

CAHIP-IE BOD Meeting Agenda

CAHIP-IE Board of Directors Meeting		
6.2.2026	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		•
President's Report		Cherie Powell
Old Business	<ul style="list-style-type: none"> BOD Slate for 2026-2027 – BOD Online & Members Online Update on the June 8th Golf Tournament June 11th Chapter Webinar 	
New Business	<ul style="list-style-type: none"> Strategic Planning Meeting @ HRBC – July 16th 10am to 12pm@ HRBC BOD Summer Picnic – Saturday, August 15th @ Henry's Home 	
President-Elect		Shelley Hoover
Membership/Retention		Alanda Dyer Donna Poole
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		
June 2026	July 2026	August 2026
2 nd Monthly BOD Meeting	10 th PD Committee Monthly Zoom Mtg	10 th PD Committee Monthly Zoom Mtg
8 th Golf Tournament @ Victoria Club	16 th Annual Strategic Planning Mtg	15 th BOD Summer Picnic @ Henry's
11 th Monthly Chapter Mtg - Webinar	16 th 2026-2027 Budget Planning Mtg	
27 th to 30 th NABIP Convention	DARK – Monthly Chapter Meeting	DARK – Monthly Chapter Meeting

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



CAHIP-IE Board of Directors Meeting Minutes

May 13, 2026

Roll Call

In Person:

- Dawn Carroll- Executive Director
- Cheri Powell- President
- Lisa Wood- Secretary
- Henry Romero- Medicare Chair
- Alanda Dyer- Hospitality Committee Chair
- Donna Poole- Member at Large
- Yolanda Webb- Medicare Committee Chair

Zoom:

- Kristie Scavarda- Community Service Chair
- Ashley Ingram-Legislation Chair
- Christine Paez- Treasurer
- Diane Barrera- Professional Development Chair
- Brandi Potlongo- Communications Chair

Excused:

- Shelley Hoover-President Elect
- Maura Zamarripa- Professional Development Committee Member
- David Johnson-PAC Chair
- Cherie Powell- President

• VOTING RESULTS

The April minutes were reviewed. It was moved by Alanda Dyer and seconded by Henry Romero to approve the minutes as presented. Motion carried (Ayes)

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

The group also addressed plans for attending the upcoming National convention in Atlantic City from June 27-30, where they need to submit delegate information by May 22nd. Delegates chosen are Cherie Powell and Alanda Dyer, with backup Donna Poole. It was moved by Lisa Wood and seconded by Henry Romero to approve these delegates. Motion carried (Ayes)

Budget allows for two representatives. It was moved by Lisa Wood and seconded by Henry Romero to approve the budget to pay for these delegates for the Atlantic City, NJ NABIP Convention. Motion carried (Ayes)

Meeting summary

Quick recap

The board meeting focused on reviewing and discussing the 2026-2027 board slate. Key decisions included appointing two delegates to the House of Delegates conference in Atlantic City and approving travel expenses for two delegates. The board discussed professional development plans, including a webinar with John Roberts in June, and decided to hold a strategic planning meeting on July 16th from 9-10 AM.

Membership updates showed the chapter at 117 members, and the board received an award for Chapter Excellence at the CAHIP conference. The Senior Summit was discussed, with plans for volunteer coordination and table setup. The symposium planning was reviewed, with 188 total registrations including 111 attendees and 74 exhibitors. The conversation ended with discussions about promoting the upcoming symposium and planning for the December Christmas party.

Next steps

- [Cherie: Send email vote to board members for ratification of 2026-2027 board slate](#)
- [Henry: Coordinate with Karina and provide possible dates \(July 11th, 18th, or August 15th\) for board appreciation event; communicate final date to group](#)
- [Dawn and Cherie: Send email with further details for board appreciation event at Henry's house](#)

