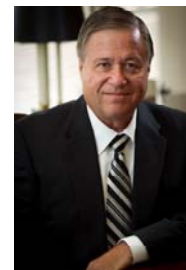


From the President

Richard Rogers

It is hard to believe, but . . .



April will mark my 9th anniversary in North Carolina. I remember well my first morning at Wayne Memorial Hospital. As I was meeting with my CEO, he handed me a brochure and requested that I attend a meeting later that week in Asheville. (Remember, I just arrived from Ohio. Where's Asheville?) The meeting I was asked to attend was the Spring Conference of our Association. Looking at a map, Asheville didn't seem that far away so with my Map Quest directions I decided to begin my travels late in the day. Can you see a problem? Surprise, five hours later, I arrived at the Grove Park Inn. It was 2:00 a.m. to be exact and with the guided assistance of an Asheville Police Vehicle. Honestly, no flashing lights. At that point, my only focus was to check in and call it a night.

Upon opening my window that morning I knew I was in a special place (Toto, welcome to the Emerald City!) What a view, golf course, mountains, Carolina blue sky, (you know what I am saying)...it doesn't get any better than that! Except, there was more to experience ... **THE PROGRAM!** Having attended other State HR healthcare conferences, my expectations were not high. However, after attending this conference, I left impressed with the **program content, speakers** and the **professional networking** that I was able to achieve with vendors and my fellow members at my first North Carolina Healthcare Human Resources Association Conference. At the end of this conference there was this most unusual ceremony. Was this my birthday? Christmas? Awards and gifts were spread upon many. My name was drawn from a bowl and I won a weekend stay at Ocracoke Island (Remember Ohio? What's an Ocracoke?)

Continued →

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From the President

continued

I left the conference with new and relevant information and ideas that I could use and apply immediately. I also had the opportunity to build relationships with my peers whom I could contact and rely on for support and guidance. **I found the NCHHRA conference of Value!** That value has continued with each subsequent conference because of the committed involvement of our members in sponsoring educational opportunities and resources for the betterment and professional growth of all members. This year's conference committee, chaired by Lesley Hunter, has planned another outstanding line-up of speakers and topics for our 2011 Annual Conference, May 18-20 in Myrtle Beach, SC. This will be an outstanding conference you do not want to miss.

As we move forward, I encourage all members to be actively engaged in our Association;

- Support your District Director and participate in district meetings
- Contribute your ideas for Conference programs
- Promote, contact and extend an invitation of membership to a healthcare human resource professionals who is not member
- Network with members, provide support as requested
- Express your interest in a leadership role of the Association. Chair or become a member of a key Committee, express your interest in assuming a District Director role
- Attend the NCHHRA Annual Business Meeting and Conference

Above all, remember as Human Resource Professionals we are in the profession of "people helping people." And if you see someone arriving in Myrtle Beach with a police escort.... I promise it won't be me!

Richard K. Rogers, FACHE



NCHHRA Conference Scholarship Fund

NCHHRA will provide one member from each of the six districts with a scholarship to cover one full-conference registration and two nights' standard hotel accommodations.

Purpose

To provide financial assistance to an NCHHRA member interested in attending the 2011 NCHHRA Conference. The objective is to provide healthcare HR practitioners with a venue to receive educational tools and resources, in addition to networking opportunities that will allow them to become successful healthcare HR leaders.

Guidelines

- The scholarship must be used for the 2011 Conference only
- The scholarship will be awarded to **one recipient** per district
- Applications must be received by **April 10, 2011** to be considered for the award
- Late applications will not be reviewed
- Award recipients will be notified a minimum of **4 weeks** prior to the conference
- Award recipients must prepare a summary on an assigned conference presentation to be published in the NCHHRA *Affirmative Faction* newsletter
- Award recipients will have conference registration and hotel accommodations arranged by NCHHRA

Criteria

- Applicant must show financial need for the scholarship
- Applicant must be planning to attend the conference
- Consideration will be given to members of NCHHRA

What NCHHRA will not fund

- Consultants / Non-practitioners

Click here → [nchhra](http://nchhra.org) more information on Guidelines, Criteria and Application Form

All materials must be received by April 10, 2011

Send application materials to:

Denise.ohara@wilmed.org

Denise O'Hara, MSHR
Vice President, Human Resources/OD/Wellness
Wilson Medical Center
1705 Tarboro Street, SW
Wilson, NC 27893
252.399.8017
Fax: 252.399.8825

Mark Your Calendar
SAVE THE DATE

North Carolina Healthcare Human Resources Association
2011 Conference and Membership Meeting
May 18 – 20, 2011



Eight Presentations and Eleven Speakers!

- ❖ Building A High Reliability Organization: Lessons Learned from Naval Aviation Steve Kreiser, Consultant
- ❖ Top 10 Errors Found in Retirement Plans: Martha Sadler, Managing Director, Human Capital RSM McGladrey
- ❖ Hospital – Physician Alignment: Revisiting the Employment Model Michael Smith, CPA, VP Physician Practice Management, CarolinaEast Health System, Kyle Dickerson, JD., and Fred Carmichael, JD, Summrell, Suggs, Carmichael, Hicks and Hart.
- ❖ How to Deal with Change: Denise Ryan, MBA, CSP
- ❖ Legal Update: Jeff Thompson, JD.
- ❖ Managing Fiduciary Responsibilities: What Plan Sponsors Should Know.
- ❖ TIAA – CREF Timothy Walsh, Managing Director of Product Development Steven Kronheim, Vice President and Associate Counsel
- ❖ Healthcare Reform/Legislative Compliance: Frazier Ives, JD, VP Benefits Compliance Leader, Wells Fargo Insurance Services
- ❖ State Update: Don Dalton, VP of Public Relations NCHA

Click here to complete the registration form:
http://www.nchhra.org/Attendee_Registration_Form.doc

2011 ASHHRA UPDATE



From Grace Moffitt

NCHHRA Members,

It gives me great pleasure to provide you my first ASHHRA update of 2011! It is an exciting time to be a member of the ASHHRA Board. The theme for ASHHRA and the Board for 2011 is "It's All About the Members". We want to be your first choice for health care HR knowledge; providing products and services to advance the health care HR profession.

Here are a couple of features, which help demonstrate our commitment to advancing our profession and assisting you as members.

ASHHRA launched the eLearning Network in February 2011. This service is a tremendous benefit to members. It offers the opportunity for recertification credits and educational sessions online without the expense of travel. Take a moment to visit the site.



[Click here to find out.](#)

- *Learn at your own pace*
- *Advance your career*
- *Earn recertification credits*

Current ASHHRA members can simply log in to www.ashhra.org and be recognized on the eLearning Network!

The 2011 ASHHRA Conference is another fabulous opportunity to learn best practices and network with colleagues across the country. The Conference, "An Era of Change -- An Evolution in Health Care HR" will be in Phoenix, Arizona, September 10-13, 2011. Henry Winkler is the keynote speaker. Take advantage of the early bird registration by registering by March 31, 2011.



- [First, REGISTER for Annual Conference](#)
Early Bird Special ends March 31st

ASHHRA 47th Annual Conference & Exposition

Phoenix, Arizona | Sept. 10-13, 2011

- [Then, RESERVE Your Hotel Room](#)

We were all saddened with the death of long-term ASHHRA member Gary Willis last year. Gary was a highly committed ASHHRA member who was a champion for advancing the health care HR profession. A scholarship is now available to honor Gary's memory. The scholarship is available for mid-level HR managers or directors for educational opportunities. There will be two scholarships of \$2500 awarded. Please consider applying for or nominating someone for this special opportunity. The deadline for submission is April 1, 2011.

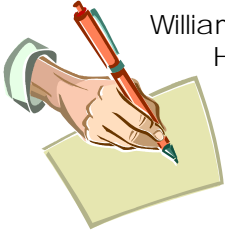
[**Click here → Apply now or nominate someone.**](#)

As always, I welcome your feedback on ways ASHHRA can serve you better. Please feel free to email me at grace.moffitt@mosescone.com.

Hope to see you in Phoenix in September!

