Memberships	500.00	125.00	375.00	1,250.00	1,000.00	250.00	1,500.00
7390 · Legislative Bulletins	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7400 · Membership Certificates	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7440 · Public Relations/ Awards	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7450 · Committee & Task Force Support							
7455 · Committee & Task Force Speaker	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7450 · Committee & Task Force Support - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 7450 · Committee & Task Force Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7520 · Board Meetings Expense	0.00	0.00	-90.00	401.85	2,630.00	-2,228.15	3,000.00
7530 · President's Travel Expense	0.00	166.67	-166.67	0.00	1,333.32	-1,333.32	2,000.00
7540 · Strategic Planning	0.00	83.33	-83.33	0.00	666.68	-666.68	1,000.00
7560 · Taxes	52.00	0.00	52.00	52.00	100.00	-48.00	100.00
7580 · Miscellaneous	0.00	0.00	0.00	10.00	0.00	10.00	0.00
7600 · Unallocated Contingency	0.00	41.67	-41.67	0.00	333.32	-333.32	500.00
7700 · Annual Mtg/Convention Spring							
7710 · Speaker	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00
7715 · Food and Beverage	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00
7720 · Technology	0.00	0.00	0.00	0.00	0.00	0.00	5,500.00
7725 · Hand Outs	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
7730 · Lodging	0.00	0.00	0.00	0.00	0.00	0.00	2,700.00
7740 · Travel	0.00	0.00	0.00	528.58	0.00	528.58	0.00
Total 7700 · Annual Mtg/Convention Spring	0.00	0.00	0.00	528.58	0.00	528.58	52,200.00
7900 · Workshops/Seminar Expense							
7910 · Speaker	0.00	1,250.00	-1,250.00	2,006.44	10,000.00	-7,993.56	15,000.00
7915 · Food and Beverage	0.00	366.67	-366.67	2,069.19	2,933.32	-864.13	4,400.00
7920 · Technology	117.00	400.00	-283.00	1,502.00	3,200.00	-1,698.00	4,800.00
7925 · Hand Outs	0.00	291.67	-291.67	138.54	2,333.32	-2,194.78	3,500.00
7930 · Lodging	0.00	125.00	-125.00	0.00	1,000.00	-1,000.00	1,500.00
7900 · Workshops/Seminar Expense - Other	360.00	0.00	360.00	2,880.00	0.00	2,880.00	0.00
Total 7900 · Workshops/Seminar Expense	477.00	2,433.34	-1,956.34	8,596.17	19,466.64	-10,870.47	29,200.00
Total Expense	20,020.00	22,910.87	-2,890.87	167,002.55	184,846.52	-17,843.97	328,450.00
Net Ordinary Income	-394.04	-2,910.86	2,516.82	-3,974.36	-24,846.56	20,872.20	50.00
Other Income/Expense							
Other Income							
9000 · Baird Change in Market Value	0.00			5,278.32			
9100 · Baird Income and Distributions	0.00			2,140.68			
Total Other Income	0.00			7,419.00			
Net Other Income	0.00			7,419.00			
Net Income	-394.04	-2,910.86	2,516.82	3,444.64	-24,846.56	28,291.20	50.00

DRAFT - FOR DISCUSSION PURPOSES ONLY

Home Care Association of Washington
Schedule 1 - Actual vs Budget Performance
For the Year to Date Ended January 31, 2018

