



# **Annual Board Retreat and Planning Meeting**

**October 4 – 5, 2019**



Friday, October 4, 2019

R. L. Traylor	Present	Ondrea Matthews	Present
Lori Johnson	Present	Radu Demian	Absent
Eric Marsh	Present	Jordan Bishop	Present
Matt Friend	Present	Salvador Ramos	Absent
Peggi Miller	Present	Emily Bloedel	Present
Tammy Widhalm	Present	Bob VanGorder	Present
Elizabeth Booth	Present	Renee Mosley	Present
Mark Niedt	Present	Neil Colclough	Present

**Call to Order – 1:04 pm**

**- Transfer of Rocky Mountain RIMS Chapter Officers**

1. **Outgoing President, Eric Marsh’s term ends 8/31/19.**
2. **Renee Mosley promoted to President as of 9/1/19.**
3. **Emily Bloedel promoted to Vice President as of 9/1/19.**

**- Review and approve July 2019 Meeting Minutes (Emily Bloedel)**

**- Tammy motions to approve July 2019 Meeting Minutes; Ondrea seconds the motion. Motion passed.**

**• Chapter Officers and Board Members (all)**

- Introductions of new board members
- 2019/2020 Directors and Officers listing
  - RIMS Website – photos/bios – confirm all updated
  - **Action item: New members please make sure bio is on RIMS website**
  - **Action item: Current members make sure bio is updated on RIMS website**
- Board Succession Planning – Matt Friend
  - 2020 Terms
    - Neil Colclough (membership vote), Matt Friend (membership vote), student advisory member (Board appoints), Advisory Member Elizabeth Booth (Board appoints)
- Society Update - Renee Mosley
  - Denver will host RIMS May 3-6, 2020. There are 170 sessions planned. Awards programs submissions are encouraged.
  - Opportunities for RIMS Society Committees available. Participation is encouraged.
  - Member and Chapter Services Committee – Carter Boardman, Nahua Maunakea
    - Committee focusing on Chapter volunteer services

- Working group focusing on struggling Chapter support
  - Rising Risk Professionals – Emily
    - Toolkit from Society
      - Final toolkit should be done for review later this month from Society. Idea is to get members under 35 years old or with 7 or less years of risk management experience more engaged in Chapter
      - **Action item: Jordan will attempt to identify the Rising Risk Professionals in our Chapter. Due date: November 1, 2019**
    - Law Students from CU & DU
      - Both schools are interested in getting RIMS members to come in and talk about risk management career options to try and boost membership
      - **Action item: Emily will send out email to Board when more information about dates/times available**
  - Western Regional Delegate Meeting – Emily
    - Emily attended post-meeting conference call. Discussion whether locations for future WRC includes Denver
    - **Action item: Emily will contact Steve Levine to discuss**
  - Society Delegate – Need to select a delegate
    - Neil has offered to be our Chapter delegate
      - **Action item: Any other interested Board members please talk to Renee and we will take formal vote**
      - **Action item: Board members shall vote on this item at next Chapter Board meeting**
  - Student advisory committee – Randal Maestas
    - Randall Maestas is the interim SAC chair at Society level
    - No update requested nor given
    - June 1, 2020 there will be committee opening for student advisory committee if anyone in our Chapter wants to volunteer at Society level
- **Chapter Governance (Renee)**
  - Review Mission Statement – are we still in agreement with this or does it need updating?
    - Present Board members agree with our Mission Statement
  - Code of Ethics – obtain updated signatures from all board members
    - **Action item: Each Board member please sign and return to Renee**
  - By-laws – Ondrea completed the updates
    - **Action item: By November Board meeting, members review Chapter SOPs and bring changes to meeting**
    - **Action item: Matt will review Section 5 of the bylaws**
- **Chapter Administrator (Renee)**
  - Performance Review
    - Bonus Consideration
      - Motion to approve – Motion passed
    - Compensation
      - Motion to approve – Motion passed
- **Chapter Bookkeeper (Renee)**
  - Performance Review
    - Bonus Consideration

