

# CAHIP-IE BOD Meeting Agenda

CAHIP-IE Board of Directors Meeting		
5.12.2026	11:00am to 12:30pm	IN PERSON @ HRBC & Zoom
Meeting called to order		Cherie Powell
Invocation given by		
Roll Call		Lisa Wood
Approval of Minutes		
Treasurer's Report		Christina Garcia
Voting Items		<ul style="list-style-type: none"> <li>• Finalize 2026-2027 BOD Slate</li> <li>• 2 Delegates for HOD NABIP Convention</li> <li>•</li> </ul>
President's Report		Cherie Powell
Old Business		<ul style="list-style-type: none"> <li>• 2 BOD members to represent at the 2026 NABIP Convention</li> <li>• Update on the June 8<sup>th</sup> Golf Tournament</li> <li>• June 11<sup>th</sup> Chapter Webinar</li> </ul>
New Business		<ul style="list-style-type: none"> <li>• Member Voting for BOD Slate @ the Symposium &amp; Online                             <ul style="list-style-type: none"> <li>• Date and Location for Strategic Planning Meeting</li> </ul> </li> <li>• Volunteers for Senior Summit Membership Drive (Sept 1-3)</li> </ul>
President-Elect		Shelley Hoover
Membership/Retention		Maura Zamarripa
Professional Development		Diane Barrera
Leg Report		Ashley Ingram
PAC Report		David Johnston
Communications Report		Brandi Potlongo
Awards		OPEN
Community Service		Kristie Scavarda
Medicare Report		Yolanda Webb   Henry Romero
Hospitality Committee		Alanda Dyer
Golf Committee		Henry Romero
Symposium Committee		Cherie Powell

## CALENDAR OF EVENTS

May 2026	June 2026	July 2026
5 <sup>th</sup> & 6 <sup>th</sup> CAHIP Capitol Summit	2 <sup>nd</sup> Monthly BOD Meeting	TBD Annual Strategic Planning Mtg
12 <sup>th</sup> Symposium Planning & BOD Meetings	8 <sup>th</sup> Golf Tournament @ Victoria Club	TBD 2026-2027 Budget Planning Mtg
15 <sup>th</sup> Symposium & PD Zoom Meetings	11 <sup>th</sup> Monthly Chapter Mtg - Webinar	
19 <sup>th</sup> CAHIP-IE 35 <sup>th</sup> Annual Sales Symposium	27 <sup>th</sup> to 30 <sup>th</sup> NABIP Convention	

## ADDITIONAL NOTES

NABIP Annual Conference – June 27 - 30 @ Harrah's Resort, Atlantic City, NJ



## **CAHIP-IE Board of Directors Meeting Minutes**

**April 7, 2026**

### **Roll Call**

#### **In Person:**

- Dawn Carroll - Executive Director
- Henry Romero - Golf Chair & Medicare Co-Chair
- Alanda Dyer - Hospitality Committee Chair
- Brandi Potlongo - Communication Chair
- Ray Musser - Director Emeritus
- Yolanda Webb – Medicare Chair

#### **Zoom:**

- Lisa Wood- Secretary
- Kristie Scavarda - Community Service Chair
- Ashley Ingram - Legislation Chair
- Christine Garcia - Treasurer

#### **Excused:**

- Shelley Hoover - President Elect
- Maura Zamarripa – Membership Chair
- David Johnson - PAC Chair
- Cherie Powell – Co-President
- Donna Poole - Member at Large

## VOTING RESULTS

The March minutes were reviewed. It was moved by Dawn Carroll with corrections and seconded by Brandi Potlongo to approve the minutes as presented. Motion carried (Ayes)

The March treasure report read and reviewed. It was moved by Henry Romero and seconded by Alanda Dyer to approve the Treasurer's report as presented. Motion carried (all Ayes).

## Meeting summary

### Quick recap

The board meeting focused on reviewing financial reports, discussing upcoming events, and addressing membership concerns. Dawn reported the organization's current balance at \$52,873 and noted incoming symposium funds, including two large sponsors. The group discussed the low attendance for the April 9th meeting and explored ways to improve outreach. Membership challenges were highlighted, with concerns about follow-up on potential new members and the need for better tracking of membership drives. The board reviewed plans for the upcoming CAHIP Capital Summit and discussed the status of the Senior Summit, which is on track for September 1 – 3, 2026 in Riverside. Other topics included updates on the golf tournament, symposium planning, and community service activities, including an upcoming hike at Mount Rubidoux.

