Dear Auxilians:

Thank you for your patience. This year’s Call to Convention packet has been slow in coming as we work out the details of a very special NMHA Annual Meeting.

The Auxiliary Annual Meeting is being integrated into the NMHA Annual Meeting, fully. NMHA State Auxiliary Hospital members are NMHA members and are welcomed to participate in every aspect of the 2019 NMHA Annual Meeting. Since 2018, the NMHA State Auxiliary Board of Directors, with NMHA staff and leadership, have been working to more closely align the State Auxiliary as an NMHA program area, given that the State Auxiliary shares and is governed by the NMHA Bylaws.

While State Auxiliary functions are featured at the Convention as we’d all expect, much of the separation between Auxiliary and NMHA is now gone. Auxiliary happenings will be presented within the same schedule and same program book as all other NMHA events. Auxilians will pay the same registration rates as other NMHA members and will be invited to the same functions.

Likewise, folks interested in volunteering who are NMHA members (but not members of the State Auxiliary) will be welcomed to attend all functions. This close collaboration between all NMHA members is designed to:

- raise the profile of volunteer activities
- encourage networking between all NMHA members and hospitals, statewide
- reduce costs associated with administration and meeting planning, and
- drive recruitment of hospital volunteers

We look forward to seeing you, as always, at the Honors Dinner (Thursday), Annual Business Meeting (Friday), Memorial Service (Friday), and Break-out Sessions (Thursday). We also hope you’ll take advantage of new opportunities to attend events with all NMHA members, including the Welcome Luncheon and Welcome Reception, both on Wednesday. Find our reminder list of more events, dates and deadlines inside as well.

Finally, and because clarity around the concept that our NMHA State Auxiliary Hospital members are NMHA members requires this change: Individual Auxilian dues to the state organization, currently $5/year in most cases, will be eliminated beginning in 2020. Hospital Auxiliary assessments included in the NMHA dues notice for member facilities that host an NMHA-affiliated Auxiliary organization will be raised from $250 to $350 in 2020. There are currently 14 such hospitals in New Mexico.

Read on for meeting must-dos! See you September 25-27 at the Embassy Suites, Albuquerque!

Questions about any of this? Just give a call. Direct questions to Andrea Lohse, NMHA Staff, alohse@nmhsc.com, 505.343.0010, or your State Auxiliary Board. Thank you!
State Auxiliary/Volunteer Service
74th NMHA Annual Meeting

September 25-27, 2019
Embassy Suites Albuquerque
1000 Woodward Place NE
Albuquerque, NM  87102
505.245.7100
Greetings from Raton and from your State Auxiliary:

As your president I have had a great time traveling the state and meeting with various auxiliaries. I attended wonderful district meetings in Las Cruces and Española, and attended other special events around the state. It is fun and challenging to be an officer at the state level and I encourage each of you to consider becoming an officer in the State Auxiliary. We need fresh faces and new brains to pick for ideas to improve and enlarge our group.

As the State President I sit on the Board of the New Mexico Hospital Association. I attended their 2-day strategic planning retreat in Santa Fe in early May. I thought I might be bored listening to hospital CEOs discuss the nuts and bolts of hospital administration. It turned out to be fascinating! We discussed behavioral health, quality of care, improving the image of hospitals, medical malpractice, and rural healthcare.

Last year, our parent group (the NMHA) clarified that since the State Auxiliary is not separately incorporated as its own, independent non-profit organization, we must operate under, and are governed by, the Bylaws of the NMHA.

The State Auxiliary Board reviewed this matter and is proposing that the best way to maintain the unique character of the State Auxiliary, while blending seamlessly into NMHA, is to review and revise our Policies and Procedures to capture the essentials from our non-binding Bylaws. This also provides the opportunity to eliminate overly restrictive, outdated and unnecessary passages from our documents, retaining only the best to be included in our Policies and Procedures. This will streamline governing at the state level and be more inclusive. At our Annual Meeting, I am planning to call for volunteers from around the state to participate in this modernization process.

This year's State Annual Meeting will include us in more of the Hospital Association's activities. This change will save the Auxiliary money and we will still retain the features we love about our Annual Meeting. I believe we will all enjoy getting closer to the Hospital Association at our meeting AND, we will get to eat all those goodies they put out that previously we were not supposed to touch! Please encourage your hospitals to help sponsor our meeting, nominate a valuable member for the Auxilian of the Year or Youth Volunteers award, gather goodies for the raffle, spruce up your scrapbook and get ready for some fun!! See you in Albuquerque!! VIVA VOLUNTEERS!!

Linda Zuflacht
**Goody Goody:** What can we say? People love registration goody bags. Please bring contributions for about 120 of your fellow Auxilians to the registration desk on Wednesday, September 25.

**Wednesday Welcomes:** There are two opportunities to meet with all those taking part in the NMHA Annual Meeting! Join us for the *All Attendee Welcome Luncheon* and the *All Attendee Welcome Reception*, both on Wednesday, September 25. The Luncheon features speaker Rick Pollack, President, American Hospital Association. The Reception includes food, drink, and old and new friends among the crowd of volunteers, leaders, clinicians, staff, speakers and more. See you there!

**Show those Colors:** Wear you uniform on Thursday! We love to see that sea of pink, blue, turquoise...whatever shade our beloved hospital volunteers are wearing in 2019!

**Pretty Plants:** Once again, we’re asking each Auxiliary to contribute a live plant centerpiece, no taller than 12 inches, to decorate Thursday's dinner. Please feature our “Viva Volunteers” theme and deliver centerpieces to the registration desk on Thursday morning. We’ll be giving them away at Thursday night’s event! THANK YOU.