Scholarship Recipient Essay

From Denise Bosse



William F Moskal, Ed.D (Bill) gave a very impressive presentation at the North Carolina Healthcare Human Resources Association's 2010 Fall Conference entitled 10 Demandments for Leaders: Imperatives for Exceptional Teamwork and Outstanding Results. For his presentation he had three objects: to learn the ten requirements that leaders need to demand of themselves, to determines the best team structures for the best outcomes, and to understand how to reward teams first and stars second.

The first demand is understanding team culture and how that culture is unique to the purpose, individuals and circumstances of the team. He wanted to make sure we knew the difference between a team and a "turf." Primarily a team is a cohesive group that moves towards a common goal and is allegiant to each other and affiliated with other teams. Where as a "turf" is directed or dictated by few and tend to be accusatory. When building team culture it is important to recognize what type of team each situation requires. Bill stated that on Wikipedia there was listed 634 types of teams and as not to be overwhelming he broke those types in to four larger categories of Project Teams, Process Teams, Network Teams, and Self-Managing Teams.

In creating a team's culture a leader needs to look at the structure of the team and how it provides purpose, guidelines and alignment to give the team freedom to achieve its goals. When the leader creates structure and builds relationships for the team it is developing a sense of ownership of the team by its members. This ownership is even more so established when its leader makes the group engaged in its actions and goals and empowering the team to achieve their goals. The structure itself gives an alignment within the team between the actions and outcomes and yields retention from its members. While creating the structure the leader along with the members of the team is determining its values and vision. Once the culture is established with structure and relationships in place the next demand is building awareness of your team's purpose, readying your team to achieve its goal and making sure there is an acceptable level of commitment within the team.

At some point the team will face challenges, a leader's demand in these instances would be to make sure your team is prepared to overcome these obstacles and use them as learning tools to enhance the team. Some tips and tools that Bill recommends leaders take advantage of during these situations included allowing some time for the team to express their dislikes of the challenges, allowing a limited and small gripe session. However, afterwards the majority of the team's efforts should be focused on moving forward and conquering these challenges. Leaders need to realize during obstacles that it is more about priority management than time management to still be an effective team, making sure you are remembering your goals, vision, and values of the team. Bill also recommended that a period off-site "advancement" should be held every 12 - 16 weeks. Bill gave an example of when working with clients that were Navajos and they were planning a retreat, they did not like the term retreat and stated that "Navajos do not retreat they advance!"

Another tool to use in getting past obstacles is using milestone evaluations from internal customers of the team. In times of challenge a leader needs to know the individuals that make up the team. Getting to know their values and acknowledging them as individuals at least once a week. This should take up at least 25 percent of a leader's time. In getting to know your team members it will help you to follow the platinum rule: "Treat other as they would like to be treated." In understanding the team it will help a leader to be able achieve outcomes in times of change and know a successful process to implement change. Change occurs all the time and knowing the factors of change can help a leader to avoid

processes that lead to outcomes of no change, slow change, or negative outcomes (such as confusion, anxiety, and or frustration.)

Recognition and rewards is another demand of a leader. When providing those to a team Bill would like us to remember that you want to provide recognition and rewards to the team as a whole first and secondly providing those to the star performers on the team. This helps to reinforce the cohesiveness of the team. When determining what type of recognition and rewards are beneficial to team and individuals you will need their input. Also remembering that each team and situation a team is in will dictate what recognition and rewards are used and just because one was successful in the past to achieve a certain outcome does not guarantee it will work again.

Next Bill revisited the demand of ownership is very important to have within a team. The ownership provided by the engagement and empowerment of the team by the leader. Bill presented the idea that we as people value and will take care of what we own. If the purpose is not owned by the team as a group and individually they will not strive to be successful in achieving it. Engagement from the team members requires commitment in the goals. Establishing commitment and engagement starts when the team's culture is forming; creating their vision, values and the process that they will use to achieve their goals. Empowerment is given by the leader through how the leader distributes the priorities throughout the team. An exercise that Bill had us complete was listing the team's top 10 priorities. He stated that when handing out the top three of those priorities for the team to accomplish is delegating. In handing out the bottom three of those priorities are considered dumping. Individuals are well aware of what the team's priorities are and will know the difference between delegating and dumping.

Trust is essential to have within your team. Trust between the team members and between the leader and team. Without trust a leader will not be able to create ownership and the team's culture will reflect that lack of trust. The outcomes and goals may be achieved but most likely not with the level of satisfaction that is required.

The last demand of a leader is remembering that individuals make up the team and they will create the success of a team. The Leader needs to foster a team culture that supports the individuals' self-esteem, which will in turn create a positive team-esteem. In recognizing the individual needs a leader builds a stronger team. Within that idea is that a balance exists between the work that must occur to achieve the goals and purpose of the team and the informal camaraderie that will take place through the interactions of the team. A leader's demand is to make sure that there is time for both.

Overall Bill gave a wonderful presentation that I found to be very thought provoking. He is a wonderful presenter and I would like to take this time to thank him for sharing his 10 Demandments for Leaders.



Denise D. Bosse
Employment Coordinator
Human Resources
Granville Health System



NCHHRA Board of Directors - 2010 Audit

A year-end audit was conducted reviewing the goals and accomplishments of each officer and the district directors of the North Carolina Healthcare Human Resources Association (NCHHRA). The following information reflects the accomplishments for calendar year 2010.

President: Denise O'Hara

1. Oversaw, directed and led the activities of the Executive Committee and the Association to achieve goals and objectives established by each officer
2. Appointed committee chairs before the first Executive Committee meeting and requested that each appoint at least one additional member to his/her committee
3. Conducted quarterly (4) Executive Committee Meetings
4. Conducted annual membership meeting
5. Maintained active membership in ASHHRA
6. Attended the ASHHRA Annual Conference
7. Expanded communication to membership ensuring change to one conference did not impact networking and information among members.
8. Presented the Audit Report for prior year to the Executive Committee and reported results to the membership
9. Developed goals and objectives for the year based on the needs of the Association and interests of members
10. Collected goals and objectives from each officer; published those along with those of the President in the first *Affirmative Faction* of the calendar year.
11. Contributed four articles to *Affirmative Faction*
12. Networked with other Human Resources and/or Healthcare Associations, such as SHRM, ASHHRA, NCHA, NCONL, etc. for the purposes of sharing mutually beneficial information and achieving common goals; presented report of NCHA activities at the annual conference
13. Recognized officers by sending Thank You letters to their CEO's
14. Prepared and submitted entry for ASHHRA Outstanding Chapter Contribution Award and ASHHRA Outstanding Chapter President Award as deemed appropriate
15. Promoted the benefits of NCHHRA and ASHHRA to non-members; kept membership informed of ASHHRA activities
16. Supported all officers as requested
17. Provided annual report to the membership indicating President's and officers' successes in meeting goals for the year

President-Elect: Richard Rogers

1. Served as Program Chair and Conference Coordinator for the annual conference
2. Attended and participated in four executive committee meetings, one (1) business meeting, and the annual conference during year of service
3. Prepared to assume President role the following year
4. Developed and presented goals to President by the first executive committee meeting of the calendar year
5. Chaired the Program Committee. Members of this committee also included the President-Elect, the Vice President of Membership and the Treasurer. Other members were recruited to assist
6. Coordinated quality education programs and agenda for the annual conference. Took prior evaluation results into consideration when planning. Ensured that registration materials for members and exhibitors were distributed in a timely manner; two months prior to conference date. Ensured that speakers' and exhibitors' needs were met. Coordinated payment and/or exchanges for speaker fees. Distributed conference objectives and evaluation surveys; shared results with Executive Committee; passed on to the next President-elect
7. Selected and ordered gifts for outgoing officers; presented gifts at the annual conference
8. Maintained active membership in ASHHRA
9. Submitted a minimum of one article to *Affirmative Faction*, as communication was needed with membership, such as conference location, agenda, registration form, etc.
10. Provided final report of activities and success with meeting goals to the President

