



ATM Board Meeting

August 7, 2022

Attendees

Present: Jen Gabler, Joi Brock, Diane Dreier, Carmen Geyman, April Blackmore, Sabrina Elliott, Kelly Baumgartner, Kristin Green, Sarah Slette, Jasmin Kanevski, Melinda Pond.

Agenda

Called to order: 2:17 pm

Approve minutes

Vote to approve postponed until later in the meeting.

Legislative Report - April Blackmore

Considerations for submitting a pharmaceutical bill in the next session: Post Roe v. Wade changes and possible difficulties, will need consumer support in areas where the committee members represent. Lobby Day will probably be in February. Texans fo Midwifery really isn't active right now and it would be helpful if someone could get it going again for this bill.

Treasurer's Report - Jen Gabler

Income for Admin is down, income for education is up just a little. Expenses for both are even or just under. Budget is proving to be pretty accurate for this year. Majority of school budget goes to staff, instructors and savings.

Conference Committee Report - April Blackmore

Need to vote on dates of May 4-6, 2023 for the next conference. It will be held in the Austin area, probably San Marcos. Volunteers will be contacted in the next few weeks to start working on the conference.

Education Report - Carmen Geyman & Jasmin Kanevski

Documents and files have been picked up from former board members and instructor. Typhon is getting set up and should be ready to go in September. Google Classrooms set up for students, instructors, preceptors, and board members.

Regional Reports

Read by Regional Representatives.

Survey Review - Jen Gabler

Highlights given with an explanation of why it is important to the board to carefully review responses and incorporate them into new Bylaws.

General Board Business

1. Interim Board - will be in place until Bylaws are completed and approved, then positions will be voted on according to the new Bylaws.
2. Bylaws - Board requested that the EC update the Bylaws based on survey responses and then bring it to the board for approval. Then Bylaws will be sent out for members to review and comment starting Sep 1, 2022
3. Regional Vacancies - Based on member survey responses, nominations will be opened for the open regional representative spots starting September 1. Voting will begin 2 weeks later.
4. Next open board meeting on November 6. Other meetings will be on February 5, 2023, May 6 (during the conference), August 6 and November 5, 2023.
5. Proposal by April to set ATM Conference dates for May 4-6, 2023. Sabrina Elliott seconded the motion. All in favor.
6. Approval of previous minutes - There was no further discussion on the meeting minutes (below in this document) that were previously distributed to board members before this meeting. April proposed that the minutes be approved. Carmen seconded. All in favor.
7. Comment period from members: why so few members in attendance, members not being aware of when meetings are scheduled, notifications, agenda, and link to meeting were posted on website and Facebook pages, meetings are recorded but not all are available to members.

Meeting adjourned at 3:33 pm.

After the meeting, the requirement to have an annual meeting was brought up by Kelly. Traditionally it is an in-person meeting but there isn't enough time for this to be arranged.

Sabrina proposed that the annual meeting be Nov 6, 2022 via Zoom. Carmen seconded. All in favor.

Student liaisons have not responded to varied contact attempts. Consider replacing them in November if we cannot reach them.

Notes

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Executive Board Meetings

5/23/22

Those present: Sarah, Paula, Cathy, Kelly, Laurie, Jen, April, Jasmin

Transition information discussed, including changing bank accounts, equipment, PO Box, how to run meetings, finances, etc.

Meeting began 7:00pm

Meeting Adjourned 8:55pm

7/30/22

Sarah, Diane, Kelly, Jen, Joi, April

Set agenda for next board and membership meeting on 8/7/22, and set deadline to get edited bylaws finished and to membership (Sept. 1, 2022)

Meeting began at 3:10 pm, adjourned at 4:15 pm.

Board Meeting Minutes since last quarterly meeting - approved 8/7/22

5/26/22

Present: Sarah Slette, Diane Dreier, Kelly Baumgartner, Carmen Geyman, Jen Gabler, Jasmin Kanevski, Melinda Pond, April Blackmore. Ashley Musil joined later. No quorum, no decisions made. Began 7:03 pm, adjourned 7:52 pm.

Zoom meeting to share updates with the board of directors. Disc. Heather's resignation, delegating bookkeeping and office tasks. Discussed transfer of items from old EC members and transition period. Discussed membership liaison and website plugin, privacy of member list. Discussed communication methods with membership. Disc. conference, committee volunteers, location. Discussed Lobby Day and consumer involvement. Work day meeting scheduled for Jun 6, 2022 .

06/06/22

Meeting began at 7:10 pm, adjourned at 10:09 pm.

Present: Sarah Slette, Diane Dreier, Jasmin Kanevski, Sabrina Elliott, Kelly Baumgartner, Kristin Green, Jen Gabler, April Blackmore, Ashley Musil, Becky Hines, Joi Brock, Melinda Pond. Quorum met.

New board and EC are getting settled into our new roles and learning the ropes.

Discussion about Board Insurance to protect board members from lawsuits. Proposal was received from the insurer offering up to \$1 million insurance for both board members and for the organization. \$1106 per year. Proposal was made by April to submit the pre-approved application for the insurance policy and obtain insurance. Joi Brock seconded. All in favor.

