

# FHCEIAA Board Meeting Minutes

5 Aug 2019

1. **Members Present:** CAPT Aaron Middlekauff, Drs. (COLs ret) Richard & Janet Southby, CAPT (ret) Gayle Dolecek, CAPT Sharp, and Col John Mammano.
2. **Upcoming Institutes for 2018:**  
Fall 2019: 55 attendees projected and will be held 9-20 Sep 2019 at Double Tree by Hilton//Dinner being held on 11 Sep 2019  
  
2020 Dates: 20 Apr – 1 May 2020 and 14-25 Sep 2020
3. **Current finances:** \$239, 827.46 in Vanguard and \$7315.09 in the BB&T Checking account. Gayle mentioned we need to conduct a financial review every two years and it is projected to be conducted in August 2019.
4. **Membership:** Gayle was unable to produce a solid number due to the recent transition of the FHCEII website. There are some technical modifications and we have requested resolution of this matter with the programming point of contact.
5. **Website Update:** The website [www.fhceii.org](http://www.fhceii.org) remains the same with a formatting update. We are utilizing Wix as an interface to be able to more readily facilitate updates, posts and is more user friendly in appearance and functionality. Aaron has inquired with the programming POC regarding the possibility of posting members pictures, whether that would require a release to be signed as well as a request to resolve the membership functionality shortcoming.
6. **Review of Board meeting minutes:** Approval with no modifications as posted.
7. **Director's Report:** There has been a name change of the Institute to Interagency Institute for Health Leaders starting with the 135<sup>th</sup> Institute. It is more descriptive of what we are doing, stand for and the theme is around leadership. USU agreed and Dr. Thomas said he was very pleased as it fits into mission of revised university theme as well. There was a short discussion regarding potential implication for Alumni Association, but no further change was necessary to include renaming this piece.

Meeting with Bob Thompson from USU – good progress on construction. Would like to hold Institute at USU – Richard expressed good seating, visibility, A/V, etc. The Gateway Inn is now being turned into barracks. There was concern expressed regarding having enough room at the Navy Lodge on Campus to be able to accommodate all of the participants from the Institute. Bob is looking into this. He did say it is feasible to hold sessions in the new conference room facility. If participants stay on campus, complaints consistently reflected no place to eat at night or weekend on the entire NSA. Bethesda is a long walk or a drive. Faculty we have that do not have a military ID to get on base have to go through an incredible hassle. If they have to go through that again, they may or will not participate. Janet has facilitated to make less cumbersome. Proposal to Bob will be to utilize the entrance closest to the University easier access – it is demeaning and convoluted otherwise. If conference facility is as good as it is proposed to be,

then we could use USU for Institute, but have participants stay at hotel in the local area and have a bus transport twice a day, or carpool (but parking is very difficult). Bob stated they can make parking available.

Program content – concern regarding participants expectation of being told US healthcare (how bad it is) through discussion and course feedback. New proposal will be to ask participants regarding how to approach content. Small group discussion will be using a book called, “Priced Out.” Another book will be looking at leadership of six American presidents and their leadership styles. The class will split into two groups to review and discuss. General Anderson, an Army line officer who is getting ready to retire, charged the group that our federal healthcare leaders is up to us to positively make the change. This will rotate to the different services to send a very important message to the participants.

8. **Financial Report and audit discussion:** An audit will be conducted as mentioned above. Income tax papers for tax year 2018 were filed in early Jan 2019.
9. **By-Law Update:** Last update was ~2015. Only item suggested to add as an addendum to policy would be the FHCEIAA scholarship, member professional development scholarship and DSA. Gayle will take for action.
10. **Annual Business Meeting:** AMSUS, Thursday, 5 Dec 2019 at the Gaylord Hotel in Washington, DC.  
Proposed speaker is Gen Place from Defense Health Agency (DHA).  
<https://amsus15.registerat.com/Home.aspx>
  - a. The board approved subsidizing the cost of the breakfast in order for members to receive a continental breakfast for \$25 at the Gaylord.
  - b. CAPT (ret) Dolecek will begin sending emails to members alerting them to the annual meeting.
  - c. CAPT Middlekauff contacted AMSUS and confirmed that FHCEIAA will be added to their website.
11. **Annual Scholarship Application:** We have currently received five applications. Three thousand dollars is allotted for scholarships and \$2000 is earmarked for professional development scholarship for academic credit is now available. Applications are reviewed and approved by the FHCEIAA Executive Committee. The due date for scholarships applications has been extended to the end of September. Gayle will push out an e-mail announcement and Aaron will post on the Facebook page.
12. **DSA Recipient:** A recommendation for Col (ret) Bob Thompson from USU as well as Gen (ret) Mendez who provides reflections of a senior leader at the Institute for the past 15-20 years. They have both been very supportive of the Institute and actively involved in the curriculum. If selected, we will present award at AMSUS breakfast FHCEIAA business meeting.
13. **Future board membership:** Gayle will disseminate announcement for scholarship as well as future board membership interest and CAPT Middlekauff will post on Facebook to maximize exposure. This will occur prior to Sep 2019 in order to confirm interested officers during the FHCEIAA business meeting. \*\*\*Check website to ensure board membership is posted.

14. **Feasibility of the Institute Dinner:** General financial support from contractors of the MHS, pharmaceutical industry. The Honorable PT Henry has been unable to secure funding from Delta Dental and other groups. We have \$2,500 from Optimus. Request for additional funds from the Delta Corporation, like a grant, we would still be ~\$1150 short. We could put ~\$1K from what we have from last Institute, but would still be short. The Southby's are going to talk with PT today to see if he has an update. If there is not enough funding, we may not be able to have the dinner at the Army Navy Club. There was some discussion to have the dinner at the hotel where the participants are staying. The Alumni Association approved funding the ~\$650 which has historically been utilized to purchase refreshments for the Institutes.

15. **Open agenda items** – No further open agenda items.

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