Immediate Past-President: Bob Borbet

1. Prepared ASHHRA Chapter Management Recognition Program entry
2. Attended and participated in three (3) executive committee meetings, one (1) business meeting, annual conference and the annual ASHHRA membership conference
3. Served as chapter advisor; educated President about ASHHRA and Chapter Management Recognition Program
4. Developed and presented goals to President by the first executive committee meeting of the calendar year
5. Provided Executive Committee members with updated NCHHRA Officers handbook at the first meeting of the calendar year. Provided overview of the materials at the meeting.
6. Prepared and submitted ASHHRA Chapter Management Program entry by the due date. Requested assistance from other officers and general membership as needed
7. Chaired the Nominating Committee. Submitted the slate of candidates at the business meeting of the annual conference and provided an opportunity for additional nominations from the floor
8. Maintained active membership in ASHHRA
9. Promoted ASHHRA; kept membership informed of ASHHRA activities
10. Submitted a minimum of one article to *Affirmative Faction*, as communication was needed with memberships, such as elections, ASHHRA, chapter management program, etc.
11. Provided final report of activities and success with meeting goals to the President

Vice President – Membership: Lesley Hunter

1. Attended three (3) executive committee meetings, one (1) business meeting and the annual conference during year of service
2. Prepared to assume the role of President-Elect if needed
3. Developed and presented goals to President by First executive committee meeting
4. Chaired the Membership Committee. Selected President-Elect and Treasurer to serve on committee
5. Maintained up-to-date listing of members with applicable information. Make available to other officers as requested
6. Solicited membership for NCHHRA and ASHHRA by distributing application packets (letters, applications, and brochures) to interested individuals. Made every attempt to increase membership each year. Worked closely with the District Directors to identify potential members for solicitation. Recommended and implemented methods for attracting new members to attain the NCHHRA membership goal of 130 members
7. Received and reviewed applications for membership with committee; determined eligibility. Sent a letter of acceptance to new member, added to roster, prepared certificate of membership, notified applicable District Director and sent check for dues payment to Treasurer
8. Sent membership renewal notices to members in early January with deadline for payment by April 15. Offered discount if paid by April 15. Maintained record of those who paid and those who were delinquent. Sent reminder notices and telephoned those who had not paid by mid-March.
9. Sent all membership dues checks to Treasurer
10. Prepared and distributed a membership roster in the summer that included ASHHRA designation of all members, ASHHRA Officers, Region 3 Representative and ASHHRA Executive Director for the year. Utilized Secretary to assist with roster preparation and distribution
11. Prepared and presented a Membership Report at each executive and business meeting. The report included the number of current members, number of application packets distributed and a listing of those who joined or terminated membership since the prior report.
12. At the annual conference, held a new member orientation. Prepared an agenda and distributed written materials (history of Association, membership benefits, membership roster with elected officers, committee chairs and bylaws, listserve information and ASHHRA information) to cover relevant information about the association. Discussed information provided and opportunities for involvement with attendees. Prepared an evaluation survey for attendees to complete. Recognized each new member and presented each with a certificate of membership at the business meeting.
13. Compiled results of the new member orientation evaluation survey and reported results at the following Executive Committee meeting.
14. Maintained active membership in ASHHRA.
15. Provided final report of activities and success with meeting goals to the President

Secretary: Tonva Jones

1. Attended four (4) executive committee meetings, one (1) business meeting and the annual conference during year of service
2. Developed and presented goals to President by the first Executive Committee Meeting
3. Took minutes at four executive committee meetings and two business meetings. Maintained accurate minutes with attachments, to include but not limited to officer reports, financial reports, conference evaluation results and membership reports
4. Distributed minutes for review and approval by the Executive Committee
5. Maintained copies of all correspondence to membership, even if distributed by other officers, such as meeting notifications, conference programs, conference evaluation forms, etc.
6. Maintained active membership in ASHHRA
7. Provided final report of activities and success with meeting goals to the President
8. Recorded and presented minutes of all executive committee and business meetings of the NCHHRA and served as record keeper of the organization.

Treasurer: Karen Moorefield

1. Attended three (3) executive committee meetings, one (1) business meeting and annual conference during year of service
2. Developed and presented goals to President by First executive committee meeting
3. Updated Association bank account records to identify appropriate signatures
4. Maintained detailed records of funds received and expenses for which checks were written. Wrote checks as requested; obtained President's signature for expenses in excess of \$1000. Utilized NCHHRA's laptop computer and software to maintain financial records
5. Assisted in preparation of Tax Form 990 for the 2009 fiscal year
6. Prepared Expense and Revenue report for year-end Executive Committee meeting. Distributed report to full membership at the annual conference. Published annual report in Affirmative Faction at year-end.
7. Budget prepared for the following year and submitted to membership at the annual conference requesting approval at a later date until accurate reflections of expenses and revenues were received following the annual conference. Submitted to the Executive committee and approval obtained via phone conference.
8. Maintained active membership in ASHHRA.
9. Submitted finance reports to Affirmative Faction as communication was needed with membership, such as revenue and expense information, budget for New Year, etc.
10. Provided final report of activities and success with meeting goals to the President
11. Collected and deposited all funds received by the organization, balanced the NCHHRA accounts, maintained all financial records, developed financial statements and presented the financial reports to the executive committee and the membership. Coordinated the annual financial audit and assisted with submitting the tax returns to the IRS.

Chair, Internet and Website Committee: Polly Weese

1. Attended three (3) executive committee meetings, one (1) business meeting and the annual conference during year of service
2. Developed and presented goals to President by the first executive committee meeting
3. Selected a committee (at least one other member) to assist with responsibilities
4. Developed and maintained Website by updating information as it changed, such as officers and conference information
5. Maintained and managed the "L" (NCHHRA Listserve,) approving new members and removing former members as appropriate

6. Provided reports at Executive Committee meeting and made recommendations regarding Website capabilities, links and access to the "L"
7. Reported status of activity at each Executive Committee meeting
8. Submitted a minimum of one article to *Affirmative Faction*, as communication was needed with membership, such as new Web information, Listserve guidelines, common Listserve questions and answers, etc.
9. Provided final report of activities and success with meeting goals to the President
10. Currently in the process of redesigning the NCHHRA website.

Chair, Scholarship Committee: Sherry Cox

1. Attended two (2) executive committee meetings, one (1) business meeting and the annual conference during year of service
2. Developed and presented goals to President by the first executive committee meeting
3. Selected a committee (at least one other member) to assist with responsibilities
4. Marketed inside and outside the Association the availability of a \$1000 scholarship to Jr., Sr. or Graduate students in an HR-related field of study who have aspirations of entering the HR field after graduation
5. Worked closely with the Scholarship Coordinator of the Health Occupational Students of America to schedule to interview and select students for a \$1000 and \$2000 scholarship.
6. Interviewed students on March 25, 2010 at Koury Convention Center in Greensboro. Requested check from Treasurer and presented scholarships to recipients
7. Reported status of activity at each Executive Committee meeting.
8. Submitted a minimum of one article to *Affirmative Faction*, as communication is needed with membership, such as availability of scholarships, recipient information, etc.
9. Provided final report of activities and success with meeting goals to the President
10. Sent letters of thanks to donors to the scholarship funds.

