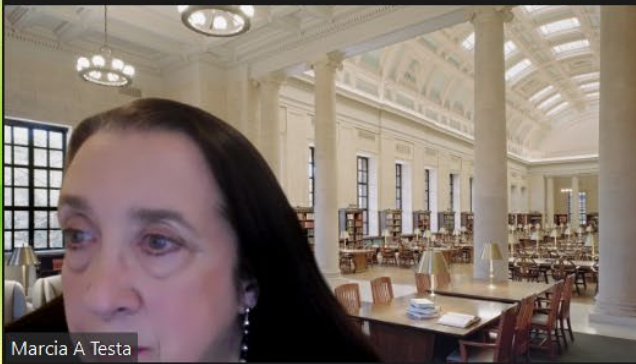


MAHB EXECUTIVE COMMITTEE MEETING

MONDAY, 6:30PM EST, NOVEMBER 15, 2021



joan jacobs



Marcia A Testa



Elaine LaCoursiere HMCC



Julie Quinn



Marcia Rising



Cheryl Sbarra



David Alper



Michael Hugo



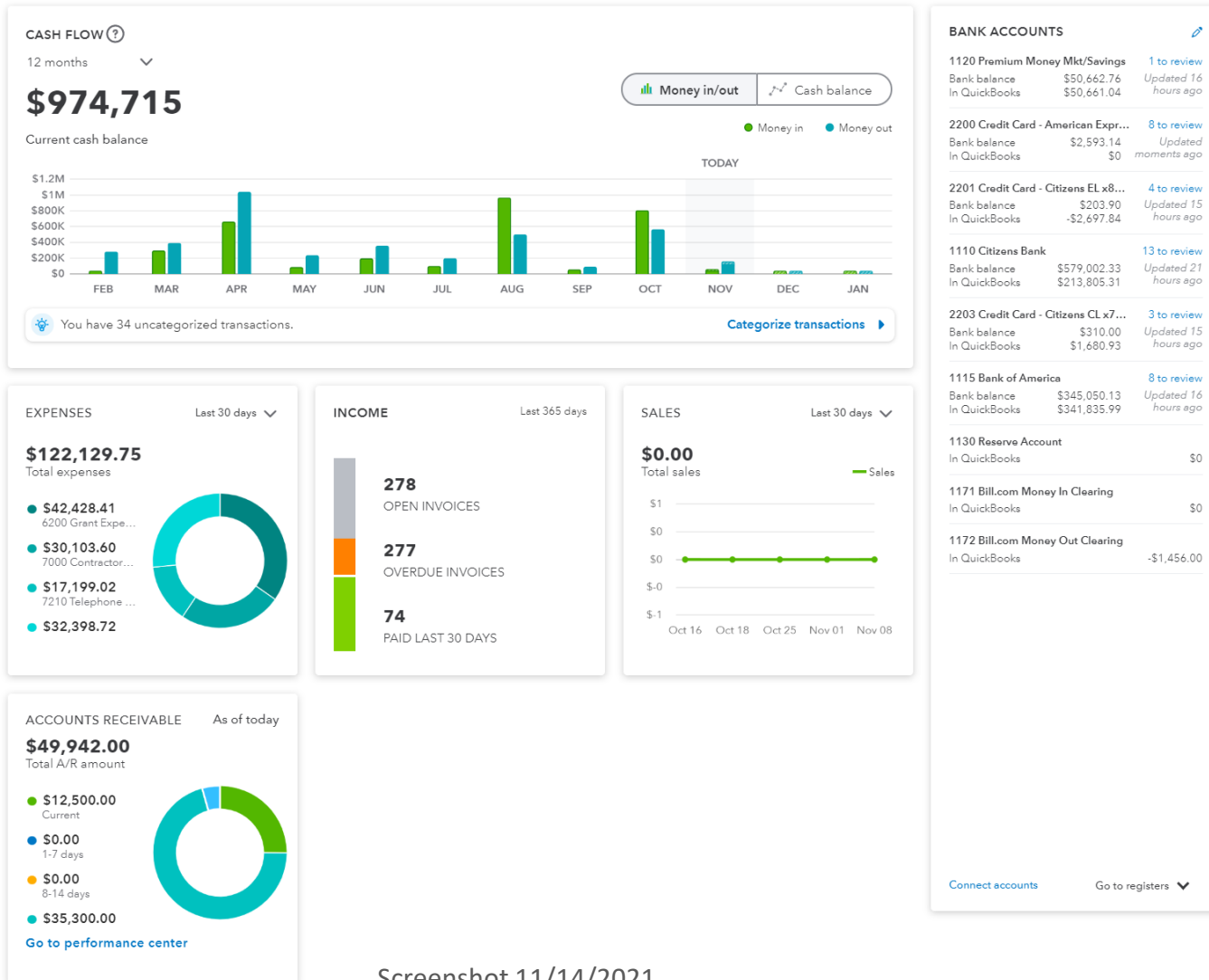
Ray Considine

AGENDA¹ --

- 6:15 PM - Arrivals and Welcome
- 6:30 PM Call to order and Roll-Call
- President's and Staff Reports
- Updates on Building the MAHB Finance Infrastructure
 - Accounting System
 - Grants & Contracts Management
 - Financial Reporting

1. <https://www.mahb.org/executive-committee-meeting-documents/>

ACCOUNTING/GRANTS/CONTRACT
PROJECT MANAGEMENT
INFRASTRUCTURE REBUILDING



Screenshot 11/14/2021

- Accounting
- Grants and Contracts Management
- Financial Reporting
- Bill Paying Audit Trail
- Membership Campaign
- Budget Planning
- Invoicing and Pledges