School:

Jasmin, has been working with Michaela's help on transitioning the board and school over to new software (Workspace, Typhon...) Described problem where scholarships are only available for students that plan to start in January, but not those who start in July because of application deadlines.

Discussion about number and cost of scholarships, students may have to wait to start until January, letting Ed. committee address the scholarship issues and amounts and then bringing it to the board. Board was informed that we will need to decide who will be the recipient of the POC scholarship. Discussion about Ed. committee narrowing down apps and the board making final decision.

Jasmin suggested that in the future we consider working on a bridge program for foreign trained midwives to get licensure here in Texas. Discussion on reciprocity of training.

Jasmin will pick up old organization documents later this month. April proposed reimbursing Jasmin for Uhaul, and gas, hotel if needed. Seconded by Joi, all in favor.

Jasmin can't find grades for Module 3 of Feb 2022. Final paperwork for two students that weren't uploaded — Bill Jack should have hardcopy originals from students. Sarah will talk to Paula about this as Bill Jack is not responding to her email requests. In Moodle classes were downloaded and deleted rather than being archived until Jasmin started doing that.

Discussion about how 2016 board had approved increase in tuition. Was to be done in five stages, first two happened then it stopped. Suggested we recast the dates for the final three increases at the end of the year during budgeting.

Michaela is the ATM tech assistant. Jasmin would like to make her full time just for the summer to help get things moved over and organized for the MTP. Discussion that the money is available to pay her. Could give her all of the admin duties rather than just a few. Pay would be divided by percentage of hours worked between Admin and MTP. Joi proposed that Michaela's work hours be increased to 40 hours per week through August, Kelly seconded, all in favor.

Website updates:

Discussion about open volunteer positions need to be put on website: regional rep openings, the membership committee, social media and education committees need more people.

Communication with members and board: no longer going to use groups.io for board communication. Board and EC will each have a group in Google, to keep discussion threaded. Reminder that confidentiality documents need to be signed and some people need to send photos to Ashley King for use on the website.

Membership database for website: Wild Apricot. Uses third party for payments - 2.9%. But the UI for the "store" was awkward. Was mentioned that PayPal plug-in simply needs to be changed to allow credit cards without logging in.

Bookkeeping:

Sarah reports that our CPA said they no longer offer bookkeeping or payroll services. Sarah has been talking to and meeting with other candidates. She got one proposal that seemed good. Sarah is trying to get a few people to choose from.

Transition plan:

Discussion that we need to work on a survey and get it out to membership, set a deadline, meet with students. Jen created a chart showing where tuition from students gets spent. Disc about how

transparent to be about this and how it would help correct misinformation that is being passed around. April created a list of broad survey topics that we will each create questions for. Survey out to membership by July 11. Update membership in the meantime.

For the purpose of facilitating communications between reps and their regions and between MTP instructors:

Sabrina made a proposal to create regional groups from the ATM Facebook page with each reg rep as admin. Seconded by Ashley. 11 for, 1 opposed.

Ashley Musil proposed creating a Facebook group for instructors. Sabrina seconded, 11 for, 1 against.

Member request for regional member list still hasn't been addressed. Sabrina offered to be a temporary Region 3 liaison on the region 3 Facebook page since she also works in Region 3.

Tentative date for student town hall meeting is Tuesday June 14 or Thursday the 16th. Need to get with Carmen to see what works for her.

Meeting adjourned.

06/20/2022

Sarah Slette, Jen Gabler, Diane Dreier, Ashley Musil, Melinda Pond, Kelly Baumgartner, April Blackmore, Sabrina Elliott, Jasmin Kanevski, Joi Brock, Carmen Geyman. Quorum present.

Updates for the board:

Facebook Groups for all Regions and also ATM Instructors have been created should you chose to utilize them

Application for Board Insurance was submitted and awaiting approval

Jodi Snow is officially our new bookkeeper. Jen will work with her on options for conducting a financial review

Town Hall for students was on 6/17/20 - lots of good feedback was received

EC approved the treasurer and president of ATM will be on all bank accounts. Awaiting response from Paula regarding board change over verbiage in meeting minutes for bank account updating.

Proposal made by Sabrina Elliott to allow President and Treasurer to approve up to \$250 of non-recurring expenses per quarter, not to exceed the budget, without Board approval. Proposal seconded by Ashley Musil. Passed unanimously.

Website and Database still awaiting meeting with Ashley King

Executive Committee and Board of Directors Responsibilities:

Approving timesheets for employees

Approving instructor's invoices

Daily/Weekly business & Approvals

Membership Survey – Approve survey questions that have been created

07/11/22

Present: Sarah Slette, Diane Dreier(late), Jasmin, Sabrina, Kelly B, Ashley M, Jen Gabler, April, Becky, Kristin (7:33 pm)

Called to order at 7:00 pm. Meeting was recorded.

Sarah gave updates social media, regional Facebook groups, first payroll and bookkeeping, picking up files to be scanned and shredded, met with Ashley King about website updates and upkeep, PayPal and other payment options, membership plugin, Jen still needs to be added to the bank account, raising tuition rates.

