

**PA History Society  
Finance Committee  
Conference Call Minutes  
January 24, 2023**

*Committee Members Participating:*

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

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

Finance Committee Chair Bill Kohlhepp called the Committee meeting to order at 7:05p.m. and welcomed everyone to the call.

Chair Kohlhepp provided the committee members with a review of the meeting agenda and the responsibilities of the Society's Finance Committee. He explained that the Society receives an annual grant from the NCCPA to cover most of the operational and programing costs, and that approximately 10-15% of the revenues comes from Associates, general donations and products.

Dr. Kohlhepp explained that President Wilson serves as an ex-officio member of each PAHx board committee. He shared the tentative months that the Finance Committee would be requested to convene to review quarterly finances prior to the April, August, and November Board meetings. The following outlines the proposed meeting schedule:

- February/March Meeting: review the 2022 year-end financials.
- March/April Meeting: review the 2023 1st quarter financials.
- June/July/August Meeting: review the Form 990 once received by the auditors.
- Mid-Late August: 2024 budget discussions.

Chair Kohlhepp asked that each committee member please email Managing Director Konopka-Sauer with their schedules for February and March so that she may send out a Doodle Poll to set up the next two committee meetings.

Dr. Kohlhepp gave a brief review of the 2023 approved budget and explanatory notes. He explained that the committee members would be tasked with anticipating questions from the Trustees regarding the finances prior to the three Board meetings during the year. Chair Kohlhepp noted that he would present the 2022 year-end financials and first quarter 2023 financials to the Trustees during the April Board meeting; the 2023 second quarter financials during the August meeting along with a conversation regarding funding requests for 2024 projects; and the 2023 third quarter financials and the 2024 proposed budget during the November Board meeting. He also reviewed the Society's Financial Policy and recommended that the committee members be charged with reviewing and updating the policies this year [2023]. A brief conversation ensued regarding the low number of PA programs that support the Society each year. Chair Kohlhepp said that he would speak with the PAHx Executive Committee regarding a workshop session at the April Board meeting for Trustees to brainstorm ideas for generating greater participation from the PA programs. President Elect Smith suggested that the programs may not understand the value of the Society's resources, such as the Educational Learning Modules, for teaching the history of the profession to their students.

Captain Hunter-Buskey suggested the Trustees create a database of the mission and vision statements for each of the PA programs as a useful tool in creating marketing strategies to promote the Society's resources and the benefits of being a paid Associate. Managing Director Konopka-Sauer added that in years past the Trustees wrote personal notes to program directors regarding the Associate benefits and resources.

**Closing Comments**

With no further business, Chair Kohlhepp adjourned the conference call at 8:07p.m.

/lks