- Motion to approve – Motion passed
  - Compensation
    - Motion to approve – Motion passed
- **Professional Development (Need a new Chair);**
  - Revisit committee activities
    - Item tabled until tomorrow’s meeting when Radu will be joining
- **Membership (Gary Rimler, Chair)**
  - **Committee: Neil, Jordan, Brian Molen**
  - Board Discussion – comments/suggestions as to:
    - Neil: Updated info re: membership from Society received 10/2/19
      - Goals: formal process on what we do with membership list we get from Society re: reaching out to members for purpose of retention and acquisition
      - Neil: action items and draft of process being worked on now and committee will present to Board for comment/review
      - Neil proposed sending holiday cards to members and will follow-up with the Board regarding details
- **Social Media**
  - Board Discussion – do we want to create more active social media presence? If so, what platform would we use? Board determined to further LinkedIn presence
  - Do we want to be more social media active? Portland chapter is FB livestreaming their monthly meetings; this could be a good way to reach more members effectively
  - This could help promote our chapter and others professionally
  - Should the student member oversee our social media presence? Or is it the responsibility of each board member to post (LinkedIn, Twitter)
  - Social Media should be under Communication committee
    - **Action item: Ondrea to review with Salvador prior to next Board meeting**
    - **Action item: Board needs to decide who will be LinkedIn administrator**
  - Neil raised the idea of seeking out someone to consult with us about best practices for maintaining a social presence
- **Recognition (Steve Levine, Chair)**
  - **Committee: Carter Boardman**
  - Goals – Nominate and recognize key organizational contributors annually
  - Discussion Items
    - Recognition for Gary Munsterman & Tracey McDonough for Chapter Contributions; are there others to consider (Gloria & Carter come to mind)
      - Carter has been recognized for being past president.
      - When Tracey rolls off Membership, we will want to recognize her. Same for Gary. Will recognize them at Holiday Party (Eric)
      - Gloria: did we properly recognize her at the end of her Chapter Board presidency?
      - Eric confirmed Steve Levine to chair and Carter Boardman to be on committee
      - Matt will check inventory to determine if there are any awards
- Mark: Sponsorship committee: For discussion 10/5/19
  - Can we have additional professional member on sponsorship committee?
  - Bronze member feedback: We need to look at sponsorship levels.

Meeting adjourned 4:27pm

Saturday, October 5, 2019

R. L. Traylor	Present	Ondrea Matthews	Present
Lori Johnson	Present	Radu Demian	Present via phone
Eric Marsh	Absent	Jordan Bishop	Present
Matt Friend	Present	Salvador Ramos	Absent
Peggi Miller	Present	Emily Bloedel	Present
Tammy Widhalm	Present	Bob VanGorder	Present
Elizabeth Booth	Present	Renee Mosley	Present
Mark Niedt	Present	Neil Colclough	Present

#### Call to order 9:04 am

- **Chapter Administrator update (Fran)**
  - Duties of Fran for new member edification
  - Communication preference with Fran - email
  - Review of google drive
    - **Action item: Fran will review google drive with Jordan**
    - **Action item: Tammy will put scanned historical financial records on USB and give to Fran to upload to google drive**
    - **Action item: Tammy will ask if Society has a Document Retention program**
  - LinkedIn: Should we have Fran be administrator of our LinkedIn account? Current administrator is Fran's predecessor
  - Member renewal kickoff conversations with Gary Rimler, Mark Niedt, Fran
    - Mark: The committee will have meeting the first week of November to discuss plan for capturing prospective sponsors. We should have another professional member in this conversation to approach sponsors that perhaps Mark does not know.
    - **Action item: Mark will send meeting invitation to those involved in committee for plan of capturing sponsors and associate members together. Mark and Fran will talk before November 1<sup>st</sup> to plan how we communicate with sponsors and associate members with a unified and streamlined message.**
  - Communication with Chapter
    - Please include Fran in conference calls and meetings with projects/topics of which she is involved
    - Fran will send out calendar invitations to the Board members once monthly meeting dates are set
    - It was requested and approved by the Board that Fran will send out a list of member attendees to the Board prior to the monthly meetings
  - Website
    - Monthly presentations can be sent out with post-meeting surveys
  - Credit Card machine is working!

