



ATM Board Meetings

February-April, 2023

Open Board Meeting

February 5, 2023

Attendees

Board: Sarah Slette, Sabrina Elliott, Jen Gabler, Diane Dreier, Melinda Pond, Ashley Musil, Carmen Geyman, Kristin Dudley, April Blackmore, Kristy Hammack, Becky Hines, Kristen Bowers, Kristin Green

Members: Cori Lively, Kristine Tawater, Shanna Hinrichs, Camelia May, Jasmin Kanevski

Agenda

1. Call to Order
2. Approve Minutes
3. Welcome New Executive Committee Members
4. General Updates
5. Region Reports
6. Conference Committee Report - April Blackmore
7. Legislative Report - April Blackmore
8. Education Report - Ashley Musil
9. Treasurer's Report – Jen Gabler
10. Social Media Committee Report – Sarah Slette
11. Open Comments
12. Meeting Adjourned

Minutes

The meeting was called to order at 2:04 PM.

Minutes from December/January were provided to the board members prior to the meeting for review. After asking for any questions/discussion, Jen Gabler proposed to approve the minutes. Diane Dreier seconded the proposal. All were in favor and the minutes were approved.

New executive committee members were introduced: Sabrina Elliott, Vice President; Ashley Musil, Education Chair; Kristy Hammack, Secretary.

General updates: Board of Directors assigned Executive Committee the special task of reviewing the Student Policy Handbook and Education Committee Manual. They will send it back to the Education Committee when the review is complete. Regional representative nominations and elections will begin in March for all vacancies. A membership database is being created. PayPal is being phased out as a method of payment for memberships.

The next working board meeting will be next Monday (2/13/23). Working board meetings have posted minutes.

Regional reports were given by the regional representatives.

The Conference Committee report was given by April Blackmore. Speaker slots are almost filled. The website is live, and registration should begin soon. Still arranging details such as travel. The committee is looking for someone local to help schedule a fun social event for Thursday night.

The Legislative Committee Report was given by April Blackmore. Lobbyist Roland recently returned to work after a personal leave. They are currently looking for a house sponsor for the pharmaceutical bill, which was filed by Senator Paxton. Local midwives for consumer support at the appropriate time, and a script will be provided. TDLR has alerted them that one bill filed could potentially affect midwives.

The Education Committee Report was given by Ashley Musil. ATMMTP TDLR recertification was completed successfully. Thanks were given to everyone who worked on it. As of 1/2023 there is a new education chair, Ashley Musil. Currently the Education Committee Policies and Student Handbook are being revised and updated. The committee is also working on updating modules with the instructors. The board approved supplying module instructors with updated textbooks. The committee is currently accepting applications from instructors who wish to be Education Committee members. The following expenditures are being phased out thanks to the transition to Google Workspace: Classter, Moodle. Typhon update: Student/Preceptor Evaluations now being done exclusively on Typhon. Currently 98 students are enrolled in

Typhon with 84 of those students active. Preceptor documents are now exclusively in Typhon and there are 52 active/7 inactive/24 hidden preceptors. Instructions for Typhon are in the google classroom. **Ashley Musil proposed paying for a three-year Typhon membership which offers a 33% discount over the current annual billing. Jen Gabler seconded. Motion passed unopposed.** The annual Scholarship/ATMMTP Financial Need Scholarship is now offered bi-annually. It will be offered with each enrollment process, with the winner being notified during Module One and will receive 50% off remaining modules. Application is due 5/15/23. The Education Committee has until 7/31/23 to choose three finalists, and the ATM Board will choose the winner 8/31/23. The Afua Hassan scholarship will work the same way as the Financial Need Scholarship. No changes were made to the Midwife Memorial Fund. There is a new scholarship: The ATMMTP Academic Excellence Scholarship. It will be awarded at the end of Module Four to one student that shows excellence and commitment to the program. The winner will receive free tuition for Modules 5-8. Information for all scholarships can be found on Google Classroom. Applications for student enrollment are open from 2/15/23-5/15/23. Orientation begins 6/5/23. Google Classroom/Modules Progress: 94 Students in google classroom. The Education Committee is calculating the current retention rate and wants to gather more information to aid in improving the retention rate. Module 8 issues were raised, and modifications were made (see Working Board Meeting Notes.) Instructor pay structure was amended to add more class size tiers (see Working Board Meeting Notes.) A new Administrative Assistant is needed as the position will be vacant 2/10/23. Ashley Musil wishes to begin reimplementing of the tuition increase that was approved in 2016. **Ashley Musil proposed increasing module price starting 5/1/2023 and continuing to increase yearly for new and current students. Sabrina Elliott seconded. Seven in favor and five opposed. Motion did not pass as is.**

The financial report was given by Jen Gabler, Treasurer. Currently there is \$541,618.36 in total assets. The net income for the administrative side of ATM was \$-27,233. The net income for the education side was \$31,928.