### Next steps

- [Lisa: Correct the spelling of Alanda's last name in last month's meeting minutes and update the document.](#)
- [Dawn: Follow up with Cherie and Donna to ensure they are registered for the upcoming CAHIP Capital Summit.](#)
- [Kristie: Help Dawn get the word out to Word & Brown and their distribution list to increase attendance for the April 9th meeting.](#)
- [Dawn: Include Lulie in the paint and sip planning for the Golf Tournament and share via Zoom.](#)
- [Dawn: Send the list of four new members to Kristie so she can reach out to them about Trail Talks.](#)
- [Kristie: Reach out to the four new members about Trail Talks.](#)
- [Brandi: Use the phone tree system to help promote the symposium and encourage broker/attendee participation.](#)
- [Brandi: Finalize and distribute the symposium agenda by the beginning of next week to support promotion.](#)
- [Kristie: Find another local charity to support, as Alex's Way is moving to Arizona.](#)
- [Lisa: Collect donations for golf tournament baskets/containers from board members by end of May.](#)

- [All board members: Bring donations for golf baskets to Thursday's meeting or the next board meeting.](#)
- [Lisa: Assist at the hospitality table for checking in people at Thursday's event.](#)
- [Golf committee: Meet on Monday to discuss event planning \(Dawn, Lisa, and others as applicable\).](#)

## **Summary**

Dawn asked Lisa to lead the invocation to start the meeting. Henry chaired the meeting today in Cherie Powell's absence.

## **Membership Updates and Events Review**

The meeting covered several key updates and discussions. The CAHIP Capital Summit registration was discussed, with early bird pricing ending April 15.

The March 18th membership appreciation event at the hospital was reviewed, where despite a small turnout, attendees enjoyed extra pizzas and ice cream, and three new members were recognized. However, there was discussion about the effectiveness of recent membership drives, as only four new members had joined during the February to March period, with three of those still pending confirmation.

The group discussed membership drive follow-up processes, with Kristie emphasizing the need for an active membership chair to track and follow up on potential new members. Dawn proposed dividing the membership list among board members to ensure better follow-through on outreach efforts.

## **Low Meeting Attendance Concerns**

Dawn expressed concern about low attendance for the upcoming April 9th meeting, with only 17 RSVPs despite significant promotion efforts. She offered to reduce the registration fee to \$35 for additional attendees. Lisa agreed to discuss the meeting with colleagues and follow up on attendance, while Kristie confirmed she had already reached out to Word & Brown's distribution contacts. Dawn planned to follow up with Henry regarding additional promotion efforts.

## **Board Meeting Event Planning Updates**

The board meeting covered several key topics including upcoming events and organizational processes. Henry and Lisa scheduled a follow-up meeting for Monday at 1 PM via Zoom to discuss the paint and sip event planning and Golf Tournament. The team reviewed upcoming events including the Senior Summit in Riverside, with plans to send out packets by end of April, and Kristie announced an upcoming Mount Rubidoux hike on April 11th.

Meeting adjourned at 12:03pm

05/05/26

INLAND EMPIRE ASSOC HEALTH UNDERWRITERS INC

Balance Sheet Comparison

As of April 30, 2026

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	<u>Apr 30, 26</u>	<u>Apr 30, 25</u>
ASSETS		
Current Assets		
Checking/Savings		
105 Banc of California	54,229	50,649
Total Checking/Savings	54,229	50,649
Total Current Assets	54,229	50,649
TOTAL ASSETS	<u>54,229</u>	<u>50,649</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
205 Prepaid Income	0	0
Total Other Current Liabilities	0	0
Total Current Liabilities	0	0
Total Liabilities	0	0
Equity		
Opening Bal Equity	0	1,219
Retained Earnings	55,573	73,969
Net Income	-1,344	-24,540
Total Equity	54,229	50,649
TOTAL LIABILITIES & EQUITY	<u>54,229</u>	<u>50,649</u>

3:23 PM  
05/05/26  
Accrual Basis

INLAND EMPIRE ASSOC HEALTH UNDERWRITERS INC  
Income & Expense Compared to Annual Budget  
July 2025 through April 2026