- **Finance (Chair: Cindy Stevens)**
  - Committee: Tammy Widhalm, Lori Johnson
  - Chapter Accountant (Lynn Chambers)
  - Goals: Facilitate internal controls and cross-check mechanisms to ensure transparency of the Chapter finances on behalf and for the benefit of Chapter members.
  - **Discussion Items**
    - 2020-21 Budget (Cindy)
      - Budget reviewed and agreed to by Board Members.
      - **Action item: Revised budget will be circulated to the Board and will be voted upon at November meeting.**
    - Financial reporting to membership – Lynn
      - Goal is to have monthly financial statements to Tammy by 10<sup>th</sup> of each month (which she always meets)
      - Ongoing frustrations with receiving timely Society dues. No solutions identified except Tammy will continue to request dues from Society on a timely basis.
  
- **Scholarship Committee (Chair: Radu Demian)**
  - Committee: Tammy Widhalm
  - Goals: To promote Risk Management in the student community through scholarship awards and increased awareness
  - Discussion Items:
    - UCD Scholarships – has met with Sarah Kelsey to discuss program. Renee went to advisory meeting on 10/3.
      - **Action item: Matt will send information to Radu regarding 10/16/19 meeting with students re: mentoring**
      - **Action item: Radu will look at changing scholarship application dates to accommodate new students**
    - Professional Development committee chair: Can we marry the mentoring and liaison program? Topic tabled for now until Radu, Gary, and Matt, can meet and discuss how these committees intersect and how they should be designed/administered.
    - NMSU Scholarships - What will expectations be next year
      - **Action item: Radu to speak with university and report back to the Board**
  
- **Legal/Legislative (Chair: Emily Bloedel)**
  - Need a new Chair
    - **Action item: Emily will report back when new chair is assigned/volunteered**
  - Committee: Jim Blair, Cindy Stevens, Jerad Denton, Renee Pettinato Mosley
  - Goals: This committee is charged with tracking all state and federal legislation which may impact risk management, safety and the insurance industries.
  - Discussion Items
    - Discuss involvement with RMIIA on medical liens
      - Are we comfortable with the Legislative Committee taking a more proactive approach to legislation in Colorado?
        - Board agrees this is just an exploratory exercise at this time without a call to action
      - Does this type of activity place our nonprofit status at risk?
        - Cindy Stevens from the Committee said Lynn might have some insight on this question.
          - **Action Item: Tammy will ask for Lynn's insight**
    - If we do proceed with this collaboration, who should represent RM RIMS?

- We had a few thoughts, including that someone from the Committee could do it, or someone who is more of a claims expert
  - **Action item: Emily will let Board know who is appointed**

- **Chapter Awards (Chair: Peggi Miller)**

- Committee: Emily Bloedel
- There are four categories for ECHO awards:
  1. Innovation: Introducing a new method, idea, or process leading to improved operational efficiency
  2. Development: Increasing membership or enhancing the membership experience
  3. Engagement: Increasing overall member involvement in chapter activities
  4. Advocacy: Successfully advocating at the local level on behalf of RIMS and the field of risk management
- Goals: Submit ECHO Application for Engagement category in 2020
  - Review for consideration of application
    - Rising Risk Professional: Tabled until next year and will be re-evaluated
    - Chapter Happy Hour being submitted under Engagement category – ECHO Application due to Society 1/3/20
      - Board is encouraged to host their own happy hour and report back to Committee on success/challenge
      - We need to host a couple more happy hours to membership and finalize ECHO application before deadline
      - Fran can help get it organized and invitation out
      - Invitations can go out to not only risk management professionals, and non-members, students, etc.
      - **Action item: Peggi will work towards partially final draft of ECHO application and work with Neil and Emily to update as membership happy hours take place**
  - What other considerations for ECHO next year: RMIIA in Advocacy category? Rising Risk Professional?

