

**National Association of Benefits and Health Professionals
Treasure Valley Chapter**

Board of Trustees Meeting Minutes

April 18, 2024

Blue Cross of Idaho

2929 W. Navigator Dr., Suite 140, Meridian, Idaho

BOARD MEMBERS PRESENT: Knute Kleven, Marcia Benton, Lisa Wilson, Joe Morgan, Stephanie Hartruff, Alex Kane, Daniel Skelton, Dawna Moreno, Isaac Skelton, CarrieAnne Kowalczyk and Sebrina Chevalier-Koehler

GUEST PRESENT: None

BOARD MEMBERS EXCUSED: Michelle Taylor and Kelcy Mann.

BOARD MEMBERS ABSENT:

Meeting called to order at 1:37 p.m.

Roll call

1. President's Report (Knute Kleven – President)
 - a. Review of Antitrust Statement
 - b. Approval of March 21, 2024 Board Meeting Minutes
Daniel Skelton made a motion to approve the March 21, 2024 Board Meeting Minutes. Joe Morgan seconded the motion. Motion passed, unanimous vote.
 - c. NABIP-TV Sponsorships Committee – Updates?
There are no updates currently. Sebrina will update the sponsorship report for the Strategic Planning Meeting in July.
 - d. Education Foundation Updates?
In the future this is going to be a much larger focus. Healthcare, Patients' Bill of Rights, etc.
2. President-Elect Report (Marcia Benton)
 - a. Board Members 2024-2025
 - i. Marcia is working on finding board members and also committee members for the upcoming year. Marcia asked the current board to please send her an email if they do not want to stay in their current position.
 - ii. Dawna stated she will stay on as a committee chair with Knute on Membership, but does not want to stay on as a board member as she cannot commit to attend the board meetings.
 - iii. Joe Morgan will act as a backup to Sebrina if she is not available and something needs sent out to membership via StarChapter.
 - iv. Will work to put together an email from the President/President Elect regarding open board positions and committee positions to be sent out to membership.
 - v. Swearing in of 2024-2025 Board at the June or July membership meeting. Add to May Board Meeting Agenda to discuss.
 - b. 2024 Fall Forum
Date: September 5, 2024
Theme: Pirate – All Ships Rise with the Tide
Planning is ongoing regarding speakers, etc. Currently working on budget. Sebrina will send out a Save The Date Calendar invite. Marcia will put together a Save the Date flyer.
 - c. Medicare Day
Remove this item from upcoming meeting agendas, but add it to the Strategic Planning Meeting Agenda.
 - d. Fall Forum – Visitors can attend at the member rate. Will not apply to those that attend several meetings a year as a non-member. Will need to provide the name of the person who invited them.
 - e. Strategic Planning Meeting
The 2024-2025 Strategic Planning Meeting will be held on Wednesday, July 24th from 11:00 a.m. to 4:00 p.m. at Blue Cross of Idaho. Marcia will reach out to the State Board Members and ask them to attend. Sebrina will send out a calendar invite.

3. Chair Reports
 - a. Treasurer's Report / Finance / Budget (Daniel Skelton, Treasurer; Marcia Benton, Co-Chair)
 - Profit and Loss Statement for July through March 2024
Current bank balance \$27,785.54. Still need to cut a check to ICSH for 2023 Golf Tournament.
 - Reviewed Income from Monthly Membership Meetings
 - b. Membership Recruitment and Membership Experience Chair Update (Knut Klevan/Dawna Moreno-Co-Chair)
 - Membership Update – Treasure Valley – Current members 149. We have added 22 and lost 18.
 - Reviewed the following membership reports: Billed Not Paid, New Members, and Lapsed Members.
 - YTD – Up net four since May 2023.
 - State of Idaho is currently #1 for Region 7. 80% retention rate.
 - National contest ends at the end of April 2024.
 - Scholarships for New Agents Memberships – Add to Strategic Planning Agenda. National is offering \$50.00 for new agents.
 - Next New Member Orientation/Value of Membership Meeting is 5/2/24 at 1 pm. Zoom info is on NABIPTV.org under events, or email Knute or Dawna for more info.
 - c. Legislative Update (CarrieAnne Kowalczyk, Legislative Chair and Stephanie Hartruff, Co-Chair)
 - Report on state legislative call –
CarrieAnne had lunch with Scott Leavitt to help her understand her position. She will also be setting up a Zoom call. She has joined the Region 7 Legislative Calls and is hoping to join the State Leg calls. Currently pay the NABIP-Idaho Lobbyist \$1,500 per month.
Reviewed the Legislative Excellence Award flyer and the Legislative Achievement Award flyer with the board and outline the items that we need to be doing to qualify for these awards.
 - d. Professional Development Update (Alex Kane and Kelcy Mann, Prof. Dev. Co-Chairs)
 - Update on speakers and sponsors:
May – Jenn Neal, Formula Done, is the sponsor and speaker (St. Luke's)
June – Medicare Part D: A Changing Landscape, Matthew Hymel (this was supposed to be the February speaker so CE has been approved. Sponsor will be the Meridian Lions Club's Golf Tournament benefiting Idaho Diabetes Youth Programs (PacificSource).
July – Government Relations – Norm Varin – Sponsor: PacificSource (St. Luke's).
August – ACA Panel – need sponsor
September – Fall Forum
October – Youth Health Idaho
November – Medicare OEP
 - e. Community Service (Michelle Taylor, Community Service Chair; Kim Pennington – Co-Chair)
 - 2023 Charity Golf Scramble – Updates?
Finalizing numbers with Marcia and Daniel and then will get a check cut and a delivery date set.
 - 2024 Charity Golf Scramble
No new report at this time.
 - Top Golf Fundraiser Event – 2024
Date: Monday, May 20th – Noon to 3:00 p.m.
Need to find three top sponsors: Lunch x 2 \$1,500 each and Top Contender Tournament Sponsor \$1,000.
Space for up to 96 attendees.
 - f. Membership Recognition Chair (Stephanie Hartruff, Marketing Recog. Chair)
 - Awards Status Updates
 - i. Chapter Certification. We were certified as Gold again this year! We were the 1st chapter in the state with certification. We missed our goal of Platinum certification by not having all board members contributing to NABIP PAC. We know what we need to do and plan to get Platinum in 2025!
 - ii. Board Scholarships - Add Board contributions to NABIP-PAC to the Strategic Planning Agenda.
 - iii. Stephanie will give updates at each board meeting regarding Pacesetter.