	<u>Jul '25 - Apr 26</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
301.1 CAHIP-IE Dues	2,325	2,950	79%
303 MONTHLY MTG			
303a Mtg. Inc.	4,956	4,750	104%
303b Sponsor	2,015	2,400	84%
303c Opportunity Drawing	330	400	83%
Total 303 MONTHLY MTG	7,300	7,550	97%
307 SYMPOSIUM			
307a Sponsors	12,185	25,500	48%
307b Booth	3,175	10,500	30%
307d Attendee	0	11,060	0%
307e Prog. Ads	0	250	0%
307f Other	0	500	0%
Total 307 SYMPOSIUM	15,360	47,810	32%
308 GOLF			
308a Player	487	25,000	2%
308c Tee	250	500	50%
308d Auction	0	5,000	0%
308e Mulligans, Raffle, Putting	0	6,500	0%
308f Sponsors	2,500	7,500	33%
308g Miscellaneous	0	1,080	0%
Total 308 GOLF	3,237	45,580	7%
313 MEDICARE SUMMIT			
313a Medicare Summit Inc	40,000	40,000	100%
Total 313 MEDICARE SUMMIT	40,000	40,000	100%
314 Corporate Partnership	997	950	105%
Total Income	69,220	144,840	48%
Gross Profit	69,220	144,840	48%
Expense			
403 MO. MEETING			
403a Facility	2,426	4,500	54%
403b Speakers	57	0	100%
403i Other	236	204	116%
Total 403 MO. MEETING	2,719	4,704	58%

INLAND EMPIRE ASSOC HEALTH UNDERWRITERS INC  
 Income & Expense Compared to Annual Budget  
 July 2025 through April 2026

	<u>Jul '25 - Apr 26</u>	<u>Budget</u>	<u>% of Budget</u>
407 SYMPOSIUM			
407b Site	6,075	22,808	27%
407d Spkr Fees	0	1,000	0%
407e Spkr Accom	0	300	0%
407f Prizes	0	1,000	0%
407g Printing	0	200	0%
407i Program	0	300	0%
407j Registration	0	1,100	0%
407k Other	0	800	0%
Total 407 SYMPOSIUM	6,075	27,508	22%
408 GOLF			
408a Facilities	1,000	9,600	10%
408b Meals & Drinks	0	9,500	0%
408c Awards	0	1,100	0%
408d Printing	0	100	0%
408f Prizes	150	750	20%
408g Other	207	1,190	17%
408h Charity	0	7,500	0%
Total 408 GOLF	1,357	29,740	5%
410 EXECUTIVE DIRECTOR			
410a Compensation	41,908	50,290	83%
Total 410 EXECUTIVE DIRECTOR	41,908	50,290	83%
412 EXEC. DIR. OFF. EXP.			
412a Postage	448	420	107%
412b Printing	239	0	100%
412d Telephone	382	450	85%
412e Misc. Office Exp.	5	0	100%
Total 412 EXEC. DIR. OFF. EXP.	1,074	870	123%
413 MEDICARE SUMMIT			
413a Medicare Summit Expenses	1,588	1,800	88%
Total 413 MEDICARE SUMMIT	1,588	1,800	88%
414 MEDIA			
414c Website	468	378	124%
Total 414 MEDIA	468	378	124%
416 BOARD			
416a Meeting	170	254	67%
416b Misc Board Exp	0	150	0%
Total 416 BOARD	170	404	42%
417 PRESIDENT			
417c CAHIP CAP Summit/SAC	0	650	0%
Total 417 PRESIDENT	0	650	0%

INLAND EMPIRE ASSOC HEALTH UNDERWRITERS INC  
Income & Expense Compared to Annual Budget  
July 2025 through April 2026