**Taking Care of Business:** The *Annual Membership Meeting* will take place on FRIDAY morning, September 27. We’ll present the 2020 Budget, introduce the Slate of Officers, welcome our 2019-2020 President, Delilah Pacheco of the Sierra Vista Hospital Auxiliary in Truth or Consequences, and conduct other business.

**Fundraising Raffle:** See the enclosed flyer for details and THANK YOU, in advance, for your contributions to this fun annual fundraiser!

**Awesome Accomplishments:** At Thursday’s *Honors Dinner*, we’ll focus on celebrating friends from around the state as we recognize each spectacular award recipient.

**Remembering Dear Friends:** Our *Memorial Service* begins Friday morning’s agenda with a representative of each Auxiliary asked to read the names of those we’ve lost.

**Vendor Update:** We’ll welcome David Werner and *Masquerade* Fundraising.
<table>
<thead>
<tr>
<th>When?</th>
<th>What?</th>
<th>(to) Where?</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 29</td>
<td>2018-2019 Annual Report No individual dues in 2020.</td>
<td>Linda Zuflacht: <a href="mailto:cusmom@gmail.com">cusmom@gmail.com</a> AND Andrea Lohse: <a href="mailto:alohse@nmhsc.com">alohse@nmhsc.com</a> OR NMHA State Auxiliary 7471 Pan American West Frwy, NE Albuquerque, NM 87109</td>
</tr>
<tr>
<td>August 29</td>
<td>Salute to Excellence</td>
<td>Sheryl Wise-Trujillo: PO Box 4052, Fairview, NM 87533; <a href="mailto:sherylwt@gmail.com">sherylwt@gmail.com</a> AND Andrea Lohse: <a href="mailto:alohse@nmhsc.com">alohse@nmhsc.com</a> OR NMHA State Auxiliary 7471 Pan American West Frwy, NE Albuquerque, NM 87109</td>
</tr>
<tr>
<td>August 29</td>
<td>Youth Volunteer of the Year</td>
<td>Sheryl Wise-Trujillo: PO Box 4052, Fairview, NM 87533; <a href="mailto:sherylwt@gmail.com">sherylwt@gmail.com</a> AND Andrea Lohse: <a href="mailto:alohse@nmhsc.com">alohse@nmhsc.com</a> OR NMHA State Auxiliary 7471 Pan American West Frwy, NE Albuquerque, NM 87109</td>
</tr>
<tr>
<td>August 29</td>
<td>Outstanding Auxilian of the Year</td>
<td>Andrea Lohse: <a href="mailto:alohse@nmhsc.com">alohse@nmhsc.com</a> OR NMHA State Auxiliary 7471 Pan American West Frwy, NE Albuquerque, NM 87109</td>
</tr>
<tr>
<td>August 29</td>
<td>Years of Service Designation</td>
<td>Kathy Baker: <a href="mailto:bakertx8@aol.com">bakertx8@aol.com</a> AND Andrea Lohse: <a href="mailto:alohse@nmhsc.com">alohse@nmhsc.com</a> OR NMHA State Auxiliary 7471 Pan American West Frwy, NE Albuquerque, NM 87109</td>
</tr>
<tr>
<td>August 29</td>
<td>Credential/Proxy Form</td>
<td>Marilyn Wiseman: 1025 Collier Avenue, Raton, NM 87740; <a href="mailto:wiseman5@q.com">wiseman5@q.com</a> AND Andrea Lohse: <a href="mailto:alohse@nmhsc.com">alohse@nmhsc.com</a> OR NMHA State Auxiliary 7471 Pan American West Frwy, NE Albuquerque, NM 87109</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Contact Information</td>
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<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>September 1</td>
<td>Nominating &amp; Consent to Serve Forms</td>
<td>Doris Montoya: PO Box 3732, Las Vegas, NM 87701; <a href="mailto:Doris_Montoya@QuorumHealth.com">Doris_Montoya@QuorumHealth.com</a> AND</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Andrea Lohse: <a href="mailto:alohse@nmhsc.com">alohse@nmhsc.com</a> OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Auxiliary Nominating Committee</td>
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<td></td>
<td>NMHA State Auxiliary</td>
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<tr>
<td></td>
<td></td>
<td>7471 Pan American West Frwy, NE</td>
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<tr>
<td></td>
<td></td>
<td>Albuquerque, NM 87109</td>
</tr>
<tr>
<td>September 1</td>
<td>Raffle Donation Forms</td>
<td>Eileen White: 1710 Brenwood Drive, Farmington, NM 87401 <a href="mailto:eileenwhite@hotmail.com">eileenwhite@hotmail.com</a> 505.327.7402</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Debby Tillman: <a href="mailto:debby5472@q.com">debby5472@q.com</a> 505.402.6782</td>
</tr>
<tr>
<td>September 1</td>
<td>List of Memorial Names</td>
<td>Delilah Pacheco: <a href="mailto:delilahpacheco@yahoo.com">delilahpacheco@yahoo.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>113 Hillcrest, Truth or Consequences, NM 87901</td>
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<tr>
<td></td>
<td></td>
<td>575.740.0294</td>
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<tr>
<td></td>
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<td>OR</td>
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<tr>
<td></td>
<td></td>
<td>Andrea Lohse <a href="mailto:alohse@nmhsc.com">alohse@nmhsc.com</a></td>
</tr>
<tr>
<td>Onsite</td>
<td>2019 Scrapbook Competition</td>
<td>Questions? Kevin O’Donovan: <a href="mailto:kodonovan@sjrmc.net">kodonovan@sjrmc.net</a> 505.215.7033</td>
</tr>
</tbody>
</table>
### 2019 NMHA Annual Meeting