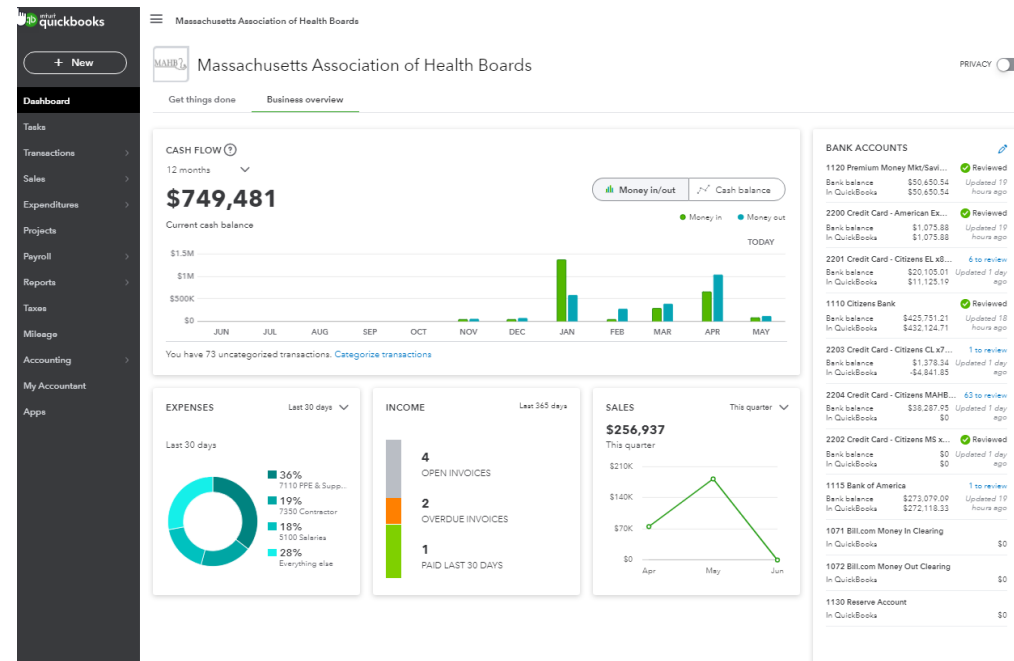
Are now all linked through different modules in Quickbooks online

