



ATM Board Meeting

Monday May 16, 2022 – AMENDED JUNE 27, 2022, WITH APPROVAL OF THE BOARD***

Attendees

Paula Davis

Kelly Baumgartner

Laurie Fremgen

Ashley Musil

Sabria Elliot

Joi Brock

April Blackmore

Diane Dreier

Carmen Geyman

Sarah Slette

Becky Hines

Kristen Green

Jen Gabler

Cathy Rude

Brielle Epstein

Melinda Pond

Nanci Stanley

Meeting called to order 6:04

Quorum met

Meeting Adjourned at 7:39pm

Minutes approved by majority via email on June 4, 2022.

*** Amended minutes to add transfer of financial access to new president and treasurer. 10 votes via chat and email to approve amendment on June 27, 2022.

Guests: Jasmin Kanevski, Ashley Collie, Ashley King, Ashton Swaringen, Becky Thorp, Bethany Stricker, Betsy Robinett, Brittany Smith, Carley Hall, Carol Schumaker, Chris Duffy, Claudine Crews, Cori Lively, Dawn Housos, Deidre Honea, Deidre O'Neil, Donna Brown, Erin Reynoso, Inna Matveyuk, Jackie Griggs, Janey Dirmeyer, Jennifer TImbs, Joani Koenig, Katy Holcombe, Kelly Beaty, Kristen Bowers, Kristin Green, Kristy Hammack, Leah Larson, Lisa Rutledge, Lisa Welch, Mabry Smith, Mackenzie Thomas, Marsha Chovanex, Melody, Michaela Newton, Michelle Levins, Michelle O'Loughlin, Monica Barrientes, Nik Anderson, Robin Rabenschlag, Roxanne Anderson, Sarah Larsen, Shay Davidson, Tonya Rose, Tracy Edwards, Varshna Narumanchi, Vicky Wells, Amber Porter, Kate Jones, Andie Wyrick, Natalie Wommack, Kristen Bowers

Agenda

New Business

1. Treasurer's report - Kelly B
2. Education Report - Jasmin
3. Bylaws-Policies - April
 - a. Would like to give the new board members time to review the bylaws and policies, offer feedback and make the changes.
4. Executive Committee
 - a. May 6th Executive Committee announced their resignation effective Jun 17, 2022 .
 - b. New interim Executive Committee members were appointed. President - Sarah Slette, Vice President - Joi Brock, Secretary - Diane Dreier, Treasurer - Jen Gabler, Education Chair - Carmen Geyman, Legislative Chair - April Blackmore

- c. New president - we needed to break the bylaws to elect a new president since no one has been on the Executive Committee for 2 years as per the bylaw requirement.
- d. *** All financial account access will be given to the newly instated President, Sarah Slette, and the Treasurer, Jen Gabler.

5. Public Comment - Town Hall

- a. Chris Duffy - Typhon Training
- b. Brittany Smith - ATMMTP changes and concerns as a student
- c. Janet Dirmeyer - Question about the members of the Ed Committee
- d. Kelli Beaty - Site inspection for ATMMTP, Finances for school and ATM, communication
- e. Varshna - Bylaws-robert's rules of order, put the bylaws out now, board of trustees for ATMMTP
- f. Lisa Rutledge - Thanking the Education Committee
- g. Janet Dirmeyer - Apology
- h. Roxanne Anderson - Executive Committee Members and timeline, membership survey, appointing board members between elections
- i. Mackenzie Thomas - module fee breakdown
- j. Facebook comments regarding resignations
- k. Ashton Swaringen - what can students do, meeting for students
- l. Erin Reynoso - comment of support
- m. Ashley King - Communication, website
- n. Jennifer Timbs - Regions and representation

Notes

- **3/14/22 - Meeting to go through the new website with Ashley King. Brielle, Paula, Laurie, Jasmin, Kelly, Sarah, Cathy, Diane, kristen, Quorum met, no decisions made**

Proposals via email

1. Paula proposes that we pay for David's travel expenses for Module 5 workshop. 2/12/22 11 approve.
2. Laurie proposes Jasmin Kanevski will take over Bill Jack's duties, they will work closely together to transfer all accounts and programs into Jasmin's possession. These login and passwords will be available to the full Executive Board. We would like to pay Jasmin no less than \$1,500/week, beginning Feb 22, 2022 until we hire a tech assistant. 2/24/22 Paula recused. 10 approve.
3. 3/2/22 I move that Mary Littlefield's application for membership be denied. April proposes. 11 approve. 4 decline
4. 3/2/22 I move that the Board reach back out to Mary for a conversation regarding her membership application to determine whether she should be readmitted as a member. April proposes. 11 approve. 3 decline
5. **3/2/22 I would like to propose that we move forward with posting for and hiring a Technology Assistant for the MTP with a potential wage of \$15-18 per hour depending on experience. 3/2/22 David proposes. 14 approve**
6. **3/19/22 David proposes Proposal:**
7. **On or around February 23, 2022, we decided, as a board, to move Jasmin Kanevski into the role of Program Director of the MTP encompassing both her already existing duties and those of the former COO. Jasmin's term in the role was designated as interim to allow for permanent hiring for the position. Jasmin and I have been working closely to ensure that the MTP is running smoothly and that we are having forward momentum with implementing new plans (rewriting modules, introducing clinical tracking software, Google Workspace). Jasmin has been doing a fantastic job in her interim role. She has made a solid connection with the students, is keeping the program running smoothly, and is working diligently to streamline processes. She is an asset to the students, the program, and us as a board. It is for these reasons that I propose that we hire Jasmin Kanevski permanently for the role of Program Director. Hiring internally is a process that many organizations embrace and is a valid option for us in this**

situation. If you could please vote on this proposal, it would be greatly appreciated. Laurie, can you please keep the tally of votes?. 12 approve

8. **4/25/22 David proposes Patricia Garcia is willing and qualified to instruct Module 2 Anatomy and Physiology. If you could all vote on instilling Patty as Module 2 instructor, it would be greatly appreciated. 10 approve**
- 9.
- 10.
- 11.