- **Nominating (Chair: Matt Friend)**

- Committee: Ondrea Matthews, Tammy Widhalm
- Goals – Develop pipeline, review candidates and propose elections for new board members
- Discussion Items: Recap of elections
  - 53 votes received
- We have a few chapter members to consider for next year's election
- There are a few interested chapter board members to consider for next year's elections

- **Programming (Chair: Renee & Emily)**

- Committee: Matt Friend, Neil Colclough, Teresa Spencer, Elizabeth Booth & R.L. Trailor
- Remaining 2019 Events:
  - October meeting: Legislative Update. Marsha Kitch will talk about work comp.
  - November meeting: Not planned yet
  - December Holiday Event: TBD Casino night at same hotel as last year.
    - Need gift cards left over from Golf for giveaways for the Forum and Holiday Party; will need to pick up a few other giveaways
- January: Joint meeting w/ASSP at Comedy Works – Landmark – Date & Topic TBD
- Theme for 2020: Current theme is “Staying Ahead of the Risk Management Curve” which we used for the last two years.



- Does Society have a theme we can dovetail with since RIMS in Denver next year?
    - Neil proposed: “Building Your Risk Community” This theme was positively received by the Board
  - Upcoming monthly meeting ideas brainstorm among Board: How to Deal with a Hard Market; Meeting Board’s Expectations in a Hard Market; How to Deal with Changing Carrier Agreements; Focus on Loss Control and Changing Carriers in Hard Markets, Alternative Risk Financing Options for Disappearing Coverage
    - **Action item: Emily and Programming Committee will look over last year of recommendations of speakers or topics from survey for ideas for future programming**
  - Ideas for next spring: AI and Liability; Gig Economy; Employee Health Insurance Benefits Costs and the Impact on GL and WC; Union vs. Non-Union Employees and Trends Related to Insurance; Technology Tools and Resources Available to Risk Professionals; Managing OSHA Investigations (checklist, resources); How to Break Down the Silos Between Risk Management and Safety; Contingent Business Interruption.
  - Emily stated the Association of Corporate Counsel is writing a series of Enterprise Risk Management and perhaps we could have one of them speak at a monthly meeting.
  - Question: should we have monthly meeting table hand-outs regarding various topics? RL suggested that an OSHA investigation checklist for employers might be a good one
    - **Action item: Neil will consult with the Communications Committee and update the Board at the next meeting**
- **Golf Committee (Need New Chair)**
  - Chair: Nahua
  - Committee: Carter Boardman, Bryan Molen, Jason Flaxbeard, Teresa Spencer, Greg Luttrell, Dan Burseth, Gary Munsterman
  - Goals: Hope to achieve – increase sponsorship over 2019 maintain all current/2018 sponsors; while upgrading several of the Annual Sponsors to a higher level; plus adding new sponsors to the list
    - **Action item: Sponsorship levels need to be discussed with Committee (Mark)**
  - Obstacles –general economic pressures all companies face that might have a company not renew or to lower their commitment level, etc.
  - Concerns – additional mergers and finding new sponsors. Also, making our sponsorship form easy to review/respond to
    - Finding a 2020 Fundraising Committee
    - **Action item: Renee will get updates from Nahua and report back during November meeting**
- **Community Service – Ondrea (Chair), Peggi, Elizabeth**
  - Ideas for 2020
    - Any ideas for volunteering? Brothers Paint-a-thon? We could sponsor lunch for a project
    - IICF – partnered 2019 and pledged \$2500 annually to them. They have offered board seat to RIMS Community Service Chair (held by Ondrea for now until Chair rolls off)
    - Brother’s Redevelopment – we are official safety sponsor for BR. We donate \$2500/year.
    - **Action Item: Ondrea will invite IICF and Brother’s to Chapter meeting February or March**

- **New Business**

- RIMS Society Conference – VIP reception May 1, 2020 – Venue TBD
- 2014 Invitee list shared with Renee
  - Action Item: Renee to work with Society to determine 2020 invitee list
  - Action Item: Renee/Emily reserve venue once we have estimated attendance
- Board approves to include action items with due dates in Chapter Meeting Minutes.

**Meeting adjourned 1:02PM**