CONTRACT/GRANTS/PROJECT MANAGEMENT MOVES FROM

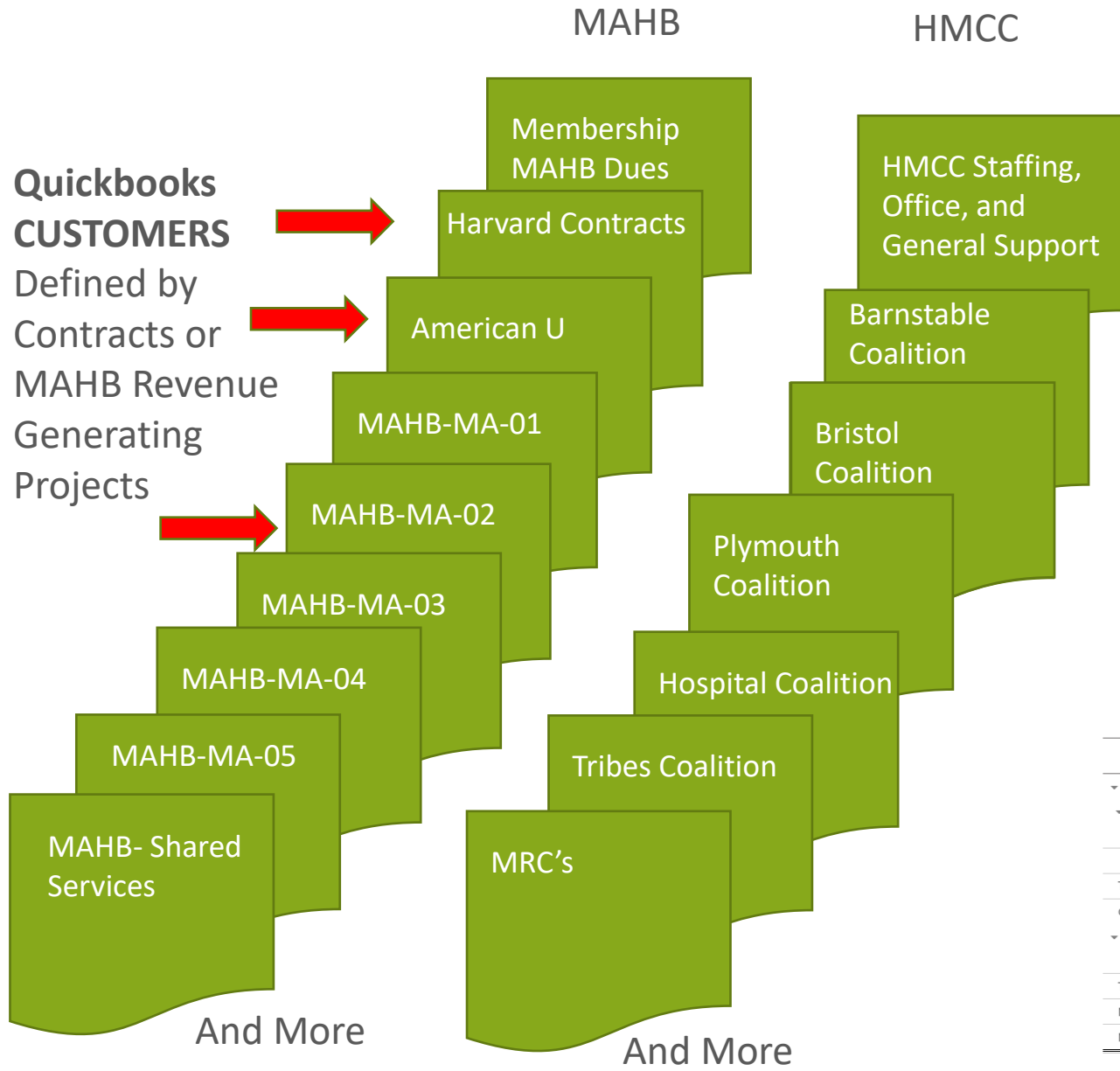
This

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	April FY 21 Monthly Expenditures																	
2	5.3.21																	
3				TOTAL		DPH-MTCP		Legal TA		COVID TA								
4	Program Director			130,000		78000		26000		26000								
5	Payroll taxes Director			10,400		6240		2080		2080								
6	Fringe Director			20,020		12012		4004		4004								
7	CD Consultant			35,000		35000		0		0								
8	COVID legal consultants			66,000		0		0		66000								
9	Occupancy - legal office			18,360		15000		3360		0								
10	Mileage			7,680		5180		2500		0								
11	Office Supplies			2,000		2000		0		0								
12	Mini Grants CD			30,000		30000		0		0								
13	Amendment to Mini Grants CD			15,000		15000		0		0								
14	Mentor Grant			6,000		6000		0		0								
15	MTCP/CD Program support			105,218		105218		0		0								
16	Legal TA Program Support			47,056		0		47056		0								
17	Admin			75,453		45750		15000		14713								
18				568,187		355400		100000		112797								
19																		
20		MAHB-01 (4)								MAHB-03 (2)			MAHB-07 (2)					
21		MTCP/CD						Legal TA		COVID-19 TA								
22	Program Director	6500				2167		2167		10834								
23	Payroll Taxes Director	520				174		174		868								
24	Mass In Motion Consultant	1498				0		0		1498								
25	Fringe Program Director	1160.36				386.78		386.79		1933.93								
26	Program Support Legal TA					1939.43				1939.43								
27	Program Support MTCP			1048.2						1048.2								
28	Office Supplies	0				0		0		0								
29	Travel Program Director-mileage	0				0		0		0								
30	AmEx travel expenses	0				0		0		0								
31	Occupancy	560						240		800								
32	MIM CHII mini grants	0								0								
33	Mentor mini grants	0								0								
34	Barron COVID TA									1036			1036					
35	Hugo COVID TA									12600			12600					
36	Total	11286.56				4907.21		16363.79		32557.56			Does not include Hugo's invoice					
37	Admin	1693				1863		3494		Does not include admin from Hugo's invoice								
38	Total Submitted to DPH	\$12,979.56				4907.21		\$18104.79		\$36051.56								

To This



Linking Contract Budgets through Quickbooks Customers, Classes and Locations



MAHB Contracts

Massachusetts Association of Health Boards

Statement of Activity by Customer
July 1 - November 14, 2021

	MAHB ADMIN	MAHB PROGRAM	TOTAL
Revenue			
4000 Funding Income			\$0.00
4020 State Grant Funding		21,993.75	\$21,993.75
Total 4000 Funding Income		21,993.75	\$21,993.75
Total Revenue	\$0.00	\$21,993.75	\$21,993.75
GROSS PROFIT	\$0.00	\$21,993.75	\$21,993.75
Expenditures			
5020 Fringe Benefits	889.41	3,113.73	\$4,003.14
6000 Program Support		250.00	\$250.00
6200 Grant Expense		630.00	\$630.00
6400 Scholarships	250.00		\$250.00
7020 Consultants		4,130.00	\$4,130.00
7040 Legal & Professional Fees		27,769.44	\$27,769.44
7100 Office Supplies/Postage	620.05	62.56	\$682.61
7200 Rent	6,500.00		\$6,500.00
7205 Web-Based Software Subscriptions		180.24	\$180.24
7210 Telephone & Internet Expenses	721.18	1,193.92	\$1,915.10
7310 Memberships & Dues	205.00		\$205.00
7330 Meals & Entertainment	73.15		\$73.15
7340 Travel Expense	138.60	598.61	\$737.21
Total Expenditures	\$9,397.39	\$37,928.50	\$47,325.89
NET OPERATING REVENUE	\$ -9,397.39	\$ -15,934.75	\$ -25,332.14
NET REVENUE	\$ -9,397.39	\$ -15,934.75	\$ -25,332.14

Accrual basis Sunday, November 14, 2021 10:55 PM GMT-05:00

Massachusetts Association of Health Boards

Statement of Activity by Customer
July 1 - November 14, 2021

	MAHB ADMIN	MAHB PROGRAM	TOTAL
Revenue			
4000 Funding Income			\$0.00
4020 State Grant Funding	2,142.00	12,420.00	\$14,562.00
Total 4000 Funding Income	2,142.00	12,420.00	\$14,562.00
Total Revenue	\$2,142.00	\$12,420.00	\$14,562.00
GROSS PROFIT	\$2,142.00	\$12,420.00	\$14,562.00
Expenditures			
7010 Contractual Outside Services		12,420.00	\$12,420.00
Total Expenditures	\$0.00	\$12,420.00	\$12,420.00
NET OPERATING REVENUE	\$2,142.00	\$0.00	\$2,142.00
NET REVENUE	\$2,142.00	\$0.00	\$2,142.00

Accrual basis Sunday, November 14, 2021 10:59 PM GMT-05:00

FINANCIAL REPORTING NUMBERED ACCOUNTS

Management Report

Massachusetts Association of Health Boards
For the period ended June 30, 2021



Prepared on
November 13, 2021

Statement of Activity - FY21 - MAHB

July 2020 - June 2021

	Total
REVENUE	
4000 Funding Income	
4010 Federal Grant Funding	293,547.00
4020 State Grant Funding	629,943.79
4030 University & Foundations Funding	179,825.00
Total 4000 Funding Income	1,103,315.79
4100 Earned Income	
4110 Membership Dues	26,595.00
Total 4100 Earned Income	26,595.00
4300 Miscellaneous Income	8,649.77
4310 x Do Not Use - Corona Virus TA Income	232,260.98
4320 COVID-19 Affiliates (deleted)	518,062.00
4330 MTCP Income	
4332 Chronic Disease (deleted)	77,196.68
4333 Legal TA	91,743.57
Total 4330 MTCP Income	168,940.25
4340 x Do Not Use - Harvard Grant	44,184.00
4340-01 x Do Not Use - Vaccine Hesitancy - American University	137,680.17
Total 4340 x Do Not Use - Harvard Grant	181,864.17
4500 BIDLS Grant (deleted)	122,614.71
4510 MRC Income (deleted)	122,892.00
4520 HPP Covid19 Amendment#1-Retro (deleted)	259,667.18
4530 Covid Amendment #2 - HPP-Signature Healthcare (deleted)	39,626.37
4540 PHEP Income (deleted)	416,086.25
4550 Tribe Income (deleted)	59,347.50
4560 HPP HMCC Income (deleted)	98,448.00
4570 Sponsoring Org HMCC Income (deleted)	299,071.00
4700 Minigrant Income (deleted)	12,500.00
4710 Cares Grant	75,000.00
Total Revenue	3,744,940.97
GROSS PROFIT	3,744,940.97