Executive Board Meetings

2/19/22

Those present: Laurie Fremgen, David Carter-Plake, Brielle Epstein, Kelly Baumgartner, Cathy Rude

Meeting begins: 5:12pm

Meeting adjourned: 7:00pm

Disc re delineating the new positions within ATMMTP - jobs are defined on the responsibilities document. The COO and Clinical Director positions are lateral.

Disc re Financial Agreement and refund policy document for ATMMTP

Disc re needing receipts for supplies for module instructors

Editing documents - it would be most helpful to the program if we make sure all of our written communication is professional, clear and represents our program well.

Policies - need to write grievance procedures for students and membership. Can our student liaisons reach out to students to do a survey to see how the communication with the ATMMTP staff is going.

2/20/22

Present: Laurie Fremgen, Brielle Epstein, Cathy Rude, David Carter-Plake, Kelly Baumgartner

Jasmin Kanevsky 1:12pm-2:00pm

Meeting begins at 1:12pm

Meeting adjourns at 2:11pm

Check in with Jasmin re how things are going with ATMMTP.

- **Excited about the Education Committee.**
- **Feels like she is shoring up all the things that have been falling through the cracks, but she is worried that there are things she isn't even aware of.**
- **Preceptor list is not complete, trying to update. May need all preceptors to re-register.**
- **Disc re using moodle vs google classroom. Changes don't need to be made right now. We will take our time to see what platform is most useful.**
- **Disc re reimbursement for module instructors and getting a good system in place. Jasmin will send invoices to the instructors.**
- **Disc job duty clarity**
- **Zoom office hours are going well**

Ask BJD about how soon Typon will be up and running.

Jasmin needs to find the list of students who are not enrolled in modules

2/21/22

Laurie, Brielle, David, Kelly

Meeting began at 7:37pm

Meeting adjourned at 9:20pm

Cathy joins at 8:00pm

Disc staffing issues within ATMMTP, and LOR received from BJD

Brielle will send the LOR to the full board for a vote of whether or not to accept his LOR.

2/22/22

Laurie, Brielle, Kelly, David, Cathy

Meeting begins 7:03pm

Meeting adjourned 8:56pm

Disc re Staffing issues and BJD LOR

Administrative access to Box, Moodle, Typhon, Classter, Dropbox, Cognito for Jasmin

Make a formal proposal to increase Jasmin's salary to the whole Board - Laurie

To disc in the future, hiring an admin person to help Jasmin

Typhon is going to take about a month to get all set up

Timeline, sharing login information, expect professionalism with J&D, share his ideas he wanted to implement,

BJD joins at 7:30pm, leaves at 7:40pm

Willing to stay until the end of the month

Feels like he was left out of the loop in decision making

BJD was hostile and attacking towards David, we all came to his defense.

Jasmin joins at 7:55pm

Disc re how to move forward, manual of how to run the school,

Inform students to communicate through Jasmin (get list of students) - David

Inform instructors-David

Inform the membership - David

Jasmin would like to have a part time administrative assistant, will write up a job description for the job.

Disc how to move forward with the passwords and logins - make one general login and password for all of our systems.

Brielle will write an email to BJD regarding coordinating with Jasmin,

Typhon discussion

Need to find out where the financial agreement for the students is

5/1/22

Laurie, Paula, Cathy, Kelly, Brielle

Meeting begins 2:24p

Meeting adjourns at 3:35pm

Disc regarding personnel for ATM, ATMMTP, Exec Board, etc.

New website, all documents organized, all positions in ATMMTP filled, board positions filled, we have an amazing bookkeeper, restructured the entire school, update bylaws and policies

Create a guidebook - each executive board member will write down what we do.

5/5/2022

Brielle, Paula, Laurie, Kelly, Cathy

Meeting starts at 4:40pm

Meeting ends at 5:20pm

Discussion regarding EB resignation letter

Disc regarding ATM Board personnel

Questions regarding tying up loose ends

Legislative Chair

When to resign

When to have spring membership meeting

Forming a steering committee and disc writing SOPs

Board Meetings

2/20/22

Those present: Laurie Fremgen, Brielle Epstein, Kelly Baumgartner, David Carter-plake, Cathy Rude, Carmen Geyman, Paula Davis, Nanci Stanely, Diane Dreier, Adlai Weffel, Sabrina Elliot, April Blackmore

Adlai and Carmen leave at 3:44pm

Nanci leaves at 4:00pm

Meeting begins: 2:13pm

Meeting Adjourned:6:00pm

Review and edit policy manual. No votes or decisions were made.

5/6/2022

Paula, Cathy, Sarah, Kelly, April, Sabrina, Laurie, Jasmin, Brielle, Joi, Carmen, Diane, Kristin,

Melinda joins at 4:09pm

Jasmin Present

Quorum present

Meeting begins at 4:05pm

Meeting adjourned at 4:53pm

Disc regarding Executive Committee Resignation

- Filling board positions

- Bylaws and policies - include a line

- SOP book - list of duties and time requirement

- Membership meeting and Board meeting to schedule

- Sending a letter to the membership

Proposal: Paula proposes that Ashli Musil in region 4 and Jen Gabler in region 8 to the Board to finish this term. Brielle Seconds. All approve.