

# 2020-08-24 Meeting Agenda

<b>Present</b>	<b>Name</b>	<b>Affiliation</b>
x	Walter Suarez	HL7 Chair
x	Calvin Beebe	HL7 Chair elect (vice chair)
x	Floyd Eisenberg	Treasurer
x	Melva Peters	Secretary
Regrets	Ed Hammond	Chair emeritus
x	Peter Jordan	Affiliate Director
x	Diego Kaminker	Affiliate Director
x	Ken Kawamoto	HL7 Director
x	Austin Kreisler	TSC Chair
x	Janet Marchibroda	HL7 Director
x	Viet Nguyen	HL7 Director
x	Dave Shaver	Appointed Director
x	Julia Skapik	HL7 Director
	Micky Tripathi	Appointed Director
x	Andrew Truscott	Appointed Director
x	Chuck Jaffe	CEO
x	Wayne Kubick	CTO
x	Mark McDougall	Executive Director
x	Karen Van Hentenryck	Assoc. Executive Director

## Agenda Topics

Time	Agenda Item	Meeting Minutes from Discussion
12:00 - 12:03 PM ET	Roll call/agenda review - Walter	Walter called the meeting at 12:05pm Eastern.
12:03 - 12:05 PM ET	<p>Consent agenda - Walter</p> <ul style="list-style-type: none"> <li>• Minutes from the Board retreat</li> <li>• CEO report</li> <li>• CTO report</li> <li>• Updated code of ethics</li> <li>• Re-appointment of Susan Matney and Sylvia Thunn to the HL7 Terminology Authority</li> </ul>	<p>Walter welcomed everyone to the meeting of the Board. He noted that there will be some updates to the Board schedule to add additional meetings.</p> <p>He hoped people are keeping well and are staying healthy.</p> <p>Two main topics for the agenda</p> <ul style="list-style-type: none"> <li>• financial update</li> <li>• re-envisioning HL7 strategy and initial set of recommendations.</li> </ul> <p>Consent agenda - Austin had noted a correction to the minutes to correct title for Viet.</p> <p><b>MOTION:</b> To approve the consent agenda - Truscott - seconded by Beebe - Carried unanimously</p>

<p>12:05 - 12:20 pm ET</p>	<p>Financial update - Floyd/Mark</p> <ul style="list-style-type: none"> <li>• YTD 2020 Financial Highlights</li> <li>• January and May meetings of 2021</li> <li>• 2021 Budget – Finance Committee Assumptions – get feedback from Board</li> <li>• Highlights of Membership Survey</li> </ul> <p>Treasurers Report 2020 August 24 updated final.pptx</p>	<p>Floyd presented the Treasurer's Report</p> <p>Will highlight year end financial forecast, ORG member survey, and the impact of cancelling hotel contracts for HL7 events that the Board decides to replace with virtual events.</p> <p>Year End Forecast</p> <ul style="list-style-type: none"> <li>• Membership revenues received to date - have surpassed 2020 budget - \$80K more than budget</li> <li>• Distance learning programs are on track to generate \$700K (\$50K more than budget) and webinar/virtual classroom programs are expected to generate \$275K (\$125K over budget)</li> <li>• Replacing Face to face meetings with virtual events has reduced revenues and expenses</li> <li>• Variance in revenues - 17% down, but expenses are lower than budgeted 21% down - therefore net income is up by 130%</li> <li>• Year end forecast - reserves in months of operating 14.95 months; reserves 4.7% higher than budgeted</li> </ul> <p>Looking ahead to 2021</p> <ul style="list-style-type: none"> <li>• 3 significant factors impacting 2020 budgeting <ul style="list-style-type: none"> <li>○ will org members renew?</li> <li>○ will attendees continue?</li> <li>○ impact of cancelling hotel contracts?</li> </ul> </li> <li>• Survey sent out to ORG members - 408 members <ul style="list-style-type: none"> <li>○ 283 completed renewal question - 69% response rate</li> <li>○ 287 completed virtual meeting question - 70% response rate</li> <li>○ 290 completed in person meeting question - 71% response rate</li> <li>○ Renewal of membership <ul style="list-style-type: none"> <li>▪ 88% anticipate renewing</li> <li>▪ 10% don't know</li> <li>▪ 2% anticipated not renewing</li> <li>▪ Discussion <ul style="list-style-type: none"> <li>▪ Andy asked how this fits with normal renewal -</li> <li>▪ ACTION: Mark will check to see how this compares to the past</li> </ul> </li> </ul> </li> </ul> </li> </ul>
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		<p>February 20, 2021</p> <ul style="list-style-type: none"> <li>▪ \$273K if cancelled after February 20, 2021</li> <li>▪ \$75K penalty if cancel by September 10</li> </ul> <ul style="list-style-type: none"> <li>▪ Mark indicated that Board will need to make a decision about cancellation and paying penalties - hotels not willing to look at changes as events are too far out.</li> <li>▪ Andy - wondered if Board should consider taking a leadership position - maybe people can travel and borders are open, but we take a shift to a more virtual event <ul style="list-style-type: none"> <li>▪ Accenture not travelling to Q2 2021 at the earliest</li> </ul> </li> <li>▪ Wayne - agrees with Andy <ul style="list-style-type: none"> <li>▪ Hotels are pretty desperate at the moment - maybe hotels will accept penalty payment as a credit to a future meeting</li> </ul> </li> <li>▪ Calvin - if we pay the penalty, then thinks we write off the penalty - not opposed to writing off 2021 meetings</li> </ul>
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Time	Agenda Item	Meeting Minutes from Discussion
		<ul style="list-style-type: none"> <li>▪ shouldn't move to completely virtual</li> <li>▪ Austin - supports Andy's position</li> </ul> <p><b>MOTION:</b> to accept the Treasurer's Report - moved by Truscott, seconded by Beebe - Carried - Eisenberg abstained</p> <p><b>MOTION:</b> to approve moving to virtual for all meetings in 2021 including Board Retreat and DevDays - by Truscott-seconded by Kreisler - carried unanimously</p> <ul style="list-style-type: none"> <li>• Discussion - includes all meetings in 2021 including Dev Days <ul style="list-style-type: none"> <li>○ Make a formal Board Statement from a leadership position</li> <li>○ can manage by exception if changes are needed</li> </ul> </li> </ul>
12:25 - 1:25 PM ET	Re-envisioning HL7 Task Force Update, Draft Recommendations <ul style="list-style-type: none"> <li>• Review recommendations and next steps - Members of the task force</li> </ul> Date for next board call	Walter reported that the last 5 months have been intense with respect to the work of re-envisioning HL7. Will be scheduling additional Board meetings throughout the year to continue the discussion. Will be discussing with the EC and TSC going forward  Slide deck was distributed by email.  Walter recapped the discussion from the Board Retreat.
1:35 - 1:30	New business <ul style="list-style-type: none"> <li>• Date for Sept Board call - Does Sept 29 at Noon ET work</li> </ul>	<ul style="list-style-type: none"> <li>• Walter - will look for extended times during the next couple of weeks for dedicated 2 hours sessions</li> </ul>
1:30 PM ET	Adjournment	Adjourned at 1:40pm Eastern