

HFMA  
**REGIONAL PLANNING TIME AGENDA**  
**San Antonio TX**  
April 16, 2023

**Attendees:** 2023-24 Chapter Presidents, 2023–24 Chapter Presidents-elect, 2022–23 Regional Executive, 2022-23 RE2 (2023-24 Regional Executive), 2022-23 RE3 2023-24 RE3 (Optional)

Agenda Item <i>(Note: All timeframes are suggested only; adjust per the region's agenda needs.)</i>	Reporting	Action
1. <b>Welcome, Introductions</b> (10 minutes)	2022–23 Regional Executive	Information
2. <b>Review Agenda</b> (5 minutes)	2022–23 Regional Executive	Information
3. <b>Regional Executive Council Summary</b> (10 minutes)	2022–23 Regional Executive	Information
4. <b>Present Candidates and Vote on the 2023–24 RE 3 (if needed)</b> (20 minutes)	2023–24 Regional Executive	Action
5. <b>Regional Operations</b> <ul style="list-style-type: none"> <li>Review Regional Executive team roles, responsibilities, and expectations</li> <li>Review Regional Operating Agreement and identify any additions/changes</li> <li>Designate Regional Treasurer (if needed)</li> </ul> (15 minutes)	2023–24 Regional Executive	Action
6. <b>Review Regional Financials and approve 2023–24 budget (if needed)</b> (10 minutes)	2023–24 Regional Executive	Action
7. <b>Chapter Operations</b> <ul style="list-style-type: none"> <li>One HFMA project plan</li> <li>Chapter Success Plan</li> <li>DCMS Policy</li> <li>Chapter Portal</li> </ul> (15 minutes)	2023–24 Regional Executive	Information
8. <b>Identify Monthly Regional Conference Call dates with Chapter Presidents/Presidents-elect</b> (10 minutes)	2023–24 Regional Executive	Action
9. <b>2023 Volunteer Leadership Meeting — June</b> Nashville TN Saturday, June 24 <sup>th</sup> PM and Sunday, June 25 <sup>th</sup> AM (10 minutes)	2023–24 Regional Executive	Information
10. <b>Other Business</b> (10 minutes)	2022–23 Regional Executive	Information
11. <b>Adjournment</b> (5 minutes)	2022–23 Regional Executive	Action

## Supplemental Material to Agenda Item 5 – Regional Operations

- Regional Executive Process
  - Regional Executives 3 (RE3s) are elected annually by Presidents-elect of their respective regions
  - Serve a one-year term as RE3, one-year term as RE2, culminating in their one-year term as RE
- Regional Executive Team Roles and Responsibilities
  - Primary link between the chapters and HFMA
  - Help chapter leaders understand the overall organizational strategies and direction
  - REs sit on the Regional Executive Council where they represent the needs and interests of chapter leaders to the national board and management
- Regional Executive Council (REC)
  - The REC is made up of the REC Chair and Vice Chair (who are HFMA Board Members) and the 11 Regional Executives
  - Council members are tasked with understanding overall HFMA strategies and chapter leaders' needs to set policies that address member needs.
  - The REC is charged with the oversight of:
    - Metrics for Dashboard
    - DCMS (Davis Chapter Management System)
    - Chapter Success Plans
    - Regional Collaboration
- Regional Operating Agreement
  - Approve final agreement at VLM in June
  - Send final version to Volunteer Experience Team ([chapter@hfma.org](mailto:chapter@hfma.org))
  - Notify Volunteer Experience Team of Regional Treasurer
- Regional Executive [Policy](#) on Chapter Resource Center -> Operational Resources -> Chapter Planning and Resources

## Supplemental Material to Agenda Item 7 – Chapter Operations

### Resources in Chapter Resource Center:

- One HFMA Project [Plan](#) (Chapter Resources -> Digital Resources -> ONE HFMA PROJECT PLAN)
- Chapter Success [Plan](#) (Chapter Resources -> Plan Your Chapter Year)
- DCMS [Policy](#) (Operational Resources -> Chapter Planning and Resources)
- Chapter Portal (Access from home page of Chapter Resource Center)

### Chapter Resource Center

To access the Chapter Resource Center, log in to the HFMA website and click the Chapter Resource Center at the bottom of the page.