Chair, Student Affiliation Committee: Mandy Eaton

- Attended three (3) executive committee meetings, one (1) business meeting and one (1) conference during year of service
- Developed and presented goals to President by the first executive committee meeting
- Selected a committee (at least one other member) to assist with responsibilities
- Developed and maintained relationships with HR Students and HR Educators to support research opportunities, internships, projects, etc. that would be mutually beneficial
- Kept the membership informed of student/educator interest in working with individual healthcare organizations; facilitated partnerships between schools and hospitals as well as the NCHHRA
- Encouraged student/educator participation in annual conferences to promote their interests, research and programs
- Reported status of activity at a Executive Committee meeting
- Submitted a minimum of one article to *Affirmative Faction*, as communication was needed with membership, such as opportunities available to work with students, outcomes of projects/research, internship assignments, etc.
- Provided final report of activities and success with meeting goals to the President

Chair, Compensation/Benefits Survey Committee: Vince Watson

- Attended four (4) executive committee meetings, one (1) business meeting and one (1) conference during year of service
- Developed and presented goals to President by the first executive committee meeting
- Selected a committee (at least one other member) to assist with responsibilities
- Coordinated selection of consultant to conduct annual survey
- Worked closely with survey consultant to develop and design a survey that was meaningful for NCHHRA members
- Solicited feedback from membership to continually enhance the data collection process, timing, jobs surveyed and final survey document
- Determined development costs and recommended survey prices to the Executive Committee
- Coordinated data collection, collected payments for survey results and distributed surveys
- Reported status of activity at an Executive Committee meeting
- Submitted a minimum of one article to *Affirmative Faction*, as communication was needed with membership, such as deadlines, new survey items, distribution dates, etc.
- Provided final report of activities and success with meeting goals to the President

Chair, Legislative and By-Laws Committee: Tom Stevens

- Attended two (2) executive committee meetings, one (1) business meeting and one (1) conference during year of service
- Developed and presented goals to President by the first executive committee meeting
- Selected a committee (at least one other member) to assist with responsibilities
- Obtained/renewed SHRM membership for access to their website and important legislative information
- Kept membership informed of active legislative issues, decisions and status
- Reported status of activity at Executive Committee Meetings
- Submitted a minimum of one article to *Affirmative Faction*, as communication was needed with membership, such as contact information for State legislators, recent legislative actions, etc.
- Provided final report of activities and success with meeting goals to the President

Chair, Audit Committee: Denise Laws

- Attended four (4) executive committee meetings, one (1) business meeting and one (1) conference during year of service
- Developed and presented goals to President by the first executive committee meeting
- Selected a committee (at least one other member) to assist with responsibilities

- In December, requested that each officer for the prior year submit a report to the committee indicating annual goals and success toward meeting those goals
- Requested from the Treasurer a copy of all financial records; review for accuracy, consistency, appropriate signatures, irregularities, etc. once the Treasurer books were closed for 2010
- Submitted a minimum of one article to *Affirmative Faction* to communicate results of the Audit
- Provided a final Audit Report to the President

Chair, Communications/Newsletter Committee: Grace Moffitt

- Attended four (4) executive committees (in person or by conference call), one (1) business meeting and one (1) conference during year of service
- Developed and presented goals to President by the first executive committee meeting
- Selected two committee members to assist with responsibilities
- Collected articles for the newsletter for 2010 from the membership including standing articles from the President and Vice President of Membership
- Prepared and published four (4) newsletters, keeping the membership informed of Executive Committee, legislative updates, ASHHRA and Association activities
- Reported status of activity at each Executive Committee meeting
- Provided final report of activities and success with meeting goals to the President

District I Director: Becky Smith

- Did not provide a final report of activities and success with meeting goals to the President

District II Director: Andrea West

- Attended three (3) executive committee meetings, one (1) business meeting and one (1) conference during year of service
- Developed and presented goals to President by the first executive committee meeting
- Maintained contact and developed relationships with membership in applicable District
- Made contact, encouraged membership and participation by non-members who were eligible for membership. Maintained copies of all communications with members and non-members. Followed-up with these individuals periodically to determine and promote membership
- Worked closely with the Vice President, Membership to identify candidates for membership and ensured they received applications if needed
- Submitted a minimum of one article to *Affirmative Faction* regarding activity in the district, including information about district meetings, topics, speakers, district projects, member activities, etc.
- Held two (2) educational/networking meetings with members and qualified non-members in the district.
- Assisted other officers with distribution of information, requests for information/ activity, etc. from membership in applicable district as needed
- Reported status of activity at each Executive Committee meeting
- Provided final report of activities and success with meeting goals to the President

District III Director: Helen Moore

- Attended three (3) executive committee meetings, one (1) business meeting and one (1) conference during year of service
- Developed and presented goals to President by the first executive committee meeting
- Maintained contact and developed relationships with membership in applicable District
- Made contact, encouraged membership and participation by non-members who were eligible for membership. Maintained copies of all communications with members and non-members. Followed-up with these individuals periodically to determine and promote membership
- Worked closely with the Vice President, Membership to identify candidates for membership and ensured they received applications
- Followed-up with new members upon notification of membership as needed
- Served as a mentor at the conference new members attended; attended new member orientation to welcome and introduce new members
- Submitted a minimum of one article to *Affirmative Faction* regarding activity in the district, including information about district meetings, topics, speakers, district projects, member activities, etc.
- Held one (1) educational/networking meeting with members and qualified non-members in the district.
- Assisted other officers with distribution of information, requests for information/ activity, etc. from membership in applicable district as needed
- Reported status of activity at each Executive Committee meeting
- Provided final report of activities and success with meeting goals to the President

District IV Director: Maria Stephens

- Attended four (4) executive committee meetings, one (1) business meeting and one (1) conference during year of service
- Developed and presented goals to President by the first executive committee meeting
- Maintained contact and developed relationships with membership in applicable District
- Made contact, encouraged membership and participation by non-members who were eligible for membership. Maintained copies of all communications with members and non-members. Followed-up with these individuals periodically to determine and promote membership
- Served as a mentor at the conference new members attended; attended new member orientation to welcome and introduce new members
- Submitted a minimum of one article to *Affirmative Faction* regarding activity in the district, including information about district meetings, topics, speakers, district projects, member activities, etc.
- Held one (1) educational/networking meeting with members and qualified non-members in the district.
- Assisted other officers with distribution of information, requests for information/ activity, etc. from membership in applicable district as needed
- Reported status of activity at each Executive Committee meeting
- Provided final report of activities and success with meeting goals to the President

District V Director: Ginger Scott

- Attended two (2) executive committee meetings, one (1) business meeting and one (1) conference during year of service
- Developed and presented goals to President by the first executive committee meeting
- Maintained contact and developed relationships with membership in applicable District
- Made contact, encouraged membership and participation by non-members who were eligible for membership. Maintained copies of all communications with members and non-members. Followed-up with these individuals periodically to determine and promote membership
- Worked closely with the Vice President, Membership to identify candidates for membership and ensured they received applications
- Followed-up with new members upon notification of membership as needed
- Served as a mentor at the conference new members attended; attended new member orientation to welcome and introduce new members
- Held one (1) educational/networking meeting with members and qualified non-members in the district.
- Assisted other officers with distribution of information, requests for information/ activity, etc. from membership in applicable district as needed
- Reported status of activity at each Executive Committee meeting
- Provided final report of activities and success with meeting goals to the President

District VI Director: Beth Beswick

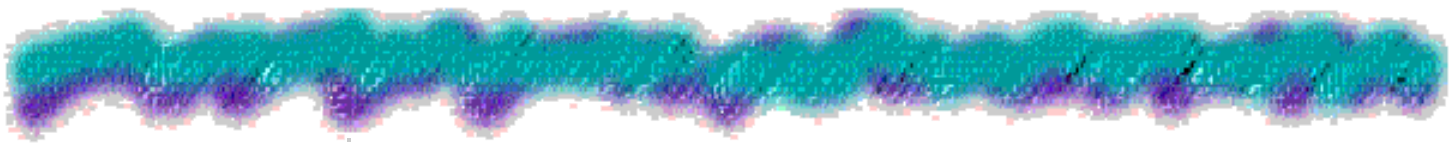
- Attended three (3) executive committee meetings, one (1) business meeting and one (1) conference during year of service
- Developed and presented goals to President by the first executive committee meeting
- Maintained contact and developed relationships with membership in applicable District
- Made contact, encouraged membership and participation by non-members who were eligible for membership. Maintained copies of all communications with members and non-members. Followed-up with these individuals periodically to determine and promote membership
- Worked closely with the Vice President, Membership to identify candidates for membership and ensured they received applications
- Followed-up with new members upon notification of membership as needed
- Served as a mentor at the conference new members attended; attended new member orientation to welcome and introduce new members
- Submitted a minimum of one article to *Affirmative Faction* regarding activity in the district, including information about district meetings, topics, speakers, district projects, member activities, etc.
- Held one (1) educational/networking meeting with members and qualified non-members in the district.
- Assisted other officers with distribution of information, requests for information/ activity, etc. from membership in applicable district as needed
- Reported status of activity at each Executive Committee meeting
- Provided final report of activities and success with meeting goals to the President

Financial Records

The 2010 bank statements were audited and reconciled. Records were kept up-to-date and balanced indicating all appropriate entries consistent with banking records. Year-end balances were accurately reflected on the bank statement, checkbook, and interest bearing accounts.