The Social Media Committee report was given by Sarah Slette. Becky Hines and Kristen Bowers have joined the committee. There is a need for student information systems (SIS) and membership database. They are currently using a schedule to ensure regular posts to Social Media Platforms. All moderators continue to approve/decline membership to social media groups based on membership status. Will begin posting updates from TDLR and DSHS to member groups. Reminder that most regions have their own Facebook Group where updates will be posted. If you haven't already joined your regional Facebook Group, please do so to keep up to date.

The floor was opened to comments from attendees. There were no comments. The next open board meeting is scheduled for 5/6/23 at the annual ATM conference.

The meeting was adjourned at 3:30 PM.

The meeting was reopened to revisit the tuition increase. In attendance were Sarah Slette, Sabrina Elliott, Jen Gabler, April Blackmoore, Kristen Green, Diane Dreier, Ashley Musil, Melinda Pond, Kristen Bowers, and Carmen Geyman.

Sarah Slette proposed the 5/1/23 increase to \$1295.00 per module will only apply to new incoming students for module one only. For all students, tuition will increase to \$1395.00 per module beginning 5/1/2024 and will increase again to \$1495.00 per module on 5/1/2025. Proposal seconded by Ashley Musil and passed without objection.

Meeting adjourned.

Notes

- None

Proposals via email

1. 2/27/23 A vote was held on extending offer of employment to one of two candidates for Administrative Assistant of the ATMMTP Program or opening the position up to new applicants. Vote in favor of extending offer to Amanda Prouty without opposition.
2. 3/13/23 Sabrina Elliott proposed to accept changes to Student Policy Handbook made by the Executive Committee. Ashley Musil seconded. Motion passed unopposed.
3. 3/13/23 Sabrina Elliott proposed moving forward on hiring Erin Reynoso as the Interim Enrollment and Orientation Facilitator and paying her as such. Seconded by Ashley Musil. Motion passed unopposed.
4. 4/3/23 Sarah Slette proposed ATM employees may attend the Annual ATM conference for free. Food, pre-conference days, and rooms shall be paid for by the employee. ATM employees may be asked to assist in daily conference duties as needed or required. Sabrina Elliott seconded. Motion passed unopposed.
5. 4/3/23 Sarah Slette proposed covering travel expenses for the sole purpose of attending instructor led ATMMTP Module workshops to ensure quality assurance up to 6 times per year as appropriate as the Director of ATMMTP. This is to include lodging of up to \$175.00 per day up to 3 days per workshop, \$45.00 daily per diem and milage at the current Federal mileage rate. Requests for reimbursement including

all required receipts to be received within 30 days of the expense, final invoice, or completion of travel. Anything not submitted within 30 days will not be reimbursed. Additional accommodation reimbursements not specified above shall be reimbursed at the discretion of the Board of Directions. Sabrina Elliott seconded. Motion passed unopposed.

6. 4/3/23 Sarah Slette proposed when applicable, a newly hired ATMMTP module instructor will train with the previous module instructor for the duration of one full module. The instructor in training shall provide services as an In-Training Module Instructor as requested by the current Module Instructor and in compliance with the Instructor Teaching Guidelines and organizational handbook and policies. The instructor In-Training shall be included in all aspects of the module including attending the module workshop as an assistant to the instructor. Instructors In Training shall be paid based on the number of students enrolled on the first day of class: For classes of 1-6 students, the Instructor In-Training shall be paid \$1,100 for the term. For classes with more than 6 students, the Instructor In-Training shall be paid \$1,300.00 per term. For classes with more than 12 students, the Instructor In Training shall be paid \$1,500.00 per term. Sabrina Elliott seconded. Motion passed unopposed.

Working Board Meeting Via Zoom

2/13/2023 at 7:00 PM

Attendees: Sarah Slette, Ashley Musil, Jen Gabler, Kristin Dudley, Diane Dreier, April Blackmore, Sabrina Elliott, Kristin Green, Kristy Hammack, Melinda Pond