**September 25-27**

Embassy Suites – Albuquerque, 1000 Woodward Place NE

**Registration Deadline: September 9**

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### Wednesday, September 25

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>11:00 am</td>
<td>Registration Opens</td>
</tr>
<tr>
<td>12:00 – 1:30 pm</td>
<td><strong>All Attendee Welcome Luncheon and Speaker, Rick Pollack, President, American Hospital Association (AHA)</strong>&lt;br&gt;Accepts Regrets</td>
</tr>
<tr>
<td>1:30 – 1:45 pm</td>
<td>Break</td>
</tr>
<tr>
<td>1:45 – 3:15 pm</td>
<td><strong>Hospital Quality Awards</strong>&lt;br&gt;Accepts Regrets</td>
</tr>
<tr>
<td>3:15 – 3:30 pm</td>
<td>Break</td>
</tr>
<tr>
<td>3:30 – 5:00 pm</td>
<td><strong>Session: Select One</strong>&lt;br&gt;Accepts&lt;br&gt;NHMA Member Assembly (All voting member CEOs/designates)&lt;br&gt;NHMA State Auxiliary Board Meeting (Board Members Only)</td>
</tr>
<tr>
<td>5:00 – 5:30 pm</td>
<td>Break</td>
</tr>
<tr>
<td>5:30 – 7:00 pm</td>
<td><strong>All Attendee Welcome Reception:</strong> NMHA welcomes member hospital leadership, staff and volunteers. Join all attendees for drinks and appetizers and meet business partners, speakers, sponsors and collaborators. Accepts Regrets</td>
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</tbody>
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Please copy this form as needed and complete a separate form for each registrant. Check the appropriate box for each event so we can capture accurate counts. Thank you!

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Title:</td>
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<td>Email:</td>
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<td>Address:</td>
<td></td>
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<tr>
<td>City:</td>
<td>State:</td>
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<td></td>
<td>Zip:</td>
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</tbody>
</table>

**Hospital/Facility:**

**Name & phone of person completing this form:**

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**NMHA Annual Meeting**

September 25-27

Embassy Suites – Albuquerque, 1000 Woodward Place NE

Registration Deadline: September 9

Please copy this form as needed and complete a separate form for each registrant. Check the appropriate box for each event so we can capture accurate counts. Thank you!
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 am</td>
<td>Registration</td>
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</table>
| 7:00 – 8:45 am    | **Breakfast:** Join all attendees for a buffet breakfast in the conference area. Choose open networking time or join one of these breakout groups. *(Or, if you choose, enjoy the Embassy Suites Atrium breakfast included with your room rate.)*  
|                   | Networked Breakfast (Leadership, Clinical, Staff, Volunteering)  
|                   | New Mexico Rural Hospital Network (NMRHN)  
|                   | New Mexico Organization of Nurse Leaders (NMONL) Annual Meeting                                  |
| 8:00 am – 5:00 pm | **American College of Emergency Physicians, New Mexico (ACEP)**                                   |
| 8:45 – 10:15 am   | **All Attendee General Session:** Matt Probst and David Scrase on How New Mexicans are Confronting our Healthcare Crises  
|                   | Accepts  
|                   | Regrets       |
| 10:15 – 10:30 am  | Break                                                                                          |
| 10:30 – 11:30 am  | **Session:** Select One  
|                   | HSD/DOH Coordination of Services: DOH Update, HSD Transition Plans for SNCP with Secretaries Russel Toal and Kathy Kunkel (Finance, Advocacy)  
|                   | Daisy Foundation Awards for Nurse Recognition with Kara Ellis (Clinical, Nurse Leadership)  
|                   | 5 ways to Declutter Fast: Miriam Ortiz y Pino (Leadership, Staff, Volunteering)  
|                   | Tai Chi for Wellness and Fall Prevention: Reed Anderson (Clinical, Staff, Volunteering)        |
| 11:30 – 11:45 am  | Break                                                                                          |
| 11:45 am – 1:30 pm| **All Attendee Luncheon and Speaker, Barbara Balik—Joy in Work: A Path Forward**               
|                   | Accepts  
|                   | Regrets       |
| 1:30 – 1:45 pm    | Break                                                                                          |
| 1:45 – 3:00 pm    | **Session:** Select One  
|                   | Panel Discussions: Emergency Department Information Exchange with Kary Nulisch AND Statewide Data Trends and How to Use Data Strategically with Stefany Goradia and Patty Kehoe (Leadership, Finance, Clinical, Staff)  
|                   | Panel Discussion: Roles for Today’s Volunteers (Leadership, Staff, Volunteering)  
|                   | 5 Ways to Declutter Fast: Miriam Ortiz y Pino (Leadership, Staff, Volunteering)  
|                   | Tai Chi for Wellness and Fall Prevention: Reed Anderson (Clinical, Staff, Volunteering)        |
| 2:45 – 3:00 pm    | Break                                                                                          |
| 3:15 – 4:45 pm    | **All Attendee General Session:** Governor Michelle Lujan Grisham *(Invited)*                  
|                   | Accepts  
|                   | Regrets       |
| 6:00 – 8:00 pm    | **NMHA State Auxiliary/Volunteer Service Honors Dinner**                                       
|                   | Accepts  
|                   | Regrets  
|                   | **Entrée Choice:** Beef, Chicken, Salmon                                                       
|                   | Number of Guest Tickets @$55                                                                  |
FRIDAY, SEPTEMBER 27

6:00 – 8:30 am  Breakfast on your own. (Breakfast in the Embassy Suites Atrium included with your room rate.)

8:30 – 9:00 am  Shop the Auxiliary Raffle!