ONGOING ACTIVITY WITH AAF

- Bank Activity and QBO Balance
 - Note -- At this time, the bank activity won't tie directly to the QBO balances in the P&L because of accrual entries and reversal of prior year audit entries.
- MAHB Projects and Programs:
 - Reviewing grants by class for coding is still in progress.
 - AAF needs to allocate fringe benefits, but still needs some direction from MAHB on that piece.
 - AAF still has questions on recording prepaids at 6/30/21 and how MAHB would like to handle that process
- HMCC Program
 - Updating coding & categorizing is still ongoing
- AAF would like to know if a schedule of temporary restrictions would be helpful.
 - This would be a schedule prepared with AAF monthly closes. Its maintained outside of QBO and is often shared with clients monthly.
 - The starting balance would be the balance sheet equity amounts with the P&L activity related to the restricted items shown as inflows/outflows in the schedule

AAF ASKED “WOULD A SCHEDULE OF TEMPORARY RESTRICTIONS BE HELPFUL”?

- **Three Categories of Net Assets:**
- **1. Total Unrestricted:** This total includes Net Invested in Plant, Temporarily Restricted and Permanently Restricted
- **2. Unrestricted Net Assets** represent the net assets of the organization that are available without restriction for carrying out the entity’s objectives. These net assets are **not** either temporarily restricted or permanently restricted.
 - Unrestricted net assets can be “**allocated**” for certain specific purposes by action of the organization’s governing committee.
- The governing committee cannot “restrict” resources. Only a donor can “restrict” resources

TEMPORARILY AND PERMANENTLY RESTRICTED NET ASSETS

- **Temporarily Restricted Net Assets** represent resources whose use is limited by donor-imposed stipulations that either:
 - Expire with the passage of time
 - Can be fulfilled by actions of the organization
- **3. Permanently Restricted Net Assets** represent those net assets that a donor has instructed the organization to maintain in perpetuity.
 - These actions by a donor are considered to be **contributions** because they are an *unconditional transfer of assets* to the entity that are *voluntary and nonreciprocal*.

DONOR-IMPOSED RESTRICTIONS

- A donor-imposed **restriction** on a contribution limits the use of the contributed assets.
- A donor-imposed restriction results in **restricted donation income** on the books of the organization
- A donor-imposed **condition** on a transfer of assets specifies a future and uncertain event whose occurrence or failure to occur gives the donor a right of return of the assets.
- A donor-imposed condition results in a **liability** on the books of the organization. The liability can be cleared to revenue when the donor's conditions are met.

LIABILITIES AND STATEMENT OF CHANGES IN NET ASSETS

- **A liability** (not a restricted donation) occurs when the organization is only passing funds along (i.e., the organization has no control over the use of the funds.)
 - Examples – Portions of the HMCC and Affiliates Programs
- **The Statement of Changes in Net Assets** provides the details regarding the changes in
 - Unrestricted Net Assets
 - Temporarily Restricted Net Assets
 - Permanently Restricted Net Assets

- **Membership Dues Collections – New System**
- **Executive Director’s Report:**
- Review of COVID-19 Activities, Update on the multiple MAHB contracts renewals
- Legal TA New Initiative with Shared Services
- New Excellence Grant Award to MV and Nantucket
- **Review of the Bylaws**
 - See audit trail of previous draft versions
 - Suggestions by Sharon Lincoln
- Review of Boston Globe Editorial

MAHB EXECUTIVE
COMMITTEE
MEETING
AGENDA

INFRASTRUCTURE REBUILDING MEMBERSHIP SYSTEM






MEMBERSHIP CAMPAIGN SYSTEM

- Email database of 351 BOH's was created
- Contact info is entered into Quickbooks Online (QBO) as "Customers" under Membership Dues
- Each Member is tracked regarding payment status
- Easy to track members and open balances

☰ Massachusetts Association of Health Boards

Sales

Overview All Sales Pledges **Customers** Products and services

<input type="checkbox"/>	CUSTOMER / PROJECT ▾ / COMPANY
<input type="checkbox"/>	Tribe - Mashpee Wampanoag
<input type="checkbox"/>	Tribe - Mashpee Wampanoag
<input type="checkbox"/>	Legal TA (MAHB-MA-03)
<input type="checkbox"/>	MAHB
<input type="checkbox"/>	Membership Dues
<input type="checkbox"/>	Abington Board of Health 
	Abington Board of Health
<input type="checkbox"/>	Acton Board of Health 
	Acton
<input type="checkbox"/>	Acushnet Board of Health 
	Acushnet Board of Health
<input type="checkbox"/>	Adams Board of Health 
	Adams Board of Health
<input type="checkbox"/>	Agawam Board of Health 
	Agawam Board of Health

OPEN BALANCE	ACTION
\$38,605.00	Receive payment ▾
\$38,605.00	Receive payment ▾
\$150.00	Receive payment ▾
\$150.00	Receive payment ▾
\$150.00	Receive payment ▾
\$55.00	Receive payment ▾
\$150.00	Receive payment ▾

