

# 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, Daniel Skelton, Joe Morgan, CarrieAnne Kowalczyk, Stephanie Hartruff, Dawna Moreno, and Sebrina Chevalier-Koehler

**GUEST PRESENT:** None

**BOARD MEMBERS EXCUSED:** Isaac Skelton, Michelle Taylor, Alex Kane, and Kelcy Mann.

**BOARD MEMBERS ABSENT:**

Meeting called to order at 1:38 p.m.

Roll call

1. President's Report (Knute Kleven – President)
  - a. Review of Antitrust Statement
  - b. Approval of April 18, 2024 Board Meeting Minutes  
Joe Morgan made a motion to approve the April 18, 2024 Board Meeting Minutes. Daniel Skelton seconded the motion. Motion passed, unanimous vote.
  - c. \$5.00 Membership Meeting Late Fee – add to registration 5 days before meeting?>  
Marcia Benton made a motion to add a \$5.00 late fee to the monthly membership meeting registration fee at midnight Thursday. Stephanie Hartruff seconded the motion. Motion passed, unanimous vote. Joe will add/change the verbiage in the events. Sebrina will send out an email to the membership.
  - d. Education Foundation Updates?  
No new updates at this time.
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. She is currently reaching out to carriers to see if we can get representation on the board from each carrier.
    - ii. Marcia proposed to the Board that we pause each board seat for one year, meaning all current/incoming board members will serve from 2024-2025 and 2025-2026. We need to build our board! We will be actively working to get co-chairs/committee chairs for each board position in order to have people trained and ready and able to step in when the two year term is done.
    - iii. Would like the Secretary position to be in charge of Health Insurance Awareness Day as well as assembling a monthly newsletter (2 pages).
    - iv. Add the following items to Strategic Planning Meeting Agenda:  
Newsletter: Themes, each board chair will have a month for an article,  
Advertising in the newspaper for points (press releases).
  - b. July Membership Meeting
    - i. July will count as our annual Legislative Meeting
    - ii. We will be swearing in the incoming board at the July membership meeting.
  - c. 2024 Fall Forum  
Date: September 5, 2024  
Theme: Pirate – All Ships Rise with the Tide  
Planning is ongoing regarding speakers, etc.
  - 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. Awards will be presented at the 2024 Fall Forum.
  - e. 2024 NABIP Annual Convention – June 22-25, 2024 – Chicago, Illinois  
Need to assign three Diplomats – those currently attending are Marcia Benton and Stephanie Hartruff. Marcia will see if she can find a third Treasure Valley member that is attending.
  - f. Strategic Planning Meeting  
The 2024-2025 Strategic Planning Meeting will be held on Wednesday, July 24<sup>th</sup> 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.

3. Chair Reports
  - a. Treasurer's Report / Finance / Budget (Daniel Skelton, Treasurer; Marcia Benton, Co-Chair)
    - Profit and Loss Statement for July through April 2024  
Current bank balance \$29,000. Delivered a check in the amount of \$11,500 to ICSH for the 2023 Golf Tournament. The check has not yet cleared our bank.
    - Reviewed Income from Monthly Membership Meetings
  - b. Membership Recruitment and Membership Experience Chair Update (Knut Klevan/Dawna Moreno-Co-Chair)
    - New Member Orientation/Value of Membership Meeting was held on May 2, 2024 at 1:00 p.m. via zoom.
    - Membership Update – Treasure Valley – Current members 145.
    - Reviewed the following membership reports: Billed Not Paid, New Members, and Lapsed Members.
    - The gain contest starts over in May, so we do not have any new numbers on that yet or the final numbers for the last contest just yet.
    - Next New Member Orientation/Value of Membership Meeting is 7/9/24 at 1 pm. Zoom info is on NABIPTV.org under events, or email Knute for more info.
  - c. Legislative Update (CarrieAnne Kowalczyk, Legislative Chair and Stephanie Hartruff, Co-Chair)
    - Report on state legislative call –
      - i. CarrieAnne was on the Region 7 Call with Max. Please make sure that you are sending out and sharing all Operation Shouts.
      - ii. Medicare Enrollment Protection  
Improved Access to Medicare ACT.  
Remove Observation Status  
Medicare/Broker Compensation from FMOs.
      - iii. Worked with Scott Leavitt. Hoping to get more of our members involved with the Legislature. Key Contact List. Sending it out to see if anyone has a relationship with any of our area Legislators or if nobody does is someone interested in starting a relationship with one of them? CarrieAnne will email it out once she receives it.
  - d. Professional Development Update (Alex Kane and Kelcy Mann, Prof. Dev. Co-Chairs)
    - Update on speakers and sponsors:
      - May – Jenn Neal, Formula Done is very graciously redoing and resending her timed outline AND PowerPoint for us to resubmit to obtain CE credit. Either Kelcy or I will forward this on to Sebrina and Knute when we receive it.
      - June 13<sup>th</sup> – 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. Location: PacificSource.
      - July 11<sup>th</sup> – 2024 Legislative Update – Speakers: Norm Varin, Wes Trexler and Rep John Vander Woude (will get bios and outline to Sebrina ASAP for CE approval) – Sponsor: PacificSource – Location: St. Luke's.
      - August – ACA Pharmacy Panel – Speaker(s) – Kimberly Hecht, secondary speaker TBD, she will get back to us. Still need sponsor. Location: PacificSource
      - September – Fall Forum
      - October – Pat Kelly, Youth Health Idaho. Sponsor: Still need. Location: PacificSource
      - November – Medicare OEP
    - Thoughts on sending out a Microsoft Forms/Survey Monkey/whatever is easiest to ask members if they have any specific speakers/topics they'd like to see for monthly meetings in 2025?
    - Kelcy and I are still working out a scheduled outline for this chair to utilize moving forward, but for the months that we need filler speakers, suggestions are super great. There could even be a line on the questionnaire that asks that person if they have a contact for their meeting content request.  
Yes, the board is interested in doing this do we want to send just a professional development survey or should we incorporate this into a full Members' Needs Survey?
  - e. Community Service (Michelle Taylor, Community Service Chair; Kim Pennington – Co-Chair)
    - 2023 Charity Golf Scramble – Check was delivered in the amount of \$11,500.