9:00 am – 12:00 pm  NMHA Auxiliary/Volunteer Service Annual Membership Meeting (Members only)

7:30 am – 12:00 pm  NMONL Strategic Planning (Board Members Only)

REGISTRATION FEES

<table>
<thead>
<tr>
<th></th>
<th>Before September 1</th>
<th>After September 1</th>
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<tbody>
<tr>
<td>Regular/Full Registration MEMBER</td>
<td>$75</td>
<td>$100</td>
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<tr>
<td>Regular/Full Registration NON-MEMBER</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>Spouse/Guest, Full Registration</td>
<td>$100</td>
<td>$125</td>
</tr>
<tr>
<td>Spouse/Guest, Awards Dinner Only</td>
<td>$55</td>
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</table>

REGISTRATION TOTAL  $____

Spouse/Guest name/s as they should appear on badge/s:

Auxiliary/Volunteer Service Honors Dinner Entrée Choice

- Beef
- Chicken
- Salmon

Auxiliary/Volunteer Service Honors Dinner Entrée Choice

- Beef
- Chicken
- Salmon

Auxiliary/Volunteer Service Honors Dinner Entrée Choice

- Beef
- Chicken
- Salmon

Registration cancellation on or before 9/9/19 will be refunded. No refunds after 9/9/19. Refunds may take 30 days to process.

PAYMENT

☐ Check, Payable to NMHA Auxiliary

☐ Visa/☐ MC/☐ American Express/☐ Discover

Card #  Exp. Date:  3-Digit Security Code:

Name as it appears on card:

LODGING

Mention the NMHA Annual Meeting and make your reservations BEFORE September 9, 2019 to get the conference rate of $139 for single or double occupancy.

Embassy Suites, Albuquerque:  505.245.7100

Lodging cancellation and refund policy at the discretion of the Embassy Suites, Albuquerque.

Send forms to:

Andrea Lohse, NMHA
7471 Pan American West Freeway NE
Albuquerque, NM 87109
Auxiliary/Volunteer Service: __________________________________________________________

Health Care Facility: ___________________________________________ # of Beds: ______

Address: __________________________________________________________________________

City: ___________________________ Zip: ___________ Phone: ____________________________

Auxiliary President/Volunteer Service Chairman: ________________________________

Home Address: __________________________________________________________________________

City: ___________________________ Zip: ___________ Phone: ____________________________

Email: _________________________________

Term Beginning (MO/YR): _______________ Term End (MO/YR): _______________

Incoming Auxiliary President/Volunteer Service Chairman: ________________________________

Home Address: __________________________________________________________________________

City: ___________________________ Zip: ___________ Phone: ____________________________

Email: _________________________________

<table>
<thead>
<tr>
<th>MEMBERSHIP COUNT</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVE</td>
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<tr>
<td>Associate</td>
<td></td>
</tr>
<tr>
<td>Lifetime/Patron (ACTIVE)</td>
<td></td>
</tr>
<tr>
<td>Lifetime/Patron/Honorary (Inactive)</td>
<td></td>
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<tr>
<td>Youth</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL VOLUNTEER HOURS SERVED (September 2018-August 2019): _______________

Newsletter: Yes _________ How Often Published: __________

No _________

Fundraising Income (total net amount raised during fiscal year) $_______________

Disbursements:
Hospital Equipment: $_________ Scholarships: $_________ Education: $_________ Other: $_________

Auxiliary/Volunteer Service Projects/Programs: _______________________________________________________

______________________________________________________

Submitted by: __________________________________________ Date: ____________________________

RETURN TO:
Linda Zuflacht: cusmom@gmail.com
AND
NMHA State Auxiliary
7471 Pan American Frwy West, NE
Albuquerque, NM 87109

Andrea Lohse: alohse@nmhsc.com
OR
Established in 1990, Salute to Excellence is a statewide recognition program commending the hard work and dedication of hospital auxiliars/volunteers. The program is based on self-nomination. We are looking for outstanding, innovative services or programs. A certificate of merit will be given in each of the following categories:

1. Auxiliary/Volunteer Service in hospitals of 100 or less beds.
2. Auxiliary/Volunteer Service in hospital of 101 or more beds.

IN-HOSPITAL SERVICES award will be given to the auxiliary/Volunteer Service with the most unusual and innovative ongoing service within the hospital.

OR

PROGRAMS for health or educational service given to your community; to include seminars, workshops, training programs, etc.

*Any program that has previously received the Salute to Excellence award must include in its nomination package a detailed description of how the program has been enhanced since the prior submission.

INCLUDE THE FOLLOWING:

1. WHO initiated the service/program
2. WHY the service or program was initiated
3. WHEN the service or program was begun
4. WHEN the service or program was completed (if applicable)
5. HOW many auxiliars/volunteers were involved in the service or program
6. DEVELOPMENT of plans to achieve your goal
7. RESULTS achieved
8. NUMBER of auxiliars/volunteers in your Auxiliary/Volunteer Service
9. NUMBER of LICENSED beds in your hospital

RULES:

1. Submit three (3) copies of your nomination of 100 to 150 words, if possible.
2. Name your Auxiliary/Volunteer Service on each page submitted.
3. Each entry must be signed by the Auxiliary President/Volunteer Service Chairman and Hospital Administrator.
4. All entries must be received by August 29, 2019

Award Presentation

1. At the time of presentation of the Salute to Excellence award, honorees are asked to give a brief explanation (one to 2 minutes) of the winning program.
2. Certificates of Participation and Sharing are given to each auxiliary/volunteer service that submitted an entry regardless of whether they received the award.