Regional reps need to check the ATM membership list before adding people to their regional Facebook page. Also review the membership list monthly to remove those whose membership has expired.

Membership survey: many people took some time to comment, final responses due this Friday. We can all review responses and then bring ideas to next meeting on the 25th. Michaela was very good at walking people through getting into the survey. In the future we need to make sure to have one person to contact for help. Some things learned: "other" response was often misused and muddied the results, respondents must have a gmail account to access the survey.

Question from member: Are all Executive Board positions interim or just some? What was the intent when the places were filled?

April: researched independent contractor rules — no hard and fast rules, most organizations work within a gray area, but based on her research she recommends ATM pay for student supplies and reimburse for small supply expenses and/or roll them into a facility fee. Instructor textbooks probably cannot be paid for. Carmen (not present) and Jasmin have made a

proposal to pay more to instructors and pay for certain items, but details haven't been hashed out. Jasmin will send a copy to the board. April will review as well to make sure it doesn't conflict with any of the rules she has researched. May need to delay any decisions on this until October when budgeting takes place.

Suggestion to open conference to doulas and other midwifery supporters to try to get more people to Austin for Lobby Day. Gave update on various speakers that she is talking to. Topic ideas are trauma, intimate partner violence, newborn screening. Remarked that Midwives are already taking clients for February and would have to drive to Austin for Lobby Day which would interfere with conference activities. Discussed offering an online or recorded option for those who can't attend in person. Discussion about moving conference to May as it was traditionally.

April proposed changing conf date to May 4-6, 2023, seconded by Kelly. Vote was tabled until meeting on the 25th.

Aug. 7 open meeting with membership. Need to have a plan for how survey will impact changes to bylaws and policies and be ready to move forward with completing them.

Reminder that board needs to use Google Chat for communication between meetings and not the old groups.io email board.

Adjourned at 8:32 pm.

07/21/22

Present: Sarah Slette, Kristin Green, Jasmin Kanevski, Diane Dreier, Sabrina Elliott,, Melinda Pond, Carmen Geyman.

Brief meeting to clarify and ask questions about Jasmin's expense report for her trip to pick up ATM MTP documents and files. No official business conducted.

07/25/22

Present: Sarah Slette, Diane Dreier, Carmen Geyman, Kelly Baumgartner, Sabrina Elliott, Joi Brock, Kristin Green, April Blackmon, Becky , Jen Gabler, Jasmin Kanevski, Melinda Pond.

Meeting to review the results of the membership survey. Topics identified that can be used in updating organization bylaws and policies. No official business conducted.

Proposals via email/between meetings

1. Proposal to hire Jodi from Calculate! as new ATM bookkeeper --
Proposed: Diane
Seconded: Sabrina
Yea: 11 -- Diane, Sabrina, Kristin, Becky, Carmen, Kelly, Ashley (via board chat) (majority met), April, Joi, Melinda (in chat), Jen (in chat)
Nay: 0
Proposal passed Jun 11, 2022
2. Proposal to purchase an automatic certificate generator for MTP and to upgrade the Google Drive storage to 1 Tb. Cost: \$99 for the certificate generator and \$99/year for the Google Drive. Proposed by Diane Dreier, seconded by Jen Gabler. Yea: Diane, Jen, Joi, Carmen, April, Sarah, Kristin, Sabrina, Kelly, Becky. Nay: none. Approved Jun 20, 2022 .
3. Proposal to amend the meeting minutes from May 16, 2022 to reflect that Sarah Slette and Jen Gabler are to be added to the bank account. Proposed by Diane and seconded by Jen Gabler. Yea: Jen, Diane, April, Carmen, Kelly, Kristin, Melinda, Ashley, Sarah Slette. Nay: none Approved Jun 27, 2022 .
4. Proposal to accept and pay Jasmin's expenses for the trip to collect documents and files for ATM MTP from former board members and instructor. Proposed by Kelly Baumgartner, seconded by April Blackmore. Yea: Kristin, Sabrina, Becky, Joi, Melinda, Diane, Carmen, Jen, Kelly. Nay: none. Approved Jul 25, 2022 .
5. Proposal that the BOD direct the EC to work on inserting the responses from the survey into the bylaws that were worked on in Feb. Then they will bring that product to the BOD for approval and to finish the document in order to present it to the membership for the required period of comments. Proposed by Kelly Baumgartner,

seconded by Sabrina Elliott. Yea: Diane, Carmen, Ashley, Jen, Melinda, Sarah, Becky, and Kristin. Nay: none. Approved Jul 27, 2022 .

6. Proposal to upgrade the Typhon plan to the next level to accommodate needed surveys for student/preceptor evaluations and sign-offs. Cost \$250 annually. Proposed by Carmen Geyman, seconded by Kelly Baumgartner. Yea: Jen, Sabrina, Sarah, Ashley, Kristin, Melinda, Diane, April, Becky. Nay: none. Approved July 30, 2022.

Next Meeting Agenda Items