

FHCEIAA Board Meeting Minutes

23 Jun 2023

1. **Attendance/Roll Call:** Richard and Janet Southby, John Mammano, Jim Kile and Aaron Middlekauff (Absent: Joe Salvatore – excused due to being called to a briefing on the Hill).
2. **Upcoming Institutes for 2023-24:** 18-29 Sep 2023 – trying to work dinner for Wednesday 27 Sep 2023. 2024: 8-19 Apr 2024 and 16-27 Sep 2024.
3. **Treasurer/Financial Report & Audit –** Report given by treasurer & Audit conducted on even years.
4. **Membership:** 28 new members following the Apr 2023 Institute – mostly submitted electronically via our website and made payment via Zelle which was recently put into place.
5. **Website Update:** Posting newsletters, IIFHL courses, dinners and Annual Meeting notification.
6. **Review of Board meeting minutes:** Last board meeting occurred in 2019 due to COVID.
7. **Director’s Report:** Dr. Dale Smith retiring from USUHS as the Military and Medical History and has been a long-term supporter of the Institute. Dr. Southby will draft a note of thanks which we will post on our website and disseminate via e-mail to our membership.

A reminder will also be disseminated to respective service representatives regarding the need for IIFHL candidates to be at the O6/senior O5 level to facilitate strategic communications and discussion based on commensurate experience to continue to maintain and enhance the quality and content of the program.
8. **By-Law Update:** Set-up for review 7-8 Sep 2023.
9. **Annual Business Meeting:** Projected to be held in conjunction with AMSUS Annual Meeting in Feb 2024. Feedback from the last session was to hold our meeting in the afternoon to facilitate an increased presence and will plan to continue as such.
10. **Annual Scholarship Application:** Will review website language and send via email as a reminder to membership with a proposed deadline extension to 31 Jul 2023.
11. **DSA Recipient:** Two candidates were suggested for consideration, will be reviewed and considered in coordination prior to announcement during our annual meeting.
12. **Future board membership:** Term limits proposed – will be a part of the bylaw review and update. W-9 also updated.
13. **Institute Dinner:** See above.
14. **Open agenda items:** More involvement request from Jim Kile. Get together planned in Canada in 2024.