**Respectfully Submitted by
Denise Laws, Chair-Audit Committee**



LEGISLATIVE AND BY-LAWS COMMITTEE REPORT

NCHHRA FALL CONFERENCE

September 8-10, 2010

A) EEOC's GINA Regulations

The Equal Employment Opportunity Commission has issued final regulations implementing Title II of the Genetic Information Nondiscrimination Act (GINA). Title II prohibits employment discrimination based on genetic information as well as the collection, use and disclosure of genetic information in connection with employment. While GINA went into effect in May 2008, the EEOC's new regulations were effective January 1, 2011. Although most employers do not consider genetic information in employment decisions, and also do not believe that they have collected or received any genetic information regarding their employees, GINA's definition of genetic information is very broad. It includes medical information regarding the health status of an employee's family, and may be obtained when an employee requests bereavement leave, FMLA for a family member, when discussing the health status of a family member, and when obtaining information from an employee for a wellness program. As there are legitimate reasons for an employer to collect and disclose employees' genetic information it is important to understand both the prohibitions and exceptions to GINA Title II.

B) Affirmative Action and the OFCCP

The Director of the Office of Federal Contract Compliance Programs has signed a directive in December 2010, entitled "Coverage of Health Care Providers and Insurers." As of February 1, 2011, the directive had not yet been published. Of importance is that the Directive supersedes a Directive issued in 1993, which explained that health care providers that received payments from Medicare/Medicaid were not Federal contractors. The new Directive explains the various Medicare programs, and states that providers who are recipients of Medicare Parts A and B and Medicaid continue to be excluded from Federal contractor coverage, as these are considered Federal financial assistance programs. The OFCCP is now taking the position, however, that contracts related to Medicare Parts C and D may render a provider a Federal contractor. Several court decisions have found healthcare providers to be Federal subcontractors for these reasons, all of which are currently under appeal. It is recommended that hospitals and other healthcare providers who receive reimbursement from Medicare and Medicaid review these agreements and consult with counsel.

NCHHRA BY-LAWS UPDATE

No by-law updates indicated.



Just received from Connie Culpepper, NC SHRM State Council, Governmental Affairs - East

You should be aware that controversial legislation - HB63 Firearm in Locked Motor Vehicle/Parking Lot - was recently filed at the North Carolina General Assembly. This legislation, if passed and becomes law, would mandate *every employer with more than two employees* to allow an employee to bring a firearm to work as long as it is locked and kept out of sight in the employee's car.

The bill also says that if a person is injured as a result of the employer not allowing guns on the property, that the person or their estate may bring civil action against the employer. This matter is moving quickly, and may be considered as early as the first part of next week.

To find out who represents you in the North Carolina House, go to <http://www.ncga.state.nc.us/GIS/RandR07/Representation.html>. You can look up your legislators by district, county, or zip code or link to the State Board of Elections web page.

Be sure to make your views known on this important issue.



**Respectfully Submitted,
Tom Stevens. Chairperson
Legislative Affairs/Bylaws**

2011 NCHHRA Executive Committee:

President	Rick Rogers, Vice President HR, Wayne Memorial Hospital richard.rogers@waynehealth.org
Past-President	Denise O'Hara, Vice President HR, Wilson Medical Center denise.ohara@wilmed.org
President-Elect	Lesley Hunter, Director of HR, CarolinaEast Health System lhunter@carolinaeasthealth.com
VP, Membership	Maria Stephens, Director of HR, Granville Health System mstephens@granvillemedical.com
Treasurer	Tonya Jones, VP HR, Maria Parham Medical Center jonesto@mphosp.org
Secretary	Vince Watson, Manager, Compensation, UHS vince.watson@uhseast.com

District Directors:

District 1	Amy Crabbe, Sr. VP HR, Appalachian Regional Healthcare acrabbe@apprhs.org
District 2	Andrea West, Manager Compensation, Novant Health amwest@novanthealth.org
District 3	Christine McKenzie, Director of HR, Lake Norman Regional Medical Center Christine.McKenzie@hma.com
District 4	Tim Hays, VP Human Resources, Johnston Health thays@johnstonhealth.org
District 5	Sondra Davis, Vice President HR, Harnett Health System sadavis@bjrh.org
District 6	Beth Beswick, Vice President HR, Carteret General Hospital bbeswick@ccgh.org

Committee Chairpersons:

Audit Committee	Denise Laws, Senior HR Coordinator, Wayne Memorial Hospital denise.laws@waynehealth.org
Communication/Newsletter	Grace Moffitt, Vice President, Moses Cone Health System grace.moffitt@mosescone.com
Compensation/Benefits	Bob Borbet, HR Manager, Southeastern Regional Medical Center Borbet01@srmc.org
Internet/Website	Polly Weese, HR Manager, Cape Fear Valley Health System vpweese@capefearvalley.com
Legislative Affairs/Bylaws	Tom Stevens, Vice President HR, Morehead Memorial Hospital tstevens@morehead.org
Scholarships	Sherry Cox, Chief HR Officer, Ashe Memorial Hospital hr@ashememorial.org
Student Affiliations	Mandy Eaton, Director of HR, Alamance Regional Medical Center meaton@armc.com

NORTH CAROLINA HEALTHCARE HUMAN RESOURCES ASSOCIATION

2011 Goals – Executive Committee, Committee Chairpersons & District Directors

Executive Committee

PRESIDENT -Richard Rogers

1. Oversee, direct and lead the activities of the Executive Committee and the Association to achieve goals and objectives established by each officer.*
2. Appoint committee chairs before first Executive Committee meeting and request that each appoint at least one additional member to his/her committee.*
3. Conduct quarterly (4) Executive Committee Meetings each year (4).*
4. Conduct annual membership meeting each year (1).*
5. Maintain active membership in ASHHRA.*
6. Attend the ASHHRA Annual Conference.*
7. Attend the ASHHRA Leadership Conference.
8. Present Audit Report for prior year to the Executive Committee and report results to membership conference. .
9. Develop goals and objectives for the year based on needs of the Association and interests of members.*
10. Collect goals and objectives from each officer; publish those along with those of the President in the first Affirmative Faction of the calendar year.*
11. Contribute four articles from the President to Affirmative Faction.
12. Network with other Human Resources and/or Healthcare Associations, such as SHRM, ASHHRA, NCHA, NCONL, etc. for the purposes of sharing mutually beneficial information and achieving common goals; present report of activities in Affirmative Action article each year.*
13. Recognize officers by sending Thank You letters to their CEOs.
14. Prepare and submit entry for ASHHRA Awards, including but not limited to Outstanding Chapter Contribution Award and ASHHRA Outstanding Chapter President Award if deemed appropriate.*
15. Promote the benefits of NCHHRA and ASHHRA to non-members; keep membership informed of ASHHRA activities.
16. Support all officers as requested.
17. Provide annual report to the membership indicating President's and officers' successes in meeting goals for the year.*

PRESIDENT-ELECT – Lesley Hunter

1. Attend and participate in four executive committee meetings, one business meeting, annual conference, the annual ASHHRA membership conference and the ASHHRA Leadership Conference during year of service.
2. In the event that the President must step down, assume that role for the remainder of the year.
3. Prepare to assume President role the following year.
4. Develop and present goals to President by first executive committee meeting of calendar year.*
5. Chair the Program Committee. Generally the committee will consist of the President-Elect, the Vice-President of Membership and the Treasurer. Other members may be recruited to assist, including the host District Director.
6. Coordinate quality education programs* and agenda for the NCHHRA conference during the year. Take prior evaluation results into consideration when planning. Ensure that registration materials for members and exhibitors are distributed in a timely manner, generally two months prior to conference date. Ensure that speakers' and exhibitors' needs are met. Coordinate payment and/or exchanges for speaker fees. Distribute conference objectives and evaluation surveys; share results with Executive Committee; pass on to next President-elect.*
7. Select and order gifts for outgoing officers; present gifts at last Executive Committee meeting of the year.
8. Maintain active membership in ASHHRA.*
9. Submit a minimum of one article to Affirmative Faction as communication is needed with membership, such as conference locations, agendas, registration forms, etc.
10. Provide final report of activities and success with meeting goals to the President by date requested in December.*