	<u>Jul '25 - Apr 26</u>	<u>Budget</u>	<u>% of Budget</u>
418 MEMBERSHIP			
418a Promotion	<u>0</u>	<u>250</u>	<u>0%</u>
Total 418 MEMBERSHIP	0	250	0%
419 LEGISLATION			
419b NABIP Capitol Conf/ DC	4,911	5,100	96%
419c CAHIP CAP Summit/SAC	<u>0</u>	<u>5,000</u>	<u>0%</u>
Total 419 LEGISLATION	4,911	10,100	49%
420 PROFESSIONAL FEES			
420a Annual Review/990	3,625	3,625	100%
420c D & O Insurance	1,974	1,939	102%
420d Liability Insurance	<u>729</u>	<u>729</u>	<u>100%</u>
Total 420 PROFESSIONAL FEES	6,328	6,293	101%
421 CONVENTIONS			
421a NABIP Annual Convention	<u>59</u>	<u>5,770</u>	<u>1%</u>
Total 421 CONVENTIONS	59	5,770	1%
422 PAC			
422a CAHIP-PAC	1,000	1,000	100%
422c NABIP-PAC	<u>1,000</u>	<u>1,000</u>	<u>100%</u>
Total 422 PAC	2,000	2,000	100%
424 CHARITY			
424a Charity	<u>325</u>	<u>325</u>	<u>100%</u>
Total 424 CHARITY	325	325	100%
425 EDUCATION			
425b DOI Fees	<u>23</u>		
Total 425 EDUCATION	23		
435 TREASURER			
435a Bookkeeping Service	5	5	105%
435b Office Expenses	<u>1,049</u>	<u>1,049</u>	<u>100%</u>
Total 435 TREASURER	1,054	1,054	100%
437 Credit Card Fees			
437d Stripe	5		
437e Square Up Inc.	21	700	3%
437f PayPal Fees	171	1,000	17%
437g Autobooks Fees	<u>306</u>	<u>750</u>	<u>41%</u>
Total 437 Credit Card Fees	503	2,450	21%

INLAND EMPIRE ASSOC HEALTH UNDERWRITERS INC  
Income & Expense Compared to Annual Budget  
July 2025 through April 2026

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	<u>Jul '25 - Apr 26</u>	<u>Budget</u>	<u>% of Budget</u>
499 Contingency Fund	<u>0</u>	<u>254</u>	<u>0%</u>
Total Expense	<u>70,564</u>	<u>144,840</u>	<u>49%</u>
Net Ordinary Income	<u>-1,344</u>	<u>0</u>	<u>100%</u>
Net Income	<u><u>-1,344</u></u>	<u><u>0</u></u>	<u><u>100%</u></u>

05/05/26

## INLAND EMPIRE ASSOC HEALTH UNDERWRITERS INC

Income & Expense Comparison  
July 2025 through April 2026

	<u>Jul '25 - Apr 26</u>	<u>Jul '24 - Apr 25</u>
Ordinary Income/Expense		
Income		
301.1 CAHIP-IE Dues	2,325	2,129
303 MONTHLY MTG	7,300	7,395
307 SYMPOSIUM	15,360	10,324
308 GOLF	3,237	-675
313 MEDICARE SUMMIT	40,000	27,500
314 Corporate Partnership	997	1,041
319 OTHER INCOME	0	9,384
Total Income	<u>69,220</u>	<u>57,099</u>
Gross Profit	69,220	57,099
Expense		
403 MO. MEETING	2,719	3,361
407 SYMPOSIUM	6,075	5,650
408 GOLF	1,357	1,000
410 EXECUTIVE DIRECTOR	41,908	40,687
412 EXEC. DIR. OFF. EXP.	1,074	2,030
413 MEDICARE SUMMIT	1,588	1,756
414 MEDIA	468	378
416 BOARD	170	346
419 LEGISLATION	4,911	7,575
420 PROFESSIONAL FEES	6,328	5,919
421 CONVENTIONS	59	0
422 PAC	2,000	1,000
424 CHARITY	325	136
425 EDUCATION	23	0
435 TREASURER	1,054	804
437 Credit Card Fees	503	617
440 MISC/Special Events	0	10,380
Total Expense	<u>70,564</u>	<u>81,638</u>
Net Ordinary Income	<u>-1,344</u>	<u>-24,540</u>
Net Income	<u><u>-1,344</u></u>	<u><u>-24,540</u></u>