	Jul '17 - Feb 18	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense				
Income				
4000 - Provider Dues	125,826.82	143,333.36	-17,506.54	215,000.00
4010 - Affiliate Dues	2,765.93	1,333.32	1,432.61	2,000.00
4100 - Annual Meeting/Conv - Spring	0.00	0.00	0.00	45,000.00
4110 - Conf Trade Show Booth	0.00	0.00	0.00	16,500.00
4200 - Workshops/Seminars	31,390.18	13,333.32	18,056.86	20,000.00
4240 - Job Target/Career Board	0.00	1,000.00	-1,000.00	1,500.00
4250 - Newsletter Ads/Subscriptions	450.00	333.32	116.68	500.00
4280 - Sponsorships/Endorsements/Rebat	0.00	0.00	0.00	15,000.00
4285 - Affiliate Sponsor	2,500.00	0.00	2,500.00	10,000.00
4300 - Health Care Reform Income	0.00	0.00	0.00	2,000.00
4310 - OCS OASIS Partnership	0.00	0.00	0.00	0.00
4370 - Miscellaneous Income	0.00	0.00	0.00	0.00
4385 - Website Advertising	0.00	666.64	-666.64	1,000.00
5000 - Interest & Dividends	95.26			
Total Income	163,028.19	159,999.96	3,028.23	328,500.00
Expense				
7000 - Management/Facilities/Staff/Equ	70,000.00	70,000.00	0.00	105,000.00
7010 - Service Charge Expense	2,404.84	1,933.32	471.52	2,900.00
7020 - Staff Travel	0.00	666.64	-666.64	1,000.00
7100 - Executive Director	51,200.00	51,200.00	0.00	76,800.00
7110 - Executive Director Expenses	4,829.20	4,333.32	495.88	6,500.00
7130 - Lobbyist/Legislative Consultant	25,600.00	25,600.00	0.00	38,400.00
7150 - Lobbyist Expenses	947.21	1,000.00	-52.79	1,500.00
7195 - Policy & Advocacy	0.00	1,666.64	-1,666.64	2,500.00
7230 - Insurance	825.17	1,333.32	-508.15	2,000.00
7240 - Office Supplies/Equipment	0.00	100.00	-100.00	150.00
7250 - Printing/Stationery	0.00	0.00	0.00	0.00
7260 - Photocopies	0.00	0.00	0.00	0.00
7290 - Tech. dev/Maint/Website	234.00	1,333.32	-1,099.32	0.00
7310 - Postage	123.53	150.00	-26.47	200.00
7360 - Product/Service Development	0.00	0.00	0.00	0.00
7370 - NAHC Dues/Other Memberships	1,250.00	1,000.00	250.00	1,500.00
7390 - Legislative Bulletins	0.00	0.00	0.00	0.00
7400 - Membership Certificates	0.00	0.00	0.00	0.00
7440 - Public Relations/ Awards	0.00	0.00	0.00	0.00
7450 - Committee & Task Force Support				
7455 - Committee & Task Force Speaker	0.00	0.00	0.00	0.00
7450 - Committee & Task Force Support - Other	0.00	0.00	0.00	0.00
Total 7450 - Committee & Task Force Support	0.00	0.00	0.00	0.00
7520 - Board Meetings Expense	401.15	2,630.00	-2,228.15	3,000.00
7530 - President's Travel Expense	0.00	1,333.32	-1,333.32	2,000.00
7540 - Strategic Planning	0.00	666.68	-666.68	1,000.00
7560 - Taxes	52.00	100.00	-48.00	100.00
7580 - Miscellaneous	10.00			
7600 - Unallocated Contingency	0.00	333.32	-333.32	500.00
7700 - Annual Mtg/Convention Spring				
7710 - Speaker	0.00	0.00	0.00	6,000.00
7715 - Food and Beverage	0.00	0.00	0.00	35,000.00
7720 - Technology	0.00	0.00	0.00	5,500.00
7725 - Hand Outs	0.00	0.00	0.00	3,000.00
7730 - Lodging	0.00	0.00	0.00	2,700.00
7740 - Travel	528.58			
Total 7700 - Annual Mtg/Convention Spring	528.58	0.00	528.58	52,200.00
7900 - Workshops/Seminar Expense				
7910 - Speaker	2,006.44	10,000.00	-7,993.56	15,000.00
7915 - Food and Beverage	2,069.19	2,933.32	-864.13	4,400.00
7920 - Technology	1,502.00	3,200.00	-1,698.00	4,800.00
7925 - Hand Outs	138.54	2,333.32	-2,194.78	3,500.00
7930 - Lodging	0.00	1,000.00	-1,000.00	1,500.00
7900 - Workshops/Seminar Expense - Other	2,880.00			
Total 7900 - Workshops/Seminar Expense	8,596.17	19,466.64	-10,870.47	29,200.00
Total Expense	167,002.55	184,846.52	-17,843.97	328,450.00
Net Ordinary Income	-3,974.36	-24,846.56	20,872.20	50.00
Other Income/Expense				
Other Income				
9000 - Baird Change in Market Value	5,278.32			
9100 - Baird Income and Distributions	2,140.68			
Total Other Income	7,419.00			
Net Other Income	7,419.00			
Net Income	3,444.64	-24,846.56	28,291.20	50.00