NO ENTRIES RECEIVED AFTER AUGUST 29, 2019 WILL QUALIFY FOR THE AWARD

Return to:

Sheryl Wise-Trujillo: sherylwt@gmail.com AND Andrea Lohse: alohse@nmhsc.com
OR
Sheryl Wise-Trujillo, PO Box 4052, Fairview, NM 87533
NMHA State Auxiliary, 7471 Pan American West Frwy, NE, Albuquerque, NM 87109
This award was initiated in 1988 to recognize the outstanding contributions made by the youth in service to a member health care institution. The Chairman shall appoint a selection committee of three (3) judges to review nominee forms, essays, and letters. The judges can be from the auxiliary/volunteer service or the community.

**RULES and CRITERIA**

1. The Youth Volunteer of the Year Award is open to a boy or girl who has performed volunteer service, according to the guidelines of the member health care institution auxiliary/volunteer service during the period of October after the Annual Meeting to August of the following year.

2. The award shall be given in two (2) categories with one award recipient in each. First award shall be given for a “year-round” volunteer in the health care institution and the second award shall be given for a “summer-only” program volunteer. Criteria are as follows:
   A. Any outstanding contribution of the youth volunteer to the health care institution which demonstrates leadership, innovation, and organization.
   B. Exhibit positive attitude, dependability, personality, maturity, and compassion.
   C. Scholarship.
   D. Extra-curricular activities and awards.
   E. Nominee must complete the application form and include a handwritten or typed essay of not more than 250 words on “What Youth Volunteer Service Has Meant to Me.”

3. There will be only one nomination accepted per health care institution, per category. All nominees must be at least 14 years of age. For the purposes of this award, youths nominated must be between 14 and 18 years of age.

4. A gift ($100 check) and a certificate of merit will be awarded to the winner in each of the two (2) categories by the Chairman at the Annual Meeting.

5. The award recipients shall attend the NMHA Annual Meeting Awards event, honoring them and other category winners. Their awards shall be presented to them by the Youth Volunteer of the Year Award Chairman. **If the award recipient requests attendance of additional guests for this presentation, there will be an additional meal fee per guest. The number of guests and fees included for the event should be included in the Annual Meeting registration form sent out prior to September by NMHA. Call NMHA staff, 505.343.0010, with questions.**

6. The sponsoring auxiliary/volunteer service shall be responsible for the youth volunteer at the Annual Meeting, including expenses, and shall provide appropriate supervision during that time. Youth volunteers may attend education programs and other activities at the Annual Meeting.

7. Deadline for application is **August 29**, prior to Annual Meeting.
ANNUAL YOUTH VOLUNTEER of the YEAR AWARD
NOMINEE FORM

(Please type or print)
Youth Program: Year-Round _________  Summer-Only _________

Name of Nominee: _____________________________________________________________________

Home Address: _____________________________________________________________________

City, State, Zip: _____________________________________________________________________

Home Telephone: _____________________________________________________________________

Parents or Guardians: _____________________________________________________________________

School: _____________________________________ Grade: _________       Age: _______

Health Care Facility: _____________________________________________________________________

Number of Hours of Service     (10/1/______ to 7/30/______)      __________ hours

  1) Describe the area of your Volunteer Service and your duties:

  2) Describe any extra-curricular activities or awards:

  3) Please include with this application a handwritten or typed essay of not more than 250 words on “What Youth Volunteer Service Has Meant to Me.” Also, include a letter of recommendation from the sponsoring Auxiliary/Volunteer Service and from the service chairman, where applicable.

RETURN BY AUGUST 29, 2019 TO:

Sheryl Wise-Trujillo: sherylwt@gmail.com AND Andrea Lohse: alohse@nmhsc.com
OR
Sheryl Wise-Trujillo, PO Box 4052, Fairview, NM  87533
NMHA State Auxiliary, 7471 Pan American West Frwy, NE, Albuquerque, NM 87109
2019 NMHA Outstanding Auxilian of the Year

We will recognize the 2019 Outstanding Auxilian at the State Auxiliary/Volunteer Service Awards Dinner on Thursday, September 26, 2019.

The NMHA Outstanding Auxilian of the Year is selected from nominations received from NMHA member facilities. All Auxiliaries/Volunteer Services are encouraged to submit a nomination.

Please review and consider the following judging criteria as you prepare your nomination. A complete nomination that addresses criteria thoroughly will best represent your nominee.

Criteria are:

1) Contributions to the Auxiliary (including years of service)
2) Demonstration of achievement in meeting the hospital’s organizational needs
3) Pioneering efforts in a new area or in response to the hospital’s needs
4) Involvement in Community
5) Involvement in State of New Mexico

Nominees may have participated in one or more areas, and are not required to have participated in each. For example, many Auxiliaries are not involved in state projects, or have not pioneered a new effort but have been active and effective contributors in the local Auxiliary and/or community.

Nominations should not exceed 500 words. Each nomination must be signed by the Auxiliary/Volunteer Service President.

A panel of three judges will be selected by NMHA. Two (2) of the judges will not be affiliated with any hospital nor any auxiliary; the third judge will be a Past State President. In case of a tie, the recipient will be determined by the President of NMHA and the NMHA Chairman of the Board.

Nominations are due August 29, 2019. Please honor our best Auxilians/Volunteers for their role in meeting healthcare needs in New Mexico.
NMHA Outstanding Auxilian of the Year Nomination Form

Nominee:

Time in Auxiliary:

Auxiliary/Volunteer Service Chapter/Facility:

1. Contributions to/Involvement with your Auxiliary/Volunteer Service:

2. Demonstration of achievement in meeting hospital’s organizational needs:

3. Pioneering efforts in a new area or in response to the hospital’s needs:
4. Community involvement:

5. State of New Mexico Involvement:

X
Auxiliary President Signature, Required

Nominations are due August 29, 2019

Submit to:

Andrea Lohse: alohse@nmhsc.com

NMHA State Auxiliary
7471 Pan American West Frwy NE
Albuquerque, NM 87109
Established in 2001, the Years of Service Award honors Auxilians, currently serving, who have served for a milestone number of years at his/her health care institution.