Massachusetts Association of Health Boards

A/R Aging Summary

As of November 10, 2021

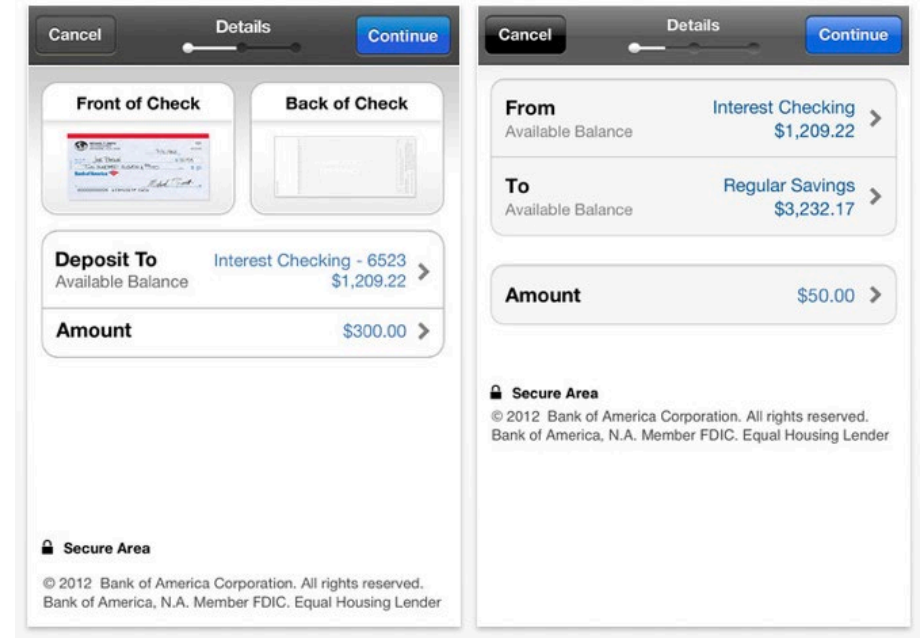
	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
MAHB					0.00	\$0.00
Membership Dues						\$0.00
Abington Board of Health		150.00				\$150.00
Acton Board of Health		150.00				\$150.00
Acushnet Board of Health		150.00				\$150.00
Adams Board of Health		55.00				\$55.00
Agawam Board of Health		150.00				\$150.00
Alford Board of Health		55.00				\$55.00
Amherst Board of Health		150.00				\$150.00
Aquinnah Board of Health		55.00				\$55.00
Arlington Board of Health		150.00				\$150.00
Ashburnham Board of Health		150.00				\$150.00
Ashby Board of Health		150.00				\$150.00
Ashfield Board of Health		100.00				\$100.00
Ashland Board of Health		150.00				\$150.00
Athol Board of Health		150.00				\$150.00
Attleboro Board of Health		150.00				\$150.00
Auburn Board of Health		150.00				\$150.00
Avon Board of Health		100.00				\$100.00
Ayer Board of Health		150.00				\$150.00

MEMBERSHIP CAMPAIGN SYSTEM

Payment Status Table								
Date	Type	No.	Customer	Memo	Due date	Balance	Total	Status
09/29/2021	Pledge	Membership - 01-127	MAHB:Membership Dues:Amesbury Board of Health		10/29/2021	0.00	150.00	paid
09/29/2021	Pledge	Membership - 01-129	MAHB:Membership Dues:Andover Board of Health		10/29/2021	0.00	150.00	paid
09/29/2021	Pledge	Membership - 01-140	MAHB:Membership Dues:Bedford Board of Health		10/29/2021	0.00	150.00	paid
09/29/2021	Pledge	Membership - 01-143	MAHB:Membership Dues:Berkley Board of Health		10/29/2021	0.00	150.00	paid
09/29/2021	Pledge	Membership - 01-88	MAHB:Membership Dues:Blandford Board of Health		10/29/2021	0.00	100.00	paid
09/29/2021	Pledge	Membership - 01-153	MAHB:Membership Dues:Braintree Board of Health		10/29/2021	0.00	150.00	paid
09/29/2021	Pledge	Membership - 01-154	MAHB:Membership Dues:Brewster Board of Health		10/29/2021	0.00	150.00	paid

PROCESSING RETURNS - PAID

- Mail delivered to 20 Walnut Street, Wellesley, MA
- Each day check payments are opened and scanned
- Each week, checks are mobile-deposited to BOA



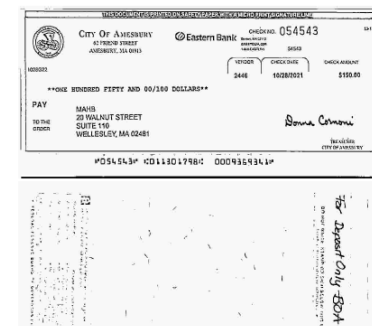
Deposit Payment PDF created after mobile deposit is used.



Business Adv Relationship - 7506: Account Activity Transaction Details

Amount: 0.00

Merchant information:



PROCESSING RETURNS - PAID

- Deposit payment pdf created are archived at the MAHB Office and forwarded to AAFCPA to confirm payment into the Quickbooks which feeds automatically from BOA to QBO.