Ashley Musil shared concerns about class size and instructor loads and the effect that it has on student retention. Discussion about the ethics of board members being in instructor spots and clarification of who has the authority to hire instructors (ATMMTP Director and Education Chair). Discussed whether to advertise for a new instructor to fill upcoming vacant role. The education committee still needs more members. **Ashley Musil proposed hiring secondary Module 1 instructor in the event there are more than 20 enrolled students for Module 1 to be compensated according to class size tier structure. Sabrina Elliott seconded. Motion passed unopposed.** Kristin Green asks why not apply this same rule to all modules. Discussion about whether that would fall under

budget or policies. Jen brings up the importance of adhering to the current budget as voted on. **Ashley proposed adding a new position to the school called enrollment and orientation facilitator that would oversee the application and enrollment process as well as the orientation of new students to be paid \$3,000 per term. Jen Gabler seconded. Motion passed unopposed with 12 votes. Ashley proposed that we add Kelly Baumgartner to the Education Committee. Kristy Hammack seconded. Motion passed unopposed with 12 votes.** Ashley brought the new financial agreement before the board; no vote needed to approve. Jasmin has shared with Ashley the need for someone to keep up with monitoring input on Typhon to ensure everything is update. Discussion about whether that would be part of the new administration assistant's duty. April requests that midwives be available to offer second sign offs for students at the conference.

Discussion of which applicant to hire for the Administrative Assistant position. Interview videos and notes had been uploaded for the board to review. Board members encouraged to watch both videos and read all notes. Vote deferred.

Regarding term length and elections, Sarah Slette says that since a whole new board was voted in at once, doing another election in 4 years could lead to another full board reset. Discussion about staggering elections to preserve the integrity of the board. Jen Gabler proposed the following election schedule: Odd regions A representatives are voted on in 2023, Even regions A representatives are voted on in 2024, Odd regions B representatives are voted on in 2025, and Even regions B representatives are voted on in 2026. Sarah Slette seconded. Motion passed unopposed with 11 votes. **Ashley Musil proposed only vacancies election in 2023. Even regions A representatives 2024. Odd regions A representatives 2025. Even regions B representatives 2026. Odd region B representatives 2027. Seconded by Sarah Slette. Motion passed unopposed.**

Conference registration will open soon. Discussed different virtual options, ways to market, and what registration typically looks like.

Meeting adjourned

Working Board Meeting Via Zoom

3/13/23 at 7:00 PM

Board members met to discuss and review changes Student Policies and Procedures Handbook. More edits made.

Working Board Meeting Via Zoom

4/3/23 at 7:00 PM

Attendees: Sarah Slette, April Blackmore, Jen Gabler, Kristen Bowers, Ashley Musil, Sabrina Elliott, Diane Dreier

Discussed reimbursements for ATMMTP Director: Conference, travel, mileage. Sarah Slette suggested having a static committee dedicated to the update of policies and handbooks, and having these budgetary items spelled out in the policies to avoid having to approve it repeatedly. Kristen Bowers is in favor of covering the same items for working employees as board members are currently being reimbursed for. Sarah reminded board members to submit reimbursement requests as they are rarely submitted. Sabrina Elliott read out the policies re: reimbursement requirements. Discussed ATMMTP Director and Assistant auditing workshops and being reimbursed for costs associated with it, as well as whether a certain number should be required.

Brief discussion of how board members attending the conference virtually may be able to attend the board meeting.

Sarah Slette suggested the following travel reimbursements for ATMMTP Director be considered:

- Travel will be for attending instructor led ATMMTP Module workshops up to 6 times per year
- Lodging up to \$175.00x3 days per workshop
- Daily per diem \$45.00
- Mileage at current federal rate

Vote on conference reimbursement will have to go to email vote as quorum is not met.

Ashley Musil introduced Instructor-in-Training role as a beginning step for new instructors and inviting them to attend workshops with current instructors. She also suggested compensating these Instructors-in-Training for their time and effort. Jen Gabler asked about increasing compensation for instructors training other instructors.

Sabrina Elliott reported that conference t-shirts ordered for board members and to sell.

The cost may be over budget, but profit is anticipated. Donations needed for gift bags and raffles.

Kristen posted a reimbursement request form for review and use.

Meeting adjourned.

Other Between Meeting Business

2/20/23 Zoom Meeting at 7:00

Attendees: Sarah Slette, Ashley Musil, Sabrina Elliott, Jen Gabler, Kristen Bowers, Kristy Hammack

The executive board met to review and update the Student Policy and Procedures Handbook.

3/20/23 Zoom Meeting at 7:00

Meeting to discuss the upcoming trial of Leah Hernandez regarding practicing midwifery without a license.

3/22/23

Statement drafted and approved in respond to TDLR's statement regarding an individual practicing midwifery without a license.

4/6/23

Statement drafted and approved regarding the CPS removal of Mila Jackson, an infant born at home under the care of a midwife in Texas.

Next Meeting

Open Board Meeting at the ATM conference on 5/6/23 at 12:00 PM