IMMEDIATE PAST PRESIDENT – Denise O'Hara

1. Attend and participate in four (4) executive committee meetings, one business meeting, conferences, and the annual ASHHRA membership conference if Chapter Management Recognition entry wins award.
2. Serve as chapter advisor; educate President about ASHHRA and Chapter Management Recognition Program.
3. Review or develop, sign and present goals to President by first executive committee meeting.* of calendar year.*
4. Provide Executive Committee members with updated NCHHRA Officers Handbook at first meeting of calendar year.
5. Prepare and submit ASHHRA Chapter Management Program entry by due date. Request assistance from other officers and general membership as needed.
6. Chair the Nominating Committee. Select two Association members to serve on the committee by September 1. Submit the slate of candidates; vote will be by the membership in the fall of the year. E-mail vote will be documented if a conference is not held in the fall of the year.
7. Maintain active membership in ASHHRA.*
8. Promote ASHHRA; keep membership informed of ASHHRA activities.*
9. Submit a minimum of one article to Affirmative Faction as communication is needed with membership, such as elections, ASHHRA, chapter management program, etc.
10. Provide final report of activities and success with meeting goals to the President by date requested in December.*

VICE PRESIDENT, MEMBERSHIP – Maria Stephens

1. Attend four (4) executive committee meetings, one business meeting and annual conference during year of service.
2. Develop and present goals to President by first executive committee meeting.
3. Chair the Membership Committee. Select President-Elect and Treasurer to serve on committee.*
4. Maintain up-to-date listing of members with applicable information.
5. Solicit membership for NCHHRA and ASHHRA by distributing application packets (letters, applications, and brochures)* to interested individuals. Set membership goal prior to distribution of annual renewals. Make every attempt to increase membership each year. Work closely with the District Directors to identify potential members for solicitation. Recommend and implement methods for attracting new members. For 2011 the membership goal will be 152.
6. Receive and review applications for membership with committee; determine eligibility. If eligible, send letter of acceptance to new member, add to roster, prepare certificate of membership, notify applicable District Director and send check for dues payment to Treasurer.
7. Send membership renewal notices to members in early January/February with deadline for payment by April 15. Offer discount if paid by April 15. Maintain record of those who have paid and those who are delinquent. Send reminder notice and telephone those who have not paid by mid March.
8. Send all membership dues checks to Treasurer within five (5) business days of receipt. The checks should include a list of the checks included with a total amount.
9. Prepare and distribute a membership roster.* Distribute to Executive team at least monthly during the membership campaign. After June, make available to other officers as members are added or as requested. The roster should include the ASHHRA designation of all members, ASHHRA Officers, Region 3 Representative and ASHHRA Executive Director for the year.* The roster also includes the members' involvement in other professional activities, such as teaching engagements, published articles, involvement in other HR/Healthcare Associations, board representations in communities, internship/project opportunities for students, etc.
10. Coordinate a photographer to take membership photographs at each conference for the roster.
11. Prepare and present a Membership Report at each executive and business meeting. The report should include number of current members, number of application packets distributed and a listing of those who joined or terminated membership since the prior report.
12. At each conference, hold a new member orientation*. Prepare an agenda and distribute written materials (history of Association, membership benefits, membership roster with elected officers, committee chairs and bylaws, listserv information and ASHHRA information) to cover relevant information about the association. Discuss information provided and opportunities for involvement with attendees.* Prepare an evaluation survey for attendees to complete.* Recognize each new member and present a certificate of membership.
13. Compile results of new member orientation evaluation survey and report results at the following Executive Committee meeting.*
14. Contribute to each publication of Affirmative Faction with listing of new members and number of active members.
15. Maintain active membership in ASHHRA.*
16. Provide final report of activities and success with meeting goals to the President by date requested in December.*

TREASURER – Tonya Jones

1. Attend four (4) executive committee meetings, one business meeting and annual conference during year of service.
2. Develop and present goals to President by First executive committee meeting.*
3. Update Association bank account records to identify appropriate signatures, i.e. Treasurer and President.
4. Maintain accounts for maximum interest earnings and make recommendations to Executive Committee for allocation and investment of funds.
5. Collect and deposit all funds received by the organization, balancing the NCHHRA accounts, maintaining all financial records, developing financial statements and presenting the financial reports to the executive committee and the membership.
6. The Treasurer will ensure that all deposits are made only by the Treasurer him/herself.
7. Maintain detailed records of funds received and expenses for which checks are written.
8. Write checks as requested and within ten (10) days of receipt of any payments due. Obtain President's signature and/or approval for expenses in excess of \$2,499. Utilize NCHHRA's laptop computer and software to maintain financial records. Maintain copies of all checks deposited with deposit register for Audit Chair.
9. Prepare Expense and Revenue report for each Executive Committee meeting.* Report should include a comparison to budget for expenses year to date.
10. Reconcile bank statements monthly.
11. Distributes to full membership at semi-annual conferences.
12. Publishes annual report in Affirmative Faction at due date.
13. Prepare a budget for the following year.* Obtain approval from the Executive Committee. Submit to membership by November 1 for approval and publish in Affirmative Faction.
14. Maintain active membership in ASHHRA.*
15. Submit four finance reports to Affirmative Faction as communication is needed with membership, such as revenue and expense information, budget for new year, etc.
16. Submit the appropriate documentation to the auditor and assist with any questions on reconciliation, and tax filing.
17. Deliver the checkbook, copies of all reconciliations, checks, deposits, etc to incoming Treasurer no later than 1st Executive Committee meeting of the year.
18. Provide final report of activities and success with meeting goals to the President by date requested in December.*

SECRETARY – Vince Watson

1. Attend four (4) executive committee meetings, one business meeting and annual conference during year of service.
2. Develop and present goals to President by first executive committee meeting.
3. Take minutes at executive committee meetings and business meeting(s).*

4. Maintain accurate minutes with attachments, to include but not limited to officer reports, financial reports, conference evaluation results and membership reports. The Secretary will record and present minutes of all executive committee and business meetings of NCHHRA and will serve as record keeper of the organization. The Secretary will handle official correspondence as needed and will coordinate the collection of materials for ASHHRA chapter recognition programs.
5. Distribute minutes for review and approval by the Executive Committee within 4 weeks following meeting date.
6. Coordinate and distribute mailings as requested by other officers
7. Maintain copies of all correspondence to membership, even if distributed by other officers, such as meeting notifications, conference programs, conference evaluation forms, etc.*
8. Contribute a minimum of one article to the Affirmative Faction as relevant information is available, such as a report of members' involvement in other professional activities.
9. Maintain active membership in ASHHRA.*
10. Assist Past President in compiling information for the ASHHRA Chapter Achievement Award.
11. Provide final report of activities and success with meeting goals to the President by date requested in December.*

Committee Chairpersons

CHAIR, AUDIT COMMITTEE – Denise Laws

1. Attend four (4) executive committee meetings, one business meeting and annual conference during year of service.
2. Review or develop, sign and present goals to President by first executive committee meeting.*.*
3. Select a committee (at least one other member) to assist with responsibilities.*
4. In November, request that each officer for the prior year submit a report to the committee indicating annual goals and success toward meeting those goals. Both committee members should be present to complete the audit.
5. Request from the Treasurer a copy of all financial records through 12/31. Review for accuracy, consistency, appropriate signatures, irregularities, etc. Ensure that revenue and expenses match the Treasurer reports submitted to membership and the bank statements for the calendar year.
6. Assist in preparation of Tax Form 990 in the event gross receipts are in excess of \$25,000 during the Association fiscal year, January 1 – December 31. Ensure the tax returns are submitted to the IRS on a timely basis (May).
7. Submit minimum of one article to Affirmative Faction as needed to communicate results of the Audit.
8. Provide a final Audit Report to the new President by first executive committee meeting.*

CHAIR, COMMUNICATIONS/NEWSLETTER COMMITTEE – Grace Moffitt

1. Attend four (4) executive committee meetings, one business meeting and annual conference during year of service.
2. Develop and present goals to President by First executive committee meeting.*
3. Select a committee (at least one other member) to assist with responsibilities.
4. Collect information from President, other officers, reports, meeting minutes, consultants, vendors, attorneys, etc. for newsletters.
5. Prepare and publish four (4) newsletters each year, keeping the membership informed of Executive Committee, ASHHRA and Association activities.*
6. Report status of activity at each Executive Committee meeting.
7. Provide final report of activities and success with meeting goals to the President by date requested in December.*
8. Newsletter Committee- Shall be responsible for producing and publishing the quarterly Affirmative Faction newsletter to communicate news and information to the membership.

