



**MAHB Executive Committee  
FY23 Executive Committee Special Session Meeting Minutes  
February 2, 2023**

**Location:** meeting

<https://harvard.zoom.us/j/98553531968?pwd=ZVdRWk9taHZDVjl3cG1tcUNrSkpnQT09>

**Time:** 5:15PM – 7:30PM

**Executive Committee Members Present (Voting Members):** Marcia Testa, President; Christopher Quinn, Vice President; Joan Jacobs, Secretary, Marcia Rising, Treasurer; John Dougherty, Ed Cosgrove

**Non-Voting Members/Attendees:** Mike Hugo, Cheryl Sbarra and Elaine LaCoursiere (Zoom), Guests David Alper, and Amy Staunton (Zoom) and Meghan O'Neil (Zoom) from AAFCPA, Ron Considine

**Absent:** None

**1. Greetings Introductory Remarks – All**

**2. Official Call to Order**

Marcia Testa (Marcia T) called the meeting to order at 5:15 pm on February 2, 2023. The agenda for the meeting had two primary topics: 1) Bylaws Subcommittee - continued discussion from previous meeting and 2) Budget Report from AAFCPA.

- 1) Discussion regarding changes to the MAHB Articles of Organization and Bylaws continued from the previous meeting's discussion. Documents were distributed by Cheryl Sbarra for review – *see accompanying attachments posted on the Executive Committee Meeting Minutes website.*
- 2) A presentation was given by AAFCPA discussing the financial status of MAHB.

The following documents were circulated, and can be found on the accompanying attachments posted on the Executive Committee Meeting Minutes website.

- Management Report prepared by AAFCPA On the statement of activity there were a few accounts that were clarified by Elaine LaCoursiere.
  - 7205 Web-Based Software-\$20k of the \$26k is for marketing research services through the Tobacco grant.
  - 7210-Telephone-\$35k of the \$40k is payment to the Bristol and Plymouth Coalitions through the HMCC grant.
  - 7220-Software-\$48k of the \$51k was payment to Google leads through the American University grant.
  - 7340 Travel-\$11k was payment to the hospital group for a conference through the HMCC,
  - plus \$9k for Cheryl Sbarra's conferences and other travel expenses.

Also, under the statement of activity by Class, further explanation was given. The HMCC revenue had not been split between the HMCC Admin and HMCC Program classes. As a result, there was a negative net revenue in HMCC Admin. By combining both the HMCC Admin and Program, there will be an accurate amount for net revenue. MAHB program also shows a negative net revenue. This is due to revenue not being received until months later while expenditures are being spent and shown through December, 2022.

The draft budget along with a summary description of central services for FY 22-24 was also distributed and discussed.

3. **Adjournment** - The Meeting adjourned at 7:30 PM

Respectfully Submitted,

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