<input type="checkbox"/>	DATE ▼	DESCRIPTION	AMOUNT	ASSIGN TO	
<input type="checkbox"/>	11/05/2021	Bill.com	-\$2,019.44	Records found (1) Journal: \$2,019.44 Bill.com	<input type="button" value="Confirm"/>
<input type="checkbox"/>	11/05/2021	ADP Payroll	-\$100.93	5050 Payroll Fees	<input type="button" value="Confirm"/>
<input type="checkbox"/>	11/04/2021	Bill.com	-\$11,026.69	Records found (1) Journal: \$11,026.69 Bill.com	<input type="button" value="Confirm"/>
<input type="checkbox"/>	11/03/2021	Adp Tax Des	\$18.51	5050 Payroll Fees	<input type="button" value="Confirm"/>
<input type="checkbox"/>	11/02/2021	Bill.com	-\$55,000.00	Records found (1) Journal: \$55,000.00 Bill.com	<input type="button" value="Confirm"/>
<input type="checkbox"/>	10/28/2021	ADP WAGE PAY	-\$4,538.59	5000 Salaries	<input type="button" value="Confirm"/>
<input type="checkbox"/>	10/28/2021	ADP Tax	-\$1,975.37	5010 Payroll Taxes	<input type="button" value="Confirm"/>
<input type="checkbox"/>	10/25/2021	BKOFAMERICA MOBILE 10/25 3609481612 DEPOSIT *MOBILE MA	\$150.00	Records found (14) Invoice: \$150.00 BKOFAMERICA MOBILE 10/25 3609481612 DEP Invoice: \$150.00 BKOFAMERICA MOBILE 10/25 3609481612 DEP	<input type="button" value="Review"/>
<input type="checkbox"/>	10/25/2021	BKOFAMERICA MOBILE 10/25 3603538983 DEPOSIT *MOBILE MA	\$150.00	Records found (14) Invoice: \$150.00 BKOFAMERICA MOBILE 10/25 3603538983 DEP Invoice: \$150.00 BKOFAMERICA MOBILE 10/25 3603538983 DEP	<input type="button" value="Review"/>
<input type="checkbox"/>	10/25/2021	BKOFAMERICA MOBILE 10/25 3609476368 DEPOSIT *MOBILE MA	\$150.00	Records found (14) Invoice: \$150.00 BKOFAMERICA MOBILE 10/25 3609476368 DEP Invoice: \$150.00 BKOFAMERICA MOBILE 10/25 3609476368 DEP	<input type="button" value="Review"/>
<input type="checkbox"/>	10/25/2021	BKOFAMERICA MOBILE 10/25 3609469858 DEPOSIT *MOBILE MA	\$150.00	Records found (14) Invoice: \$150.00 BKOFAMERICA MOBILE 10/25 3609469858 DEP Invoice: \$150.00 BKOFAMERICA MOBILE 10/25 3609469858 DEP	<input type="button" value="Review"/>
<input type="checkbox"/>	10/25/2021	BKOFAMERICA MOBILE 10/25 3603530348 DEPOSIT *MOBILE MA	\$100.00	Records found (14) Invoice: \$100.00 BKOFAMERICA MOBILE 10/25 3603530348 DEP Invoice: \$100.00 BKOFAMERICA MOBILE 10/25 3603530348 DEP	<input type="button" value="Review"/>
<input type="checkbox"/>	10/25/2021	BKOFAMERICA MOBILE 10/25 3603698731 DEPOSIT *MOBILE MA	\$150.00	Records found (14) Invoice: \$150.00 BKOFAMERICA MOBILE 10/25 3603698731 DEP Invoice: \$150.00 BKOFAMERICA MOBILE 10/25 3603698731 DEP	<input type="button" value="Review"/>

Categorize
 Find match
 Record as transfer

Matching records found

- Invoice Membership - 01-154 09/29/2021 \$150.00 (open balance) Brewster Board of Health
- Invoice Membership - 01-159 09/29/2021 \$150.00 (open balance) Burlington Board of Health
- Invoice Membership - 01-158 09/29/2021 \$150.00 (open balance) Canton Board of Health
- Invoice Membership - 01-161 09/29/2021 \$150.00 (open balance) Carlisle Board of Health
- Invoice Membership - 01-183 09/29/2021 \$150.00 (open balance) East Longmeadow Board of Health
- Invoice Membership - 01-185 09/29/2021 \$150.00 (open balance) Easton Board of Health
- Invoice Membership - 01-186 09/29/2021 \$150.00 (open balance) Edgartown Board of Health
- Invoice Membership - 01-307 09/29/2021 \$150.00 (open balance) Saugus Board of Health
- Invoice Membership - 01-310 09/29/2021 \$150.00 (open balance) Sharon Board of Health
- Invoice Membership - 01-311 09/29/2021 \$150.00 (open balance) Sherborn Board of Health
- Invoice Membership - 01-188 09/29/2021 \$150.00 (open balance) Everett Board of Health
- Invoice Membership - 01-190 09/29/2021 \$150.00 (open balance) Fall River Board of Health
- Invoice Membership - 01-203 09/29/2021 \$150.00 (open balance) Halifax Board of Health
- Invoice Membership - 01-204 09/29/2021 \$150.00 (open balance) Hamilton Board of Health

BANK DETAIL BKOFAMERICA MOBILE 10/25 3609481612 DEPOSIT *MOBILE MA

CONFIRM MEMBERSHIP

- Deposit payment images are downloaded and forwarded to AAFCPA to confirm payment into the Quickbooks, which feeds automatically from BOA to QBO.
- Easy to check that a Board has paid or not (within the year) confirming membership status

DATE	NO.	CUSTOMER ▲	AMOUNT	STATUS	ACTION ⚙️
9/29/2021	Membership - 01-128	MAHB:Membership Dues:Amherst Board of Health	\$150.00	⚠️ Overdue 9 days Sent	Receive payment ▼
9/29/2021	Membership - 01-129	MAHB:Membership Dues:Andover Board of Health	\$150.00	✅ Deposited	Print ▼

DATE	NO.	CUSTOMER ▲	AMOUNT	STATUS	ACTION ⚙️
9/29/2021	Membership - 01-129	MAHB:Membership Dues:Andover Board of Health	\$150.00	✅ Deposited	Print ▼
9/29/2021	Membership - 01-140	MAHB:Membership Dues:Bedford Board of Health	\$150.00	✅ Deposited	Print ▼
9/29/2021	Membership - 01-88	MAHB:Membership Dues:Blandford Board of Health	\$100.00	✅ Deposited	Print ▼
9/29/2021	Membership - 01-153	MAHB:Membership Dues:Braintree Board of Health	\$150.00	✅ Deposited	Print ▼
9/29/2021	Membership - 01-155	MAHB:Membership Dues:Bridgewater Board of Health	\$150.00	✅ Deposited	Print ▼
9/29/2021	Membership - 01-89	MAHB:Membership Dues:Brimfield Board of Health	\$100.00	✅ Deposited	Print ▼
9/29/2021	Membership - 01-157	MAHB:Membership Dues:Brookline Board of Health	\$150.00	✅ Deposited	Print ▼
9/26/2021	Membership - 01-28	MAHB:Membership Dues:Buckland Board of Health	\$55.00	✅ Deposited	Print ▼
9/26/2021	Membership - 01-29	MAHB:Membership Dues:Charlemont Board of Health	\$55.00	✅ Deposited	Print ▼
9/29/2021	Membership - 01-90	MAHB:Membership Dues:Chatham Board of Health	\$100.00	✅ Deposited	Print ▼
9/29/2021	Membership - 01-164	MAHB:Membership Dues:Chelmsford Board of Health	\$150.00	✅ Deposited	Print ▼
9/26/2021	Membership - 01-31	MAHB:Membership Dues:Chester Board of Health	\$55.00	✅ Deposited	Print ▼

TRACKING RETURNS - UNPAID

- In QBO we know when an invoice email bounced, (undelivered), was opened and viewed, and was sent, but not viewed.

