April 06, 2017

1500 – 1700

Enloe Conference Center
1528 Esplanade
Chico, CA
Room 106

BOARD OF DIRECTORS MEETING

AGENDA FOR APRIL 06, 2017

Meeting called by:	**Myron Machula**	**Type of meeting:**	**Board of Directors Meeting**
Facilitator:	Myron Machula	**Note taker & Timekeeper:**	Elizabeth Steffen

AGENDA ITEMS

Topic	Presenter	Time Period
✓ Call to Order & Introductions	Myron Machula	5 minutes
✓ Approval of Minutes from 03/02/2017	Myron Machula	5 minutes
✓ Finance:	Myron Machula	15 minutes
o Review and approval of report for March 2017	Myron Machula	
o 299 Collaborative Invoicing/ McCloud	Elizabeth Steffen	
✓ Progress on Expansion	Charles Kitzman	15 minutes
✓ Operational Report	Elizabeth Steffen	15 minutes
✓ Development Committee Report	Elizabeth Steffen	30 minutes
o Policy/Procedure/Forms – New and Updated – For approval		
1. Opt Out Process/ Policy-Procedure-Forms - Updated	Jon Werner	
2. 2016 Annual Review Review	Elizabeth Steffen	
3. Authorized User Access Procedure – Updated	Elizabeth Steffen	
4. Uses and Disclosures of Health Information Procedure – Updated	Elizabeth Steffen	
5. Accounting Policy & Forms – New	Elizabeth Steffen	
6. Nonprofit Public Reporting & Transparency Policies & Forms - New	Elizabeth Steffen	
7. New Member Onboarding Procedure - Updated	Elizabeth Steffen	
8. SSL Certification Procedure – New	Elizabeth Steffen	
9. Development and Nominating Committee Charters – New	Elizabeth Steffen	
o Board Roster Update Memo for approval	Elizabeth Steffen	
o Marketing Committee/ Charter & Budget for approval	Elizabeth Steffen	
o BH/PH Report	Suzanne Ness	
✓ Strategic Planning Retreat Review	Myron Machula	15 minutes
✓ Other Business: Next Meeting Location; at Shasta Community Health Center	Myron Machula	5 minutes
✓ Next Meeting date is 05/04/17 @ 1500	Myron Machula	5 minutes

OTHER INFORMATION

Attachments:
- March 02, 2017 Board Minutes
- March 2017 Financial Report
  - Accounts Receivable as of 03/31/17

    - Balance Sheet as of 03/31/17
    - Running Ledger as of 03/31/17
- Opt Out Process
- 2016 Annual Policy Review
- SVMS-PRO-004.002 Authorized User Access Procedure
- SVMS-PRO-005.003 Uses and Disclosures of Health Information Procedure
- Accounting Policy & Forms
    - Policy SVMS-21.001 Accounting Manual
    - SVMS-FORM-066.001 Mileage and Expense Workbook
    - SVMS-FORM-067.001 Credit Card Purchase Tracking and Log
    - SVMS-FORM-068.001 Purchase Request
    - SVMS-FORM-069.001 Bank Reconciliation
    - SVMS-FORM-070.001 Fixed Asset Log
    - SVMS-FORM-071.001 Timesheet
    - SVMS-FORM-072.001 Check Request
    - SVMS-FORM-077.001 Salary Timesheet
- Nonprofit Public Reporting & Transparency Policies & Forms
    - Policy SVMS-22.001 Public Reporting and Transparency
    - Policy SVMS-23.001 Code of Ethics & SVMS-FORM-086.001 Code of Ethics Acknowledgement
    - Policy SVMS-24.001 Whistleblower Protection and SVMS-FORM-083.001 Whistleblower Complaint Form & SVMS-FORM-084.001 Whistleblower Policy Acknowledgement Form
    - Policy SVMS-25.001 Executive Compensation
    - Policy SVMS-26.001 Document Retention and Destruction & SVMS-FORM-085.001 Record Retention Table
    - SVMS-0B.001 Development Committee Charter
    - SVMS-0C.001 Nominating Committee Charter
- SVMS-PRO-015.003 New Member Onboarding Procedure
- SVMS-PRO-017.001 SSL Certification Procedure
- BH/PH Progress Report
- Board Roster Update Memo
- Marketing Committee
    - SVMS-0D.001 Marketing Committee Charter
    - Marketing Committee Roster
    - Marketing Project Plan; includes budget