

**The Community Advisory Committee (“CAC”)
Review Committee
Minutes of Meeting
Held Thursday, March 10, 2016 at 2:30 p.m.**

Location: 2700 East 18th Street, Jonas Board Room (Suite 211), Kansas City, Missouri 64127

Review Committee Members in Attendance:

Mike Enos, Chair
Melissa Harmon
Alan Powell, M.D.
Aaron Link
Siobhan McLaughlin-Lesley
May Jo Moore

Health Care Foundation (HCF) Associates in Attendance:

Rhonda Holman, Vice President/COO
Victoria McNack, Administrative Assistant

Guests in Attendance:

None

Mike Enos, Committee Chair, called the meeting to order at 1:50 p.m. immediately following the adjournment of the full Community Advisory Committee board meeting.

Discussion of 2015 Report: Chair Enos reviewed the previous meeting’s discussion and the overall goals of the annual document. He informed the committee of the need for an annual report by HCF along with a review by the CAC. The goal of the 2015 report is to deliver information in a succinct way while communicating well to a broad audience. The committee plans review the past document in order to determine which sections will change, what will stay the same, and how to thoughtfully develop this document while keeping in mind the report that HCF will provide as a supplement to the CAC’s review.

Strengths and Weaknesses of the 2014 Review: Committee members gave their suggestions as to what could change from the 2014 review document. All agreed that the intent is not to mimic the previous document, but rather to pare it down with the particular audience in mind.

One apparent need is to clarify the role of the CAC in relation to the Health Care Foundation. In the CAC section, ideally each CAC sub-committee will have their own section to discuss their work and perspectives on the success of the Foundation.

Ms. Harmon stated that the previous document could be pared down significantly: The first three pages could be condensed into something more manageable for readers. When it comes to data, a small summary would be helpful but the majority of the numbers speak for themselves. Chair Enos discussed the need to be clear of who is speaking at each point throughout the document (i.e. CAC versus HCF) in order to provide ample context for readers.

Chair Enos also presented a potential format for this year's review and recommends that the CAC and HCF have their own individual portions that work together for the greater whole:

I. CAC REVIEW

- A. Intro/Overview/Summary
- B. Description of CAC
- C. 2015 Committee Reports
- D. Committee Members and Photo

II. HCF ANNUAL REPORT

- A. Letter from CEO
- B. Overview/Description
- C. Financials
- D. Activity Reports

Chair Enos planned to refine the outline, email it to the committee members, and then each can add sub-points and edit the outline as needed.

Jennifer Sykes, Communications Officer, is responsible for developing HCF's annual report and streamlining the information. She utilizes various companies to achieve high-quality design work and formatting. Ideally, the design component would be completed by the same company in order to provide continuity between the two portions of the document.

Ms. Holman informed the committee that Brent Schondelmeyer typically read the majority of the HCF Board meeting minutes in order to fully immerse himself in the discussions, decisions, and debates. This reading fueled much of his writing, particularly in the Concerns & Commendations and Financial sections. Committee members then took time to divide the reading of board minutes amongst themselves.

Ms. Moore stated that all the information we disseminate and our evaluation should flow through the HCF mission statement. How well did the Foundation accomplish their mission and how does the CAC – and others in the community -- know that the Foundation was successful? The thoughtfulness of this document will be a great yardstick to measure future success as well.

Old Business: None

New Business: None

The meeting was adjourned at 3:05 p.m.

The next CAC Review Committee meeting will be held on Thursday, April 14, 2016 at 1:00 p.m.