Massachusetts Association of Health Boards

My Experts Help

Sales

Overview **All Sales** Pledges Customers Products and services

Filter Custom X Pledges X Open X MAHB:Membership Dues X Clear filter / View all

Batch actions

< First Previous 1-50 of 275 Next Last >

<input type="checkbox"/>	DATE	TYPE	NO.	CUSTOMER	DUE DATE	AGING	BALANCE	TOTAL		STATUS	ACTION
<input type="checkbox"/>	09/29/2021	Pledge	Membership - 01-123	MAHB:Membership Dues:Abington Board of Health	10/29/2021	9	\$150.00	\$150.00		Overdue (Viewed)	Receive payment
<input type="checkbox"/>	09/29/2021	Pledge	Membership - 01-124	MAHB:Membership Dues:Acton Board of Health	10/29/2021	9	\$150.00	\$150.00		Overdue (Viewed)	Receive payment
<input type="checkbox"/>	09/29/2021	Pledge	Membership - 01-125	MAHB:Membership Dues:Acushnet Board of Health	10/29/2021	9	\$150.00	\$150.00		Overdue (Viewed)	Receive payment
<input type="checkbox"/>	09/29/2021	Pledge	Membership - 01-126	MAHB:Membership Dues:Agawam Board of Health	10/29/2021	9	\$150.00	\$150.00		Overdue (Sent)	Receive payment
<input type="checkbox"/>	09/29/2021	Pledge	Membership - 01-127	MAHB:Membership Dues:Amesbury Board of Health	10/29/2021	9	\$150.00	\$150.00		Overdue (Viewed)	Receive payment
<input type="checkbox"/>	09/29/2021	Pledge	Membership - 01-128	MAHB:Membership Dues:Amherst Board of Health	10/29/2021	9	\$150.00	\$150.00		Overdue (Sent)	Receive payment
<input type="checkbox"/>	09/29/2021	Pledge	Membership - 01-130	MAHB:Membership Dues:Arlington Board of Health	10/29/2021	9	\$150.00	\$150.00		Overdue (Sent)	Receive payment
<input type="checkbox"/>	09/29/2021	Pledge	Membership - 01-131	MAHB:Membership Dues:Ashburnham Board of Health	10/29/2021	9	\$150.00	\$150.00		Overdue (Sent)	Receive payment
<input type="checkbox"/>	09/29/2021	Pledge	Membership - 01-132	MAHB:Membership Dues:Ashby Board of Health	10/29/2021	9	\$150.00	\$150.00		Overdue (Sent)	Receive payment
<input type="checkbox"/>	09/29/2021	Pledge	Membership - 01-85	MAHB:Membership Dues:Ashfield Board of Health	10/29/2021	9	\$100.00	\$100.00		Overdue (Sent)	Receive payment
<input type="checkbox"/>	09/29/2021	Pledge	Membership - 01-133	MAHB:Membership Dues:Ashland Board of Health	10/29/2021	9	\$150.00	\$150.00		Overdue (Viewed)	Receive payment
<input type="checkbox"/>	09/29/2021	Pledge	Membership - 01-134	MAHB:Membership Dues:Athol Board of Health	10/29/2021	9	\$150.00	\$150.00		Overdue (Viewed)	Receive payment
<input type="checkbox"/>	09/29/2021	Pledge	Membership - 01-135	MAHB:Membership Dues:Attleboro Board of Health	10/29/2021	9	\$150.00	\$150.00		Overdue (Undelivered)	Receive payment
<input type="checkbox"/>	09/29/2021	Pledge	Membership - 01-136	MAHB:Membership Dues:Auburn Board of Health	10/29/2021	9	\$150.00	\$150.00		Overdue (Undelivered)	Receive payment

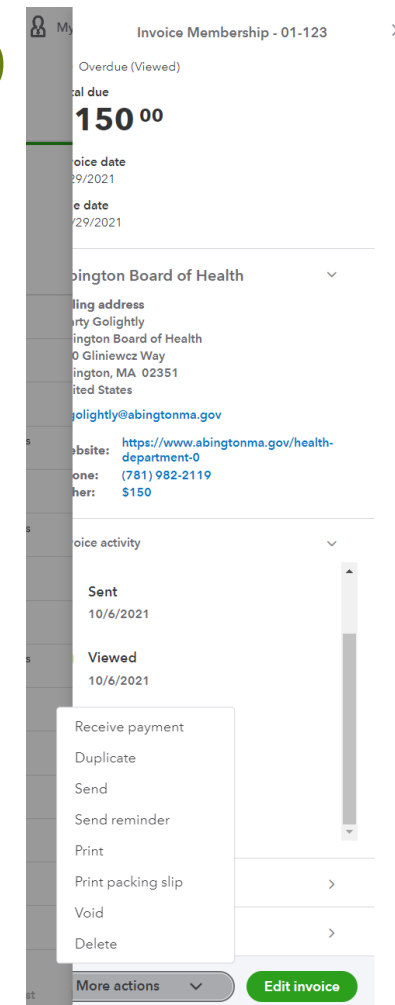
“UNDELIVERED” REVIEWS AND RESOLUTION

22/351 – 6.3% Undelivered – 1/22 was an entry error and the other 21 BOHs are contacted for updated email address

