## 2020-08-24 Meeting Agenda

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

## Agenda Topics
<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Meeting Minutes from Discussion</th>
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<tbody>
<tr>
<td>12:00 - 12:03 PM ET</td>
<td>Roll call/agenda review - Walter</td>
<td>Walter called the meeting at 12:05pm Eastern.</td>
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<td>12:03 - 12:05 PM ET</td>
<td>Consent agenda - Walter</td>
<td>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.</td>
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<td>• Minutes from the Board retreat</td>
<td>He hoped people are keeping well and are staying healthy.</td>
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<td>• CEO report</td>
<td>Two main topics for the agenda</td>
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<td>• CTO report</td>
<td>• financial update</td>
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<td>• Updated code of ethics</td>
<td>• re-envisioning HL7 strategy and initial set of recommendations.</td>
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<td>• Re-appointment of Susan Matney and Sylvia Thunn to the HL7 Terminology</td>
<td>Consent agenda - Austin had noted a correction to the minutes to correct title for Viet.</td>
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<td>Authority</td>
<td><strong>MOTION:</strong> To approve the consent agenda - Truscott - seconded by Beebe - Carried unanimously</td>
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Floyd presented the Treasurer's Report

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.

Year End Forecast

- Membership revenues received to date - have surpassed 2020 budget - $80K more than budget
- 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)
- Replacing Face to face meetings with virtual events has reduced revenues and expenses
- Variance in revenues - 17% down, but expenses are lower than budgeted 21% down - therefore net income is up by 130%
- Year end forecast - reserves in months of operating 14.95 months; reserves 4.7% higher than budgeted

Looking ahead to 2021

- 3 significant factors impacting 2020 budgeting
  - will org members renew?
  - will attendees continue?
  - impact of cancelling hotel contracts?
- Survey sent out to ORG members - 408 members
  - 283 completed renewal question - 69% response rate
  - 287 completed virtual meeting question - 70% response rate
  - 290 completed in person meeting question - 71% response rate
- Renewal of membership
  - 88% anticipate renewing
  - 10% don’t know
  - 2% anticipated not renewing
  - Discussion
    - Andy asked how this fits with normal renewal -
      - ACTION: Mark will check to see how this compares to the past
- Chuck indicated that we normally have higher than 2% Funding attendance for virtual meetings in 2021
  - 41% anticipate participating with full funding
  - 40% anticipate participating with reduced funding
  - 19% don't know at this time
- Discussion
  - Peter indicated that international attendance may diminish over time
  - Mark will check to how many international organizational member the survey went to. (Mark later reported to the Board that HL7 has 33 ORG members that reside outside of the USA, which represents 8% of HL7 ORG members.)
- Funding attendance -in person with travel required
  - 21% anticipate participating with full funding
  - 11% anticipate participating with reduced funding
  - 31% anticipate not likely participating
  - 37% - don't know
- Finance Committee assumptions
  - do not increase membership dues that were recently increased by 2.5% in 2018 and 2019
  - given concerns about pandemic impact on membership - anticipating a budget that conservatively anticipates a decline as compared to 2020 year end dues.
    - conservative assumption would be to assume a decline in ORG membership revenues between 2-10%
- Discussion
  - Wayne indicated that this focuses on a reduction of members, but not the possibility of increase in new members.
Wayne requested membership trends for year to date - for new members
  - Mark indicated that we are doing better than last year - have surpassed budget for 2020

Assumptions for next year's meetings
  - Assume January WGM and May WGM and June FHIR Dev Days will be virtual
  - Assume Board Retreat and Plenary/WGM and Connectathon will be in person
  - Are these valid assumptions?
    - Peter indicated that it is highly unlikely that anyone from outside of the US will travel to the US in 2021
    - Calvin asked for clarification if contracts have been signed for September 2021
  - Cancellation costs - assuming the Hotel not willing to move the event
    - January 2021 - $140K penalty if cancelled by October 14, 2020
      - $281K if cancelled after October 14, 2020
    - May 2021 -
      - $136K if cancelled by November 30, 2020
      - $205K if cancelled by
February 20, 2021
- $273K if cancelled after February 20, 2021
- $75K penalty if cancel by September 10

- 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.
- 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
  - Accenture not travelling to Q2 2021 at the earliest
- Wayne - agrees with Andy
  - Hotels are pretty desperate at the moment - maybe hotels will accept penalty payment as a credit to a future meeting
- Calvin - if we pay the penalty, then thinks we write off the penalty - not opposed to writing off 2021 meetings
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| 12:25 - 1:25 PM ET | Re-envisioning HL7 Task Force Update, Draft Recommendations  
• Review recommendations and next steps - Members of the task force  
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 PM ET | New business  
• Date for Sept Board call - Does Sept 29 at Noon ET work | Walter - will look for extended times during the next couple of weeks for dedicated 2 hours sessions |
| 1:30 PM ET | Adjournment | Adjourned at 1:40pm Eastern |

MOTION: to accept the Treasurer's Report - moved by Truscott, seconded by Beebe - Carried - Eisenberg abstained

MOTION: to approve moving to virtual for all meetings in 2021 including Board Retreat and DevDays - by Truscott-seconded by Kreisler - carried unanimously

• Discussion - includes all meetings in 2021 including Dev Days  
  o Make a formal Board Statement from a leadership position  
  o can manage by exception if changes are needed