- All board members: Review proposed board appreciation event dates and respond with availability
- Diane: Send reminder to Dawn regarding speed networking event date
- Dawn: Work with venue (Goeske Center) starting in June to secure speed networking event date
- All interested board members: Submit bios of potential new board members to Dawn and Cherie by set deadline
- Dawn and Cherie: Invite potential new board members to sit in on a portion of a future board meeting
- Alanda and Yolanda: Develop and bring forward strategies to attract new (especially younger) members, particularly in light of possible dues increase
- Brandi: Complete social media post about Sacramento trip and request additional photos from Donna
- Brandi: Include certificate/award image in symposium PowerPoint; frame award for display at membership table
- Kristie/Brandi/Dawn: Send picture of award/certificate to Dawn for inclusion in symposium PowerPoint
- Kristie: Send save-the-date for next trail hike/community service event
- All interested in volunteering: Sign up for Senior Summit volunteer roles (membership/registration table); Dawn to coordinate roles
- Alanda and Donna: Meet with symposium committee next week to determine membership table theme and engaging display
- Cherie: Email helicopter information to Dawn for golf tournament brochure and signage
- All board members: Continue to promote symposium via social media and personal networks; encourage walk-in registrations
- Cherie: Secure date (Dec 10th or 17th) for Christmas party and communicate to group
- Ashley: Set up virtual legislative meetings and notify team of dates
- Cherie: Bring up issue of advance distribution of legislative talking points at CAHIP board meeting
- Dawn: Follow up with David Johnson regarding pack participation and ensure pack flyers/QR codes are ready for symposium
- Brandi: Identify and recruit committee members for communications (social media/newsletter) for current and next year
- Dawn: Set executive team budget/finance meeting for July 16th, 9-10am
- All interested in community service: Provide input to Kristie on preferred community service project (feed homeless, donate clothes, etc.)
- Henry/Yolanda: Continue securing sponsors and golfers for golf tournament; follow up with Regal, PCAC, Imperial, Scan, Optum, etc.
- All: Submit reimbursement requests for Sacramento trip to Dawn by tomorrow (for hotel, registration, Uber—within budget limits)
- Dawn/Cherie: Ensure testimonies from new Sacramento trip attendees are collected for newsletter and live symposium testimonials (limit to 2)
- Dawn/Brandi: Coordinate live testimonials at symposium regarding Sacramento trip
- Ensure membership table at Senior Summit is inviting and engaging; meet with team to plan theme and activities

- [All: If interested in joining a committee \(e.g., leg, membership, community service\), notify Cherie or appropriate chair](#)
- [Cherie: Bring up at CAHIP board meeting the need for advance notification from members planning to attend legislative visits for better coordination](#)
- [Cherie: Follow up with CAHIP regarding advance distribution of legislative talking points for future capital conferences](#)
- [Dawn: Add golf tournament information/flyer/QR code to symposium PowerPoint and ensure flyers are available at events](#)

Board Meeting Agenda Review

The board meeting began with a prayer led by Cherie and a roll call to check attendance. The meeting started at 11:04 AM and included a review of the April 7th board meeting, which was approved unanimously. The group discussed moving voting items to the beginning of the agenda and mentioned that Diane would need to leave early for another meeting. The Treasurer's report was mentioned as a pending item to be addressed.

Board of Directors Slate Approval

The meeting covered the approval of the treasurer's report and reviewed the board of directors' slate for the 2026-2027 term. Key positions were presented, including Cherie Powell as President, Brandi Potlongo as President-elect, and Christina Garcia as Treasurer. A significant discussion centered around the membership chair position, where it was announced that Maura would step down due to time constraints, and Alanda would take over as membership chair while also assuming the hospitality role. Dawn and Ashley had previously discussed this transition with Maura, who agreed to the change.

Board Committee Assignments and Convention

The board discussed committee assignments, particularly for the leg committee, with Ashley indicating she would step down from this role next year and moving to the State Legislation. Daine Barrera is interested in this Chair position. The group also addressed plans for attending the upcoming National convention in Atlantic City from June 27-30, where they need to submit delegate information by May 22nd. Budget allows for two representatives.

Travel Reimbursement and Delegation Planning

Dawn discussed reimbursement details for the Atlantic City, NJ trip for NABIP Convention in June, including hotel registration and Uber budget limits. The team voted to appoint three delegates: Cherie, Donna, and Alanda. They also approved paying Cherie and Donna's travel and registration expenses for an upcoming convention in Atlantic City, New Jersey.

Professional Development and Event Planning

Diane discussed upcoming professional development events, including John Roberts' webinar in June and the transition of CE classes to the third Thursday of each month starting in October. They also planned to start speed networking in February, with Dawn requesting Diane to send a reminder about the date.

Senior Summit Volunteer Planning Meeting

The board discussed volunteer needs for the upcoming Senior Summit from September 1-3, with Dawn confirming that 3-4 volunteers are needed to man the membership table each day. Donna, Brandi, and Kristie volunteered for the role, with Ashley and Christina offering to help with registration.