Tenures recognized are 25, 30, 35, 40, 45, 50, etc., full years of service.

Please submit the names of ALL current, active Auxilians/Volunteers that meet the requirements. This year’s nominations are due August 22.

Local Auxiliary President/Volunteer Service Chairman are asked to notify their nominee(s) and assist the nominee(s) with arrangements to attend the Annual Meeting where they will be recognized and presented with the Years of Service Certificate.

Thank you!
# 2018 YEARS OF SERVICE NOMINATION FORM

(copy as needed)

Hospital Auxiliary/Volunteer Service

Hospital Administrator/Chief Executive Officer

Name of Hospital Auxilian / Volunteer Making Nomination

Signature of Hospital Auxiliary President/Volunteer Service Chairman

<table>
<thead>
<tr>
<th>Nominee</th>
<th>Address</th>
<th>Cumulative Years (#)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return by August 22, 2018 to:

Debby Tillman: dtilman@sjrmc.net
AND
Andrea Lohse: alohse@nmhsc.com
OR
NMHA State Auxiliary
7471 Pan American Frwy West, NE
Albuquerque, NM 87109
TO: State Board of Directors, Past State Presidents, Auxiliary Presidents/Volunteer Service Chairs  
FROM: Marilyn Wiseman  
1025 Collier Avenue  
Raton, NM 87740  
575.770.2886  
wiseman5@q.com  

RE: Voting Credentials, NMHA Auxiliary/Volunteer Service Annual Meeting, September 27, 2019

1) The President/Chairman of each active auxiliary/volunteer service, or the representative designated in writing to the Credentials Committee  
2) **Members of the State Board of Directors in attendance at the annual meeting.  
3) **Past Presidents of the State Auxiliary/Volunteer Service in attendance at the annual meeting. **These voting privileges cannot be assigned.

NO MEMBER SHALL VOTE IN MORE THAN ONE CAPACITY  

Return to the State Treasurer by August 29, 2019

To: Credentials Committee     Date: _____________

VOTING VERIFICATION:

I, _________________________,                                              (Name)  
(State Board of Directors Member, Past State President, Auxiliary President/Volunteer Service Chairman)

WILL be voting at the Annual Meeting to be held September 25-27, 2019.

I will be representing the office entered above.

PROXY VERIFICATION:

I, _________________________,                                              (Name)  
(Auxiliary President/Volunteer Service Chairman)

WILL NOT be voting at the Annual Meeting to be held September 25-27, 2019.  
Therefore, I wish to designate __________________________,  ____________________  
(Name)                                               (Title)  
as my representative.  

(Proxy Designate Signature)

NOTE: If a Board of Directors member or Past State President also serves as an Auxiliary President or Volunteer Service Chairman, they may designate their vote as President or Chairman to another member of their Auxiliary or Volunteer Service. Complete the Voting AND Proxy Verifications.
BOARD OF DIRECTORS and APPOINTED CHAIRS NOMINATING & CONSENT TO SERVE FORM

Provide a separate form for each nominee submitted. Form may be copied. Type/print information.

Name of Nominee: ________________________________________________________________

Nominated for (Elected Office or Appointed Chair): ________________________________

Mailing Address: ________________________________________________________________

Street

City State Zip

Phone: ___________________ Fax: ___________________ Email: ___________________

Years as an Auxilian/Volunteer: ___________ District: ____________________________

Name of Facility: ______________________________________________________________

Elected Offices Held in Auxiliary:

President/Chairman: ____________________________ Year(s)
Vice President/Chairman Elect: __________________ Year(s)
Secretary: ____________________________ Year(s)
Treasurer: ____________________________ Year(s)

Auxiliary/Volunteer Service Committees: _____________________________________________

Committee Chairmanships: _______________________________________________________

State Office(s) & Year(s): _______________________________________________________

Other Leadership Positions Held (civic, church, etc.): ________________________________

________________________________________________

Signature of Nominee: __________________________________________________________

Signature of nominee indicates a willingness to be nominated for the indicated position and, if elected (or appointed), agrees to fulfill the duties and responsibilities of the position to the best of their ability.

Signature of DVS (if applicable): __________________________________________________

Signature of Auxiliary President/Volunteer Service Chairman: ________________________
(Other Elected Local Officer if the President/Chairman is the nominee)

Signatures confirm nominee is a member in good standing of the Auxiliary/Volunteer Service and a willingness to support the nominee if elected or appointed. Submitted by: ___________________________ Date: ______________
NMHA AUXILIARY/VOLUNTEER SERVICE NOMINEE AUTOBIOGRAPHY

Nominee: ________________________________________________________________

Address: ________________________________________________________________________________

Telephone: ___________________ Email: _____________________________________________
Name of facility: ________________________________________________________________

Departments/Service Areas: ___________________________________________________________________________

Address: ________________________________________________________________________________

Telephone: ________________________________________________________________________________

Send Nominating/Consent to Serve & Autobiography forms by **September 1, 2019** to:

Doris Montoya
PO Box 3732
Las Vegas NM

Doris_Montoya@QuorumHealth.com
AND
alohse@nmhsc.com

“**Get To Know Your Nominees**”

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

(Use a separate sheet for additional space)
1. This year’s raffle will include:
   • Handmade/Artist-crafted items
   • Gift baskets
   • Collections/Collectibles
Some examples include quilted items, paintings and art, jewelry, homemade jams, etc.