# INLAND EMPIRE ASSOC HEALTH UNDERWRITERS INC

05/05/26

Transaction Detail by Account  
April 2026

Type	Date	Num	Name	Memo	Amount
<b>301.1 CAHIP-IE Dues</b>					
Deposit	04/27/2026	ACH	NABIP	Membership Dues - MAR...	-224.77
Total 301.1 CAHIP-IE Dues					-224.77
<b>303 MONTHLY MTG</b>					
<b>303a Mtg. Inc.</b>					
Deposit	04/10/2026	SQUARE	SQUARE UP INC	April 9 2026 Chapter Mee...	-36.35
Deposit	04/10/2026	PAYPAL	PAYPAL	April 9 2026 Chapter Mee...	-380.00
Deposit	04/14/2026	D1256	CASH	APRIL 9th Chapter Meeti...	-50.00
Total 303a Mtg. Inc.					-466.35
Total 303 MONTHLY MTG					-466.35
<b>307 SYMPOSIUM</b>					
<b>307a Sponsors</b>					
Deposit	04/01/2026	D1254	IEHP	2026 Symposium - Platin...	-4,000.00
Deposit	04/01/2026	D1254	COVERED CALIFO...	2026 Symposium - Platin...	-4,000.00
Deposit	04/06/2026	ACH	TRIVALLEY MEDIC...	2026 SYMPOSIUM - SILV...	-1,500.00
Total 307a Sponsors					-9,500.00
<b>307b Booth</b>					
Deposit	04/30/2026	919543...	RETIRE WITH REN...	2026 Symposium - Split B...	-350.00
Deposit	04/30/2026	136168...	ALIGNMENT HEAL...	2026 Symposium - Booth	-700.00
Total 307b Booth					-1,050.00
Total 307 SYMPOSIUM					-10,550.00
<b>308 GOLF</b>					
<b>308c Tee</b>					
Deposit	04/01/2026	D1255	INLAND EMPIRE C...	2026 Golf Tournament - T...	-250.00
Total 308c Tee					-250.00
Total 308 GOLF					-250.00
<b>403 MO. MEETING</b>					
<b>403a Facility</b>					
Check	04/08/2026	ACH	PANINI KABOB GRI...	APRIL 9 2026 CHAPTER ...	234.95
Check	04/08/2026	ACH	PANINI KABOB GRI...	APRIL 9 2026 CHAPTER ...	23.50
Check	04/08/2026	ACH	PANINI KABOB GRI...	APRIL 9 2026 CHAPTER ...	20.56
Check	04/08/2026	ACH	PANINI KABOB GRI...	APRIL 9 2026 CHAPTER ...	30.00
Total 403a Facility					309.01
<b>403i Other</b>					
Check	04/07/2026	ACH	ZOOM VIDEO COM...	Webinar/Video Conferenc...	16.99
Total 403i Other					16.99
Total 403 MO. MEETING					326.00
<b>407 SYMPOSIUM</b>					
<b>407b Site</b>					
Check	04/27/2026	5652	RIVERSIDE CONV...	SECOND DEPOSIT - May...	4,350.00
Check	04/27/2026	5648	VOID	SECOND DEPOSIT - May...	0.00
Total 407b Site					4,350.00
Total 407 SYMPOSIUM					4,350.00

**INLAND EMPIRE ASSOC HEALTH UNDERWRITERS INC**

05/05/26

Transaction Detail by Account  
April 2026

Type	Date	Num	Name	Memo	Amount
<b>408 GOLF</b>					
<b>408a Facilities</b>					
Check	04/27/2026	5650	VICTORIA CLUB	CAHIP-IE 2026 GOLF TO...	1,000.00
Total 408a Facilities					1,000.00
<b>408g Other</b>					
Check	04/23/2026	ACH	LIANARDO MOBILE...	2026 Golf Tournament - I...	207.00
Total 408g Other					207.00
Total 408 GOLF					1,207.00
<b>410 EXECUTIVE DIRECTOR</b>					
<b>410a Compensation</b>					
Check	04/15/2026	5647	DAWN M CARROLL	Services Rendered 04.16....	2,095.42
Check	04/30/2026	5651	DAWN M CARROLL	Services Rendered 04.16....	2,095.42
Total 410a Compensation					4,190.84
Total 410 EXECUTIVE DIRECTOR					4,190.84
<b>412 EXEC. DIR. OFF. EXP.</b>					
<b>412d Telephone</b>					
Check	04/01/2026	ACH	ONEBOX	MARCH 2026 Phone Cha...	39.62
Total 412d Telephone					39.62
Total 412 EXEC. DIR. OFF. EXP.					39.62
<b>422 PAC</b>					
<b>422a CAHIP-PAC</b>					
Check	04/27/2026	5649	CAHIP-PAC	2025-2026 Chapter Contri...	1,000.00
Total 422a CAHIP-PAC					1,000.00
Total 422 PAC					1,000.00
<b>437 Credit Card Fees</b>					
<b>437e Square Up Inc.</b>					
Deposit	04/10/2026	SQUARE	SQUARE UP INC	CC Fees - April 9 2026 C...	1.10
Total 437e Square Up Inc.					1.10
<b>437f PayPal Fees</b>					
Deposit	04/10/2026	PAYPAL	PAYPAL	CC Fees - April 9 2026 C...	18.16
Total 437f PayPal Fees					18.16
Total 437 Credit Card Fees					19.26
TOTAL					<u><u>-358.40</u></u>