The group also scheduled a strategic planning meeting for July 16th from 10 AM to 12 PM, followed by a separate budget meeting from 9-10 AM. Dawn noted that low attendance at monthly meetings would be added to the next agenda for discussion.

Chapter Events Updates and Membership

The meeting covered updates on various ongoing projects and events. Donna and Alanda discussed strategies to attract new members, particularly younger members, with plans to bring forward ideas for the strategic planning session.

Cherie proposed organizing a board members' family get-together, with Henry offering to host the event at his place, and the group considered potential dates of July 11th, July 18th, or August 15th.

The board also addressed a potential increase in membership costs, with Kristie noting that members are already struggling to pay the current \$641 annual dues, and this proposal would need to be voted on at the New Jersey conference. Finally, the group discussed recruiting potential new board members.

Ashley reported on setting up virtual Zoom meetings following the Sacramento trip.

Brandi provided updates on social media posts and suggested including live testimonials about the Sacramento trip at the upcoming symposium.

Kristie shared that the chapter received an award for CAHIP IE and discussed plans for future community service activities.

Henry and Yolanda provided updates on the Senior Summit, including sponsorships and speaker arrangements.

The symposium planning was reviewed, with 117 total registrations and ongoing efforts to promote attendance.

The conversation ended with a brief discussion about the potential dates for the Christmas party, tentatively set for December 17th or 10th.

Meeting adjourned at 12:26pm

05/05/26

INLAND EMPIRE ASSOC HEALTH UNDERWRITERS INC

Balance Sheet Comparison

As of April 30, 2026

	<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	0	250	0%
Total 418 MEMBERSHIP	0	250	0%
419 LEGISLATION			
419b NABIP Capitol Conf/ DC	4,911	5,100	96%
419c CAHIP CAP Summit/SAC	0	5,000	0%
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	729	729	100%
Total 420 PROFESSIONAL FEES	6,328	6,293	101%
421 CONVENTIONS			
421a NABIP Annual Convention	59	5,770	1%
Total 421 CONVENTIONS	59	5,770	1%
422 PAC			
422a CAHIP-PAC	1,000	1,000	100%
422c NABIP-PAC	1,000	1,000	100%
Total 422 PAC	2,000	2,000	100%
424 CHARITY			
424a Charity	325	325	100%
Total 424 CHARITY	325	325	100%
425 EDUCATION			
425b DOI Fees	23		
Total 425 EDUCATION	23		
435 TREASURER			
435a Bookkeeping Service	5	5	105%
435b Office Expenses	1,049	1,049	100%
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	306	750	41%
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

	<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
301.1 CAHIP-IE Dues					
Deposit	04/27/2026	ACH	NABIP	Membership Dues - MAR...	-224.77
Total 301.1 CAHIP-IE Dues					-224.77
303 MONTHLY MTG					
303a Mtg. Inc.					
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
307 SYMPOSIUM					
307a Sponsors					
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
307b Booth					
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
308 GOLF					
308c Tee					
Deposit	04/01/2026	D1255	INLAND EMPIRE C...	2026 Golf Tournament - T...	-250.00
Total 308c Tee					-250.00
Total 308 GOLF					-250.00
403 MO. MEETING					
403a Facility					
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
403i Other					
Check	04/07/2026	ACH	ZOOM VIDEO COM...	Webinar/Video Conferenc...	16.99
Total 403i Other					16.99
Total 403 MO. MEETING					326.00
407 SYMPOSIUM					
407b Site					
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
408 GOLF					
408a Facilities					
Check	04/27/2026	5650	VICTORIA CLUB	CAHIP-IE 2026 GOLF TO...	1,000.00
Total 408a Facilities					1,000.00
408g Other					
Check	04/23/2026	ACH	LIANARDO MOBILE...	2026 Golf Tournament - I...	207.00
Total 408g Other					207.00
Total 408 GOLF					1,207.00
410 EXECUTIVE DIRECTOR					
410a Compensation					
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
412 EXEC. DIR. OFF. EXP.					
412d Telephone					
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
422 PAC					
422a CAHIP-PAC					
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
437 Credit Card Fees					
437e Square Up Inc.					
Deposit	04/10/2026	SQUARE	SQUARE UP INC	CC Fees - April 9 2026 C...	1.10
Total 437e Square Up Inc.					1.10
437f PayPal Fees					
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					-358.40