2. Let us know what you’d like to contribute! Forward one Raffle Donation Form per item to Eileen White or Debby Tillman, San Juan Regional Medical Center Auxiliary. See form for complete details.


4. Save time when you’re ready to win...Bring address labels and put them on the back of the raffle tickets you buy.

5. Tickets will be sold during the Annual Meeting for $1 each and 6 for $5. All proceeds go to the State Auxiliary.

6. All items must be taken home by their winners. We are not able to ship or deliver.

Thank you for your participation!
2019 Annual Meeting
RAFFLE DONATION FORM

Again this year, we’ll be holding a **raffle of donated items** as a fundraiser for the NMHA State Auxiliary/Volunteer Service.

Please complete this form to tell our organizers about you and your donated item. **Complete one form per item, please.** This will help us to plan and keep a proper inventory in advance of the raffle.

<table>
<thead>
<tr>
<th>Name of Donor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hospital Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Description</th>
<th>○ Homemade/Handmade/Craft</th>
<th>○ Collectible/s</th>
<th>○ Gift Basket/Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Thank you for your support of the State Auxiliary/Volunteer Service!**

**RETURN DONATION FORM/S BY SEPTEMBER 1, 2019, TO:**

**Eileen White:**  [eileenwhite@hotmail.com](mailto:eileenwhite@hotmail.com)
1710 Brenwood Drive, Farmington, NM  87401
505.327.7402

OR

**Debby Tillman:**  [debby5472@q.com](mailto:debby5472@q.com)
505.402.6782
NMHA
AUXILIARY / VOLUNTEER SERVICE
SCRAPBOOK CONTEST

Scrapbook Contest
In an effort to acquaint NMHA member auxiliaries/volunteer services with one another, a Scrapbook Contest is held during odd numbered years, beginning in 1997.

Scrapbooks are judged in two categories, and by 6 criteria:

- Hospitals with 101 beds or more
- Hospitals with 100 beds or less

1. Capturing the essence of the Auxiliary/Volunteer Service
2. Exhibiting originality and enthusiasm
3. Displaying artistic appeal
4. Inclusion of supporting documentation/captions.
5. Definition of a scrapbook is an album into which clippings, notes or pictures can be pasted.
6. If you have a scrapbook on a disc, please provide a hard copy for judging.

The time span shall cover twelve (12) months and match the fiscal year of the local Auxiliary/Volunteer Service. A cover page shall be included, stating the span of time for your scrapbook. A committee of the four (4) District Chairmen and two additional designees, appointed by the Scrapbook Chairman shall serve as judges. No application form is required.

The scrapbook shall be presented at the State Auxiliary/Volunteer Service Registration Desk during the Annual Meeting registration hours, first day. The judging shall take place the first day of the Annual Meeting and the award recipients shall be announced at the Awards Dinner.

The scrapbook contest shall award 1st Place, 2nd Place, and Honorable Mention. Certificates of Participation/Sharing shall be presented to each auxiliary/volunteer service that submitted an entry regardless of whether or not they received an award. The scrapbooks shall be on exhibit for attendees to view.

All Auxiliaries/Volunteer Services are encouraged to submit a scrapbook of their activities. To be considered for this award, the scrapbook must be presented at the Annual Meeting.
MEMORIALS

The State Auxiliary/Volunteer Service will honor Auxilians/Volunteers that have passed away on Friday morning, September 27. Please either complete this form or email a list of those to be honored to:

delilahpacheco@yahoo.com
Delilah Pacheco
113 Hillcrest
Truth or Consequences, NM  87901
575/740-0294
or
alohse@nmhsc.com
Andrea Lohse
New Mexico Hospital Association
7471 W. Pan American Frwy NE
Albuquerque, NM  87109
505/343-0010

Honoree/s: ___________________________________________
___________________________________________
___________________________________________
___________________________________________
___________________________________________
___________________________________________
___________________________________________

Your name:   _____________________________________
Healthcare Institution:  _____________________________________
Phone:   _____________________________________
Email:    _____________________________________

Submit your list by September 1, 2019.
Thank you and we are so sorry for the loss of your friends.
### Board of Directors Meeting Minutes

<table>
<thead>
<tr>
<th>Date: September 27, 2018</th>
<th>Location: Embassy Suites</th>
<th>Chairperson: Doris Montoya, President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Time: 8:00 a.m.</td>
<td>Shopping Bag</td>
<td></td>
</tr>
<tr>
<td>Stop Time: 8:35 a.m.</td>
<td>Chairperson: Doris Montoya, President</td>
<td></td>
</tr>
<tr>
<td>Quorum: Yes</td>
<td>Shopping Bag</td>
<td></td>
</tr>
</tbody>
</table>

**Attendees:** On File

#### Opening
- Welcome & Introductions / Call to Order – President Doris Montoya, President, called the meeting to order at 8:00 a.m. and welcomed the group to the 2018 NMHA Auxiliary General Assembly and Business meeting. Auxiliary Prayer –
- The Auxiliary Prayer was read.
- The Colors were presented

#### Agenda

#### Roll Call and Voting Credentials

Gregg Ferran, Treasurer, called roll and verified voting credentials.

#### Budget

The 2019 Budget was presented by Gregg Ferran, Treasurer, and Jody Belkofer, HSC/NMHA Controller reviewed the proposed budget.

Sue Karlin made a motion to approve the revised budget for 2018. Doris Montoya seconded the motion. The motion passed.

#### 2017 Minutes Approval

Debby Tillman, Secretary, read the 2017 minutes. Joyce Martinez made a motion to approve the minutes with two grammatical edits. Sheryl Trujillo seconded the motion. The motion passed.

