

**PA History Society
Finance Committee
Conference Call Minutes
April 12, 2023**

Committee Members Participating:

Bill Kohlhepp, DHSc, PA-C, DFAAPA, *Committee Chair*
Robin Hunter-Buskey, DHSc, CPHP, CCHP, CDCES, PA-C, Captain USPHS
Rich Vause, Jr., DHSc, MPAS, PA-C
Steve Wilson, PA-C, *President*

Excused: Robert Smith, PA-C, MS, DHSc, DFAAPA, *President Elect*

Staff Participating: Lori Konopka-Sauer, *Managing Director*

Finance Committee Chair Bill Kohlhepp called the meeting to order at 6:35p.m. and welcomed everyone to the call.

Chair Kohlhepp suggested that the committee members be the ‘eyes and ears’ of the Society’s revenue streams and expenses throughout the year so that we can assure that the Treasurer’s report keeps the entire Board better informed and able to more effectively meet their fiduciary obligations. Trustee Vause suggested that the Finance Committee review the budget multiple times throughout the year. Trustee Hunter-Buskey shared her experience as both a past NCCPA and nccPA Health Foundation board member.

A brief discussion ensued regarding how to generate greater financial participation from the 300 PA programs across the country. Trustee Vause suggested creating a Power-Point presentation featuring the Society’s resources that could be emailed to the program directors. Trustee Hunter-Buskey added that having the list of 300 PA program mission and vision statements should prove useful when creating specific, targeted messages to the program directors about the Society’s various resources.

During the 2022 Statement of Activities review, Chair Kohlhepp noted that the revenue projection for the general PA community had been conservative, pointing out that the Society received \$10,000 more than was projected. He asked Ms. Konopka-Sauer to compile the yearly donations that have been received as general contributions in the past. During this discussion, it was suggested that if the Trustees knew the names of the general donors from the NCCPA PA portal that there may be a potential to reach out to repeat donors to capture their stories in the future. As an example, Trustee Hunter-Buskey explained that if there were PAs with similarities who repeatedly supported the work of the PAHx, that there could be a story to be shared. President Wilson explained that the Society cannot be soliciting funds or contacting PAs from the NCCPA portal. Ms. Konopka-Sauer reiterated that sentiment and mentioned that she would speak with CEO Morton-Rias about the possibility of receiving the names of individuals who donate via the NCCPA portal each month. Trustee Hunter-Buskey added that if it is possible to receive the names of the contributors, then the PAHx Board would need to explain why they need the names and what they would do with the names and present that information to the NCCPA for their review and approval.

Dr. Kohlhepp explained to the committee members the excess in expenses from the 2022 year-end report. He shared that management had requested a \$75,000 budget adjustment to cover the increased costs associated with publishing the Social Innovators book and the

increased costs of the 20th anniversary reception in San Diego at PAEA last year. Chair Kohlhepp explained that not all of the money was expended and that the Society ended the year with expenses being over by \$46,457 than had originally been projected for the 2022 budget which was developed in the fall of 2021. Ms. Konopka-Sauer added that since the funds from the budget adjustment came from the Society's account, it was not revenue and thus was an overage at the end of the year. Chair Kohlhepp said he would be answering questions from the Trustees during the April Board meeting but didn't anticipate that there would be a lot of concerns since the Society had and continues to have funding in the bank for these types of situations. He concluded by saying that the 2023 first quarter finances were in excellent condition.

A brief discussion ensued regarding when management would start preparing the draft budget for 2024. Ms. Konopka-Sauer advised the committee members that late August is when that process begins. She added that the North Carolina Academy of PAs (NCAPA) had requested that the PA History Society begin paying a nominal monthly fee [\$500] for our museum space and garden upkeep beginning in 2024. The Managing Director said that a Memorandum of Understanding had been drafted and reviewed by legal for this new expenditure in 2024, and that it was currently being reviewed by the NCAPA.

Trustee Hunter-Buskey inquired about the security of sending the Society's financial document over email. She explained that the NCCPA used a software by Diligent and the nccPA Health Foundation used Board Affects to share board materials and financial documents instead of via email. Ms. Konopka-Sauer shared that the PAHx created a 'PAHx Trustee Only' webpage for the board members. The Managing Director said that she would inquire about the security of the current Trustee Only webpage and the material that is posted on it.

Closing Comments

Chair Kohlhepp asked the committee members to bring their calendars to the April Board Meeting so that they could schedule their next few meetings to review the Financial Policies and the 2022 990 Form later this spring. With no further business, he adjourned the conference call at 7:40p.m.

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