- iv. Annual Conference – June 22-25 – Chicago
We receive three registered delegates per chapter. Need to decide who those delegates are going to be. Marcia and Stephanie are both planning to attend. There is a first time attendee discount.
 - v. Cap Conference - Add to Strategic Planning Meeting Agenda – reimburse full cost for the Legislative Chair. Also President Elects should always plan to attend.
 - vi. Regional Conference – August 11-13 – Coeur d’Alene, Idaho
 - vii. Active committees must have two or more committee members and it needs to be documented in those committee meeting minutes.
 - viii. Chapter Leadership Trainings – Each Board position needs to complete these trainings annually.
 - ix. Some available points:
Day on the Hill – 50 points = 10 per Board Member
Global Symposium – 3 CE’s
10 meetings a year
Legislative Membership Meetings – 50 points
Orientations – 6 mtgs per year
Health Insurance Awareness Day
Help local chapter – 75 points. Training for each board chair.
- g. Marketing and Communications Update (Joe Morgan and Lisa Wilson, Co-Chairs)
- Social Media Releases – Updates/postings to NABIP-TV Facebook page, LinkedIn Program; Twitter (Buffer)
 - Letters to the Editor (5); Op-ed articles – Lisa will be working on these.
 - Status on Social Media Posts (40)
 - Press Releases - Lisa
New Board
Golf Tournament – ICSH
Fall Forum
2023 Christmas Auction - City Light Donation
Health Insurance Awareness Day
 - Update NABIP-TV and NABIP-Idaho Websites – meeting dates and upcoming event dates and board positions. This is an ongoing task. Joe will make changes/updates to the Board Member list on the website removing Kim from her positions and adding in those board members that are not currently listed.
 - Newsletter
Stephanie is currently working on putting together a template so that we can start getting a newsletter out monthly.
- h. NABIP-PAC/IPAC Chair (Isaac Skelton and Daniel Skelton, NABIP-PAC/IPAC Co-Chairs)
- Status of NABIP-PAC/IPAC
Will ask to add Treasure Valley Chapter to the report.
- i. Diversity, Equality & Inclusion (OPEN – Chair)
- Lisa Wilson has the name of a resource.

5. New Business

6. Old Business

7. Adjourn

- **Lisa Wilson** made a motion to adjourn the meeting. **CarrieAnne Kowalczyk** seconded the motion. Discussion. Motion passed, unanimous vote. Meeting adjourned at 3:33 p.m.

Task List

Board Member

- **Knute/Dawna** – Create list and track monthly calls to those on the Billed not paid report.
- **Joe Morgan/Lisa Wilson** – Work on Press Releases, Newsletters, Letters to the Editor, etc.
- **Alex Kane/Kelcy Mann** – Find speakers and sponsors for upcoming membership meetings.
- **Joe Morgan**– Update NABIP-Idaho/NABIP-TV websites with meeting dates and upcoming event dates.
- **Joe Morgan** - NABIP-TV Sponsorships Committee
- **Michelle Taylor/Kim Pennington** – Top Golf Charity Event Committee

Please read and print these minutes and bring to the next board meeting to be held on:

Thursday, May 16, 2024

1:30 p.m. – 3:30 p.m.

Blue Cross of Idaho

2929 W., Navigator Drive, Suite 140, Meridian, Idaho