#### Governance update

Delilah Pacheco, Parliamentarian, reported that the Bylaws will likely be reviewed in the future as the State Auxiliary is entirely under the governance of the NMHA. Any edits will be sent to the membership when they are received.

#### Other Business

Doris Montoya, President, reported an additional break-out session has been added. The session is presented by the City of Albuquerque on Senior Affairs. The session will be held in Sandia III at 3:00 p.m.

#### Slate of Officers

Immediate Past-President Joyce Martinez presented the Slate of Officers for 2018-2019:

- President – Linda Zuflact
- President-Elect – Delilah Pacheco
- Secretary / Years of Service – Kathy Baker
- Treasurer – Marilyn Wiseman
- Immediate Past-President / Nominating Committee Chair – Doris Montoya

Carol Sarcy made a motion to approve the Slate of Officers. Linda Caldarelli seconded the motion. The motion passed.

#### President’s remarks

President Doris Montoya thanked the State Auxiliary / Volunteer Service for a wonderful year. She appreciated her time of service. She thanked the group for the opportunity to travel around the state for the many meetings she attended.

As Chair for the Nominating Committee, Doris noted there are positions that need to be filled for 2019-2020. Please let Doris know if you or someone you know is interested!!

#### Housekeeping items

A Lost & Found item was announced. Francis Day reported the Year pin will be mailed out when they are received. They have been delayed due to the recent hurricane.

#### Closing

Adjourn – The meeting was adjourned at 8:35 a.m.

*Minutes written by: Debby Tillman, Secretary*
## Auxiliary to the NM Hospital Association 2020 Budget

Approved by NMHA Board of Directors June 27, 2019

### Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>2016 Actual</th>
<th>2017 Actual</th>
<th>2018 Actual</th>
<th>2019 Budget</th>
<th>2020 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auxiliary Dues Revenue</td>
<td>$9,035.00</td>
<td>$4,990.00</td>
<td>$4,839.00</td>
<td>$4,600.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Eliminates individual Auxilian dues. Since the State Auxiliary is not a separately incorporated organization, rather, an NMHA program area, the justification for individual, annual dues is unclear.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Midyr &amp; Annual Conv Registrations</td>
<td>19,900.00</td>
<td>13,040.00</td>
<td>12,315.00</td>
<td>7,300.00</td>
<td>$7,300.00</td>
</tr>
<tr>
<td>Assumes 98 paid attendees at $75.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Midyr &amp; Annual Conv Sponsorships</td>
<td>7,050.00</td>
<td>8,500.00</td>
<td>8,150.00</td>
<td>8,000.00</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>Assumes NMHA coverage of Annual Meeting costs to include speaker fees and travel, signage, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NMHA Contribution</td>
<td>2,000.00</td>
<td>2,000.00</td>
<td>2,000.00</td>
<td>2,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Hospital Assessments</td>
<td>4,500.00</td>
<td>4,250.00</td>
<td>3,750.00</td>
<td>3,500.00</td>
<td>$4,900.00</td>
</tr>
<tr>
<td>Reflects increase in hospital assessment from $250 to $350.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Revenue</td>
<td>636.00</td>
<td>813.50</td>
<td>1,467.00</td>
<td>1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Raffle proceeds, vendor fees.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$43,121.00</td>
<td>$33,593.50</td>
<td>$32,521.00</td>
<td>$26,400.00</td>
<td>$26,200.00</td>
</tr>
</tbody>
</table>

### General & Administrative Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>2016 Actual</th>
<th>2017 Actual</th>
<th>2018 Actual</th>
<th>2019 Budget</th>
<th>2020 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>5,240.55</td>
<td>371.00</td>
<td>1,324.65</td>
<td>2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>President Elect</td>
<td>726.46</td>
<td>1,302.05</td>
<td>1,452.01</td>
<td>2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>District Chair</td>
<td>548.00</td>
<td>0.00</td>
<td>901.30</td>
<td>1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>National Convention</td>
<td>2,056.09</td>
<td>2,120.11</td>
<td>63.46</td>
<td>0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Board</td>
<td>2,568.25</td>
<td>4,484.16</td>
<td>1,376.95</td>
<td>2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Midyear Board Meeting</td>
<td>133.41</td>
<td>164.44</td>
<td>460.26</td>
<td>400.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Annual State Convention</td>
<td>18,167.36</td>
<td>18,687.86</td>
<td>17,607.04</td>
<td>18,000.00</td>
<td>$18,000.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>455.03</td>
<td>294.61</td>
<td>227.06</td>
<td>500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Postage</td>
<td>284.08</td>
<td>0.46</td>
<td>30.95</td>
<td>300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Bank Charges</td>
<td>0.00</td>
<td>183.55</td>
<td>177.50</td>
<td>300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>0.00</td>
<td>28.34</td>
<td>45.08</td>
<td>300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td><strong>Total General &amp; Administrative</strong></td>
<td>$30,179.23</td>
<td>$27,636.58</td>
<td>$23,666.26</td>
<td>$26,800.00</td>
<td>$26,800.00</td>
</tr>
</tbody>
</table>

### Total Net Profit/(Loss)

<table>
<thead>
<tr>
<th>Description</th>
<th>2016 Actual</th>
<th>2017 Actual</th>
<th>2018 Actual</th>
<th>2019 Budget</th>
<th>2020 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Net Profit/(Loss)</strong></td>
<td>$12,941.77</td>
<td>$5,956.92</td>
<td>$8,854.74</td>
<td>$(400.00)</td>
<td>$-600.00</td>
</tr>
</tbody>
</table>