Date Emailed	Invoice #	Invoice	Amount		Town	Contact Name	Email sent to:		
<input checked="" type="checkbox"/>	9/29/2021	Membership - 01-135	MAHB:Membership Dues:Attleboro Board of Health	\$150.00	Overdue 9 days	Attleboro	Jessica Horsman	health@cityofattleboro.us	Delivery Error: Bounced Email Last Attempt: Sent by email to health@cityofattleboro.us at Oct 6, 10:00 am Eastern Daylight Time
<input type="checkbox"/>	9/29/2021	Membership - 01-136	MAHB:Membership Dues:Auburn Board of Health	\$150.00	Overdue 9 days	Auburn	Darlene Coyle	dcoyle@town.auburn.ma.us	Delivery Error: Bounced Email Last Attempt: Sent by email to dcoyle@town.auburn.ma.us at Oct 6, 10:00 am Eastern Daylight Time
<input type="checkbox"/>	9/2021	Membership - 01-169	MAHB:Membership Dues:Concord Board of Health	\$150.00	Overdue 9 days	Concord	Karen M. Byrne	kbyrne@concordma.gov	same as above
<input type="checkbox"/>	9/2021	Membership - 01-194	MAHB:Membership Dues:Framingham Board of Health	\$150.00	Overdue 9 days	Framingham	Alexandra DePalo	adepalo@framinghamma.gov	same as above
<input type="checkbox"/>	9/2021	Membership - 01-198	MAHB:Membership Dues:Gloucester Board of Health	\$150.00	Overdue 9 days	Gloucester	Karin Carroll	kcarroll@gloucester-ma.gov	same as above
<input type="checkbox"/>	9/2021	Membership - 01-203	MAHB:Membership Dues:Halifax Board of Health	\$150.00	Overdue 9 days	Halifax	Bob Valery	Bob.Valery@halifax-ma.org	same as above
<input type="checkbox"/>	9/2021	Membership - 01-226	MAHB:Membership Dues:Leominster Board of Health	\$150.00	Overdue 9 days	Leominster	Christopher Knuth	cknuth@leominster-ma.gov	same as above
<input type="checkbox"/>	9/2021	Membership - 01-230	MAHB:Membership Dues:Littleton Board of Health	\$150.00	Overdue 9 days	Littleton	James Garreff	health@littletonma.org	same as above
<input type="checkbox"/>	9/2021	Membership - 01-239	MAHB:Membership Dues:Mansfield Board of Health	\$150.00	Overdue 9 days	Mansfield	Amy Palmer	adpalmer@mansfieldma.com	same as above
<input type="checkbox"/>	9/2021	Membership - 01-240	MAHB:Membership Dues:Marblehead Board of Health	\$150.00	Overdue 9 days	Marblehead	Andrew Petty	health@marblehead.org	same as above
<input type="checkbox"/>	9/2021	Membership - 01-241	MAHB:Membership Dues:Marion Board of Health	\$150.00	Overdue 9 days	Marion	Anna Wimmer	awimmer@marionma.gav	same as above
<input type="checkbox"/>		Membership - 01-246	MAHB:Membership Dues:Mattapoisset Board of Health	\$150.00	Overdue 9 days	Mattapoisset	Kayla Davis	kdavis@mattapoissett.net	same as above
<input type="checkbox"/>		Membership - 01-245	MAHB:Membership Dues:Maynard Board of Health	\$150.00	Overdue 9 days	Maynard	Kelly Pawluczzonek	boh@townofmaynard.net	same as above
<input type="checkbox"/>	9/2021	Membership - 01-259	MAHB:Membership Dues:Millbury Board of Health	\$150.00	Overdue 9 days	Millbury	Judy Bater	boardofhealth@townofmillbury.net	same as above
<input type="checkbox"/>	9/2021	Membership - 01-267	MAHB:Membership Dues:Needham Board of Health	\$150.00	Overdue 9 days	Needham	Timothy Muir McDonald	Health@needhamma.gov	same as above
<input type="checkbox"/>	9/2021	Membership - 01-285	MAHB:Membership Dues:Pembroke Board of Health	\$150.00	Overdue 9 days	Pembroke	Lisa Cullity	lcullity@townofpembrokemass.org	same as above
<input type="checkbox"/>	9/2021	Membership - 01-297	MAHB:Membership Dues:Revere Board of Health	\$150.00	Overdue 9 days	Revere	Lauren Buck	lbuck@revere.org	same as above
<input type="checkbox"/>	9/2021	Membership - 01-308	MAHB:Membership Dues:Scituate Board of Health	\$150.00	Overdue 9 days	Scituate	Therese Tufts	boardofhealth@scituatema.gov	same as above
<input type="checkbox"/>	9/2021	Membership - 01-332	MAHB:Membership Dues:Somerville Board of Health	\$150.00	Overdue 9 days	Somerville	Doug Kress	dkress@somervillema.gov	Last Attempt: Sent by email to
<input type="checkbox"/>	9/1/2021	Membership - 01-323	MAHB:Membership Dues:Stoneham Board of Health	\$150.00	Overdue 9 days	Stoneham	Erin Hull	ehull@stoneham-ma.gov	Delivery Error: Bounced Email Last Attempt: Sent by email to ehull@stoneham-ma.gov at Oct 6, 8:48 am Eastern Daylight Time
<input type="checkbox"/>	9/29/2021	Membership - 01-329	MAHB:Membership Dues:Swampscott Board of Health	\$150.00	Overdue 9 days	Swampscott	Jeff Vaughan	jvaughan@town.swampscott.ma.us	Delivery Error: Bounced Email Last Attempt: Sent by email to jvaughan@town.swampscott.ma.us at Oct 6, 8:46 am Eastern Daylight Time
<input checked="" type="checkbox"/>	9/29/2021	Membership - 01-79	MAHB:Membership Dues:Wellfleet Board of Health	\$55.00	Overdue 9 days	Wellfleet	Hillary Greenberg-Lemos	hillary.greenberg@wellfleet-ma.gov	Delivery Error: Bounced Email Last Attempt: Sent by email to hillary.greenberg@wellfleet-ma.gov at Oct 6, 10:1 am Eastern Daylight Time

“SENT” AND “VIEWED”, BUT NOT PAID

- We know when an invoice was sent and viewed, but not paid.
- Given the option to “send reminder”, which is the second-tier escalation, followed after by a call to the individual or US Mail Letter
- Send reminders via email, call and if necessary mail a hard copy of invoice.



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- **New Excellence Grant Award to MV and Nantucket**
- **Review of the Bylaws**
 - See audit trail of previous draft versions
 - Suggestions by Sharon Lincoln
- Review of Boston Globe Editorial

MAHB EXECUTIVE COMMITTEE MEETING AGENDA

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- Comments on Boston Globe Editorial – Saturday, 11/13/2021

MAHB EXECUTIVE
COMMITTEE
MEETING
AGENDA

OTHER BUSINESS

VOTE TO ADJOURN