CHAIR, COMPENSATION/BENEFITS SURVEY COMMITTEE – Bob Borbet

1. Attend four (4) executive committee meetings, one business meeting and annual conference during year of service.
2. Review or develop, sign and present goals to President by first executive committee meeting.*.*
3. Select a committee (at least one other member) to assist with responsibilities.*
4. Coordinate selection of consultant to conduct annual survey.
5. Work closely with survey consultant to develop and design a survey that is meaningful for NCHHRA members.
6. Solicit feedback from membership to continually enhance the data collection process, timing, jobs surveyed and final survey document.
7. Determine development costs and recommend survey prices to the Executive Committee each year.
8. Coordinate data collection, collect payments for survey results and distribute surveys each winter/spring.*
9. Submit checks to Treasurer within five (business) days of receipt.
10. Report status of activity at each Executive Committee meeting.
11. Submit a minimum of one article to *Affirmative Faction* as communication is needed with membership, such as deadlines, new survey items, distribution dates, etc.
12. Provide final report of activities and success with meeting goals to the President by date requested in December.*

CHAIR, INTERNET AND WEBSITE COMMITTEE – Polly Weese

1. Attend four (4) executive committee meetings, one business meeting and annual conference during year of service.
2. Develop and present goals to President by first executive committee meeting.*
3. Select a committee (at least one other member) to assist with responsibilities.*
4. Develop and maintain Website by updating information as it changes, such as officers and conference information.
5. Maintain and manage the “L” (NCHHRA Listserv), approving new members and removing former members as appropriate.
6. Monitor questions submitted via the “L” and ensure all regulatory requirements are met.
7. Provide reports at Executive Committee meeting and make recommendations regarding Website capabilities, links and access to the “L.”
8. Report status of activity at each Executive Committee meeting.

9. Submit a minimum of one article to *Affirmative Faction* as communication is needed with membership, such as new Web information, Listserve guidelines, common Listserve questions and answers, etc.
10. Provide final report of activities and success with meeting goals to the President by date requested in December.*

CHAIR, LEGISLATIVE AND BY-LAWS COMMITTEE – Tom Stevens

1. Attend four (4) executive committee meetings, one business meeting and annual conference during year of service.
2. Review or develop, sign and present goals to President by first executive committee meeting.**
3. Select a committee (at least one other member) to assist with responsibilities.*
4. Obtain SHRM membership, if not already a member, for access to their website and important legislative information.
5. Keep membership informed of active legislative issues, decisions and status.
6. Encourage membership involvement in lobbying efforts. Encourage and facilitate letter writing to legislators as deemed appropriate for the good of the HR profession and healthcare organization. Provide sample copies and instructions for using electronic means of communication to membership. Solicit and maintain copies of communications sent to legislators by membership.*
7. At least annually, review by-laws and recommend any revisions necessary.
8. Work with President-elect to invite legislators to speak at conferences. Maintain copies of invitations to legislators. Maintain records of legislator communications with Association.*
9. Report status of activity at each Executive Committee meeting.
10. Submit a minimum of one article to *Affirmative Faction* as communication is needed with membership, such as contact information for State legislators, recent legislative actions, etc.
11. Provide final report of activities and success with meeting goals to the President by date requested in December.*

CHAIR, SCHOLARSHIP COMMITTEE – Sherry Cox

1. Attend four (4) executive committee meetings, one business meeting and annual conference during year of service.
2. Develop and present goals to President by First executive committee meeting.*
3. Select a committee (at least one other member) to assist with responsibilities.*
4. Market inside and outside the Association the availability of a \$1000 scholarship to individuals in an HR-related field of study.
5. Work closely with the Scholarship Coordinator of the Health Occupational Students of America and other schools to promote scholarships. Schedule applicants for interviews and select students for a \$1000 and \$2000 scholarship. Interviews for all students are generally held in a central location on a Saturday in the spring. Obtain tuition deadlines and request check from Treasurer to pay the educational institution and present scholarships to recipients.*
6. Report status of activity at each Executive Committee meeting.
7. Submit a minimum of one article to *Affirmative Faction* as communication is needed with membership, such as availability of scholarships, recipient information, etc.
8. Provide final report of activities and success with meeting goals to the President by date requested in December.*

CHAIR, STUDENT AFFILIATION COMMITTEE – Mandy Eaton

1. Attend four (4) executive committee meetings, one business meeting and annual conference during year of service.
2. Develop and present goals to President by first executive committee meeting.*
3. Select a committee (at least one other member) to assist with responsibilities.*
4. Develop and maintain relationships with HR Students and HR Educators to support research opportunities, internships, projects, etc. that would be mutually beneficial.*
5. Keep the membership informed of student/educator interest in working with individual healthcare organizations; facilitate partnerships between schools and hospitals as well as the NCHHRA.
6. Encourage student/educator participation in annual conferences to promote their interests, research and programs.
7. Report status of activity at each Executive Committee meeting.
8. Submit a minimum of one article to *Affirmative Faction* as communication is needed with membership, such as opportunities available to work with students, outcomes of projects/research, internship assignments, etc.
9. Provide final report of activities and success with meeting goals to the President by date requested in December.*

District Directors

DISTRICT 1 DIRECTOR – Amy Crabbe

1. Attend four (4) executive committee meetings, one business meeting and annual conference during year of service.
2. Review or develop, sign and present goals to President by first executive committee meeting.*
3. Maintain contact and develop relationships with membership in applicable District.
4. Make contact, encourage membership and participation by non-members who are eligible for membership. Maintain copies of all communications with members and non-members. Follow-up with these individuals periodically to determine and promote membership.
5. Work closely with the Vice President, Membership to identify candidates for membership and ensure they receive applications.
6. Follow-up with new members upon notification of membership.
7. Serve as mentor at first conference new members attend; attend new member orientation to welcome them; introduce them to other members.
8. Hold at least two (2) educational/networking meetings each year with members and qualified non-members in the district. Share information from prior Executive Committee meetings as appropriate. Invite other districts as appropriate.
9. Assist other officers with distribution of information, requests for information/activity, etc. from membership in applicable district.*
10. Serve on Conference Program Committee as Host Director when applicable.
11. Report status of activity at each Executive Committee meeting.
12. Submit a minimum of one article to *Affirmative Faction* regarding activity in the district, including information about district meetings, topics, speakers, district projects, member activities, etc.

