

**DFW-CHW Association**  
**Board of Directors Meeting Agenda**  
*May 19, 2021*

**Present and Phone:**

**Absent:**

<b>Topic</b>	<b>Discussion</b>	<b>Action Items</b>	<b>Responsible Party</b>
<b>Treasure Update</b>	<ul style="list-style-type: none"> <li>• 879 was transferred from PayPal and that's most of our membership fees</li> </ul>		Denise
<b>Membership Updates</b>	<ul style="list-style-type: none"> <li>• 93 members, there are a lot of renewals.</li> </ul>	<ul style="list-style-type: none"> <li>• Katie is scheduled to make those changes to our account next week</li> </ul>	
<b>Partner</b>	<ul style="list-style-type: none"> <li>• DFW have joined as a partner</li> </ul>		
<b>Announcement of events during CHW week</b>	<ul style="list-style-type: none"> <li>• Unity conference, The State Conference Estate Association Conference</li> </ul>	They want to establish a focus group and a UMT researcher will lead it.	
<b>Organizational Capacity Assessment</b>	<ul style="list-style-type: none"> <li>• We've already identified what areas we need to improve in and we're working on the improvement plan.</li> </ul>	Once it is done it will be presented to the board for approval and implementation.	
<b>Conference</b>	<ul style="list-style-type: none"> <li>• Meetings are weekly, it will be Friday, July 23 from 9 am to 2 pm. With a 30-minute break</li> </ul>		
<b>Sponsor Form</b>	<ul style="list-style-type: none"> <li>• Discussion on which platform will be more suitable for forms.</li> </ul>	A draft google form will be establishing for sponsors.	Denise

<b>Conference Giveaways</b>	<ul style="list-style-type: none"> <li>• Conference packet and giveaways will be sent ahead of time.</li> </ul>	<p>The nomination form will be like the one from last year. Early registration starts on Monday. An announcement will be sent along with the link for the nomination form.</p> <p>They'll go live on Monday, the early member of the early bird registration.</p>	Denise
<b>Conference Planning</b>	<ul style="list-style-type: none"> <li>• Who will be available till the end and who doesn't have anything to work on? Where can each person help.</li> </ul>	<p>Email will be sent out to everyone who is on the calendar invitation who initially said they would exactly do conference planning.</p>	Denise
<b>Employer Forum</b>	It was scheduled for next month.	The forum will be changed to August	Denise
<b>CEAL Project</b>	We are revising the survey because the original survey was heavily focused on clinical trials.	The CEAL grant ends in August	Denise
<b>Happy Hour</b>	It should be in the evening on an outdoor patio, so that a lot of people are vaccinated.	People need to be registered so that there is a head count. It should be in an area like bar Louie.	Denise