- 2024 Charity Golf Scramble  
Would like to find a new charity for this event. Vote on charities at a membership meeting? Pull a list from Idaho Cares? Rotate Charities? Add to Strategic Planning Meeting Agenda.
  - Top Golf Fundraiser Event – 2024  
Date: Monday, May 20<sup>th</sup> – Noon to 3:00 p.m.  
Currently have 75 people attending, lots of great raffle items, COBS is really excited.
  - 2024 Christmas Auction  
Date: Thursday, December 19<sup>th</sup>, 2024  
Location: Beside Bardenay (same as last year)  
Charity: City Light
- f. Membership Recognition Chair (Stephanie Hartruff, Marketing Recog. Chair)
- Awards Status Updates
    - i. Chapter Certification. We were certified as Gold again this year!
    - ii. Monthly Newsletter (needs to have month and year noted)
    - iii. LPRT is now open for the year. We do receive extra points for promoting it at membership meetings, in the newsletters.
    - iv. Other items we receive points for:
      - Certified Designation
      - DI Training
      - Leadership Academy
      - State Leadership Calls – has to be documented
      - List of Media Contacts
      - Letters to the Editor
      - Chapter Press Releases
      - TV on Radio – Pat Kelly (does it have to be a member?)
      - Press Hits
- 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.  
Joe created events on our website through January 2026.
  - Joe and Lisa met yesterday and will prepare Press Releases for the following events:
    - Christmas Auction
    - Top Golf – Check Delivery
    - New Board
    - Leadership Academy
    - Awards
    - Golf Tournament (before and check delivery)
    - End of year total donations (200 points - \$10,000 maximum donations)
    - Fall Forum – Charity Donations
  - Newsletter  
May/June newsletter – Need articles. Will add PAC too.
  - Sue Chew – send out a media release.
- h. NABIP-PAC/IPAC Chair (Isaac Skelton and Daniel Skelton, NABIP-PAC/IPAC Co-Chairs)
- Status of NABIP-PAC/IPAC  
\$262.00 was raised at the May Membership Meeting. Pete Chesney was the winner of \$130.00.

- Distribution List – Idaho PAC  
Recipients were listed in the last NABIP-Idaho Newsletter. Isaac to talk about at the June membership meeting.
  - Lisa will reach out to Wendy and ask if there is a way she can add a column that shows what chapter each of the contributors to the Idaho PAC are from.
- i. Diversity, Equality & Inclusion (OPEN – Chair)
- Lisa Wilson has a contact that may be able to help train for this new position.
5. New Business
6. Old Business
7. Adjourn
- **Daniel Skelton** made a motion to adjourn the meeting. **Dawna Moreno** seconded the motion. Discussion. Motion passed, unanimous vote. Meeting adjourned at 3:19 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

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

**Thursday, June 20, 2024**  
**1:30 p.m. – 3:30 p.m.**  
**Blue Cross of Idaho**  
**2929 W., Navigator Drive, Suite 140, Meridian, Idaho**