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	<u>Feb 18</u>
Ordinary Income/Expense	
Income	
4000 · Provider Dues	8,392.86
4010 · Affiliate Dues	93.58
4200 · Workshops/Seminars	11,132.00
5000 · Interest & Dividends	7.52
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Total Income	19,625.96
Expense	
7000 · Management/Facilities/Staff/Equ	8,750.00
7010 · Service Charge Expense	186.17
7100 · Executive Director	6,400.00
7110 · Executive Director Expenses	57.00
7130 · Lobbyist/Legislative Consultant	3,200.00
7150 · Lobbyist Expenses	223.85
7230 · Insurance	103.14
7310 · Postage	70.84
7370 · NAHC Dues/Other Memberships	500.00
7560 · Taxes	52.00
7900 · Workshops/Seminar Expense	
7920 · Technology	117.00
7900 · Workshops/Seminar Expense - Other	360.00
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Total 7900 · Workshops/Seminar Expense	477.00
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Total Expense	20,020.00
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Net Ordinary Income	-394.04
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Net Income	-394.04
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DRAFT - FOR DISCUSSION PURPOSES ONLY

Date:02/09/18		Time: 9:30 to 11:30	Location: Call Conference call: 712.770.4010 Access: 177659 Online Meeting Link: https://join.freeconferencecall.com/melissa579 Online Meeting ID: melissa579	
TIME	TOPIC	DISCUSSION	PLAN OF ACTION	RESPONSIBLE
9:30 a.m.	Call to order Minutes of last mtg	Roll call and review agenda for the day. Rob, Doris, Leslie, Mike, Greg, Larissa, Amber, Kyle, John, Sam January meeting minutes reviewed Motion to approve & 2 nd - board approved	Review and Approve	Rob
	Financials	Mike to give Report of draft January 2018 Financials & Board Review Motion to approve & 2 nd - board approved		Mike/Larissa
	Renewals	Melissa gave update on membership renewals	Melissa to follow up with agencies still needing to renew	Melissa
10:00	Hill Day	Recap...what went well/what can be improved on	Determine short term and long term follow up needed	Leslie
	Leg Update	Report on killed bills, what is remaining. See Leslie's legislative public policy report	Affirm plan/priorities	Doris
	MOW	Doris-Larissa-Gretchen-Rob representing members, Federal Priorities		
10:30	Education	ICM classes....25 minimum required. Where are we? Reached over 30 attendees for course. ICM training on track		Doris
	Annual Meeting	Update, especially Board expectations...Booth in trade show? Wine auction/silent auction/board song. Celebrate the past...past members invited to attend reception, honor those past leaders who have passed away, Board song/skit Discussion on the board's conference ideas. Reminder that each board member to bring 2 bottles of wine for the raffle		Brian/Doris

		<p>Talked about a theme for the basket for the silent auction this year. Each board member to donate a basket (value around \$50).</p> <p>Also discussed promoting the auction more prior to the conference. A slide show of HCAW past to present during the reception. The song/skit proposed for the board to perform during the reception. Theme dress for the reception. 60-70s theme decided on. Email sent with song/skit, discussed rehearsal on pre-conf night. Idea brought up of having story boards around at the conference for attendee comments and ideas.</p>		
11:00	Miscellaneous updates	<p>RFP</p> <p>Sepsis Initiative</p> <p>Other?</p>		<p>Marilou</p> <p>Doris</p>
11:30	Adjourn	<p>Next meeting March 2nd 10am-3:30pm @ the Kindred office in Kent, WA</p>		<p>Rob</p>