13. Educate and encourage district members to apply for HR scholarship offered by the NCHHRA and to the NCHHRA Conference Scholarship.
14. Provide final report of activities and success with meeting goals to the President by date requested in December.*

DISTRICT 2 DIRECTOR – Andrea West

1. Attend four (4) executive committee meetings, one business meeting and annual conference during year of service.
2. Review or develop, sign and present goals to President by first executive committee meeting.*
3. Maintain contact and develop relationships with membership in applicable District.
4. Make contact, encourage membership and participation by non-members who are eligible for membership. Maintain copies of all communications with members and non-members. Follow-up with these individuals periodically to determine and promote membership.
5. Work closely with the Vice President, Membership to identify candidates for membership and ensure they receive applications.
6. Follow-up with new members upon notification of membership.
7. Serve as mentor at first conference new members attend; attend new member orientation to welcome them; introduce them to other members.
8. Hold at least two (2) educational/networking meetings each year with members and qualified non-members in the district. Share information from prior Executive Committee meetings as appropriate. Invite other districts as appropriate.
9. Assist other officers with distribution of information, requests for information/activity, etc. from membership in applicable district.*
10. Serve on Conference Program Committee as Host Director when applicable.
11. Report status of activity at each Executive Committee meeting.
12. Submit a minimum of one article to Affirmative Faction regarding activity in the district, including information about district meetings, topics, speakers, district projects, member activities, etc.
13. Educate and encourage district members to apply for HR scholarship offered by the NCHHRA and to the NCHHRA Conference Scholarship.
14. Provide final report of activities and success with meeting goals to the President by date requested in December.*

DISTRICT 3 DIRECTOR – Christine McKenzie

1. Attend four (4) executive committee meetings, one business meeting and annual conference during year of service.
2. Review or develop, sign and present goals to President by first executive committee meeting.*
3. Maintain contact and develop relationships with membership in applicable District.
4. Make contact, encourage membership and participation by non-members who are eligible for membership. Maintain copies of all communications with members and non-members. Follow-up with these individuals periodically to determine and promote membership.
5. Work closely with the Vice President, Membership to identify candidates for membership and ensure they receive applications.
6. Follow-up with new members upon notification of membership.
7. Serve as mentor at first conference new members attend; attend new member orientation to welcome them; introduce them to other members.
8. Hold at least two (2) educational/networking meetings each year with members and qualified non-members in the district. Share information from prior Executive Committee meetings as appropriate. Invite other districts as appropriate.
9. Assist other officers with distribution of information, requests for information/activity, etc. from membership in applicable district.*
10. Serve on Conference Program Committee as Host Director when applicable.
11. Report status of activity at each Executive Committee meeting.
12. Submit a minimum of one article to Affirmative Faction regarding activity in the district, including information about district meetings, topics, speakers, district projects, member activities, etc.
13. Educate and encourage district members to apply for HR scholarship offered by the NCHHRA and to the NCHHRA Conference Scholarship.
14. Provide final report of activities and success with meeting goals to the President by date requested in December.*

DISTRICT 4 DIRECTOR – Tim Hayes

1. Attend four (4) executive committee meetings, one business meeting and annual conference during year of service.
2. Review or develop, sign and present goals to President by first executive committee meeting.*
3. Maintain contact and develop relationships with membership in applicable District.
4. Make contact, encourage membership and participation by non-members who are eligible for membership. Maintain copies of all communications with members and non-members. Follow-up with these individuals periodically to determine and promote membership.
5. Work closely with the Vice President, Membership to identify candidates for membership and ensure they receive applications.
6. Follow-up with new members upon notification of membership.
7. Serve as mentor at first conference new members attend; attend new member orientation to welcome them; introduce them to other members.
8. Hold at least two (2) educational/networking meetings each year with members and qualified non-members in the district. Share information from prior Executive Committee meetings as appropriate. Invite other districts as appropriate.
9. Assist other officers with distribution of information, requests for information/activity, etc. from membership in applicable district.*
10. Serve on Conference Program Committee as Host Director when applicable.
11. Report status of activity at each Executive Committee meeting.
12. Submit a minimum of one article to Affirmative Faction regarding activity in the district, including information about district meetings, topics, speakers, district projects, member activities, etc.
13. Educate and encourage district members to apply for HR scholarship offered by the NCHHRA and to the NCHHRA Conference Scholarship.
14. Provide final report of activities and success with meeting goals to the President by date requested in December.*

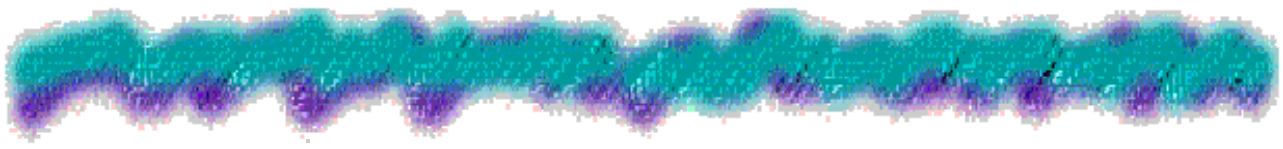
DISTRICT 5 DIRECTOR – Sondra Davis

1. Attend four (4) executive committee meetings, one business meeting and annual conference during year of service.
2. Review or develop, sign and present goals to President by first executive committee meeting.*
3. Maintain contact and develop relationships with membership in applicable District.
4. Make contact, encourage membership and participation by non-members who are eligible for membership. Maintain copies of all communications with members and non-members. Follow-up with these individuals periodically to determine and promote membership.
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14. Provide final report of activities and success with meeting goals to the President by date requested in December.*

DISTRICT 6 DIRECTOR – Beth Beswick

1. Attend four (4) executive committee meetings, one business meeting and annual conference during year of service.
2. Review or develop, sign and present goals to President by first executive committee meeting.*
3. Maintain contact and develop relationships with membership in applicable District.
4. Make contact, encourage membership and participation by non-members who are eligible for membership. Maintain copies of all communications with members and non-members. Follow-up with these individuals periodically to determine and promote membership.
5. Work closely with the Vice President, Membership to identify candidates for membership and ensure they receive applications.
6. Follow-up with new members upon notification of membership.
7. Serve as mentor at first conference new members attend; attend new member orientation to welcome them; introduce them to other members.
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13. Educate and encourage district members to apply for HR scholarship offered by the NCHHRA and to the NCHHRA Conference Scholarship.
14. Provide final report of activities and success with meeting goals to the President by date requested in December.*

** - indicates requirement for ASHRA Chapter Recognition Program*



NCHHRA
Treasurer's Report

BEGINNING BALANCE AS OF 1/01/11		\$ 89,420.38
REVENUES		
Survey Revenues		
Membership Dues	\$	11,112.50
Conference Revenues	\$	4,700.00
Time Deposit - Interest 24 mon CD	\$.48
Time Deposit - Interest 11 mon CD	\$	1.88
Golf Tournament	\$	75.00
Advertising		
ASHHRA Leadership Refund		
Chapter Achievement	\$	700.00
		<hr/>
TOTAL REVENUES	\$	5,477.36
EXPENSES		
Survey Expenses:		
Conference Expenses		
Membership Directory	\$	2,618.54
Scholarships		
Affirmative Faction (Newsletter)		
Awards/Gifts		
ASHHRA/Registration/Travel	\$	1,002.95
ASHHRA Dues		
SHRM Dues		
Tax Filing Fee (Accountant)		
Bank Service Charge/Adjustment	\$	22.28
NCHHRA Website		
IT Equipment		
IT Miscellaneous		
Golf Tournament		
Other		
District Expenses		
		<hr/>
TOTAL EXPENSES	\$	3,643.77
ENDING BALANCE AS OF 02/04/2011		<u>\$ 91,253.97</u>



**Respectfully Submitted,
Karen Moorefield**

**North Carolina Healthcare
Human Resources Association
Membership Report
February 11, 2011**

2010 Memberships

Membership Renewals Received – 2010	120
New Members	19
Honorary Members.....	13
Total Memberships.....	152

New Member Applications

No new member applications.

Membership books were printed and distributed in February.

Respectfully Submitted,



Lesley H Hunter
Lesley H Hunter
NCHHRA Vice President of Membership

For New and Renewal Membership Applications click here:
[application](#)

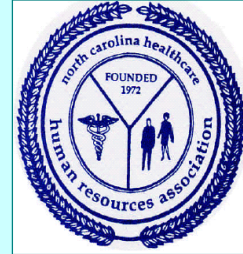


OUR CREED



To provide assistance and guidance to other association members upon request and to honor all confidences; to keep the Association free from partisan influence; to be willing to serve the Association in any capacity when called upon; and to maintain the high moral and ethical standards required of our profession.

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Grace Moffitt, Editor
Vice President - HR
Moses Cone Health System
Janice Jeffries, Assistant Editor
Richard Rogers, President

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grace.moffitt@mosescone.com

NCHHRA is an affiliate of ASHHRA



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Our Mission:

To promote the profession and practice of Human Resources management in healthcare through development and collaboration.