

ATM Board Meeting Minutes

Date: 2-1-09

Location: Drury Inn, Austin, TX

Draft Only OR Date approved: 2-10-2009

Conference Call in info: 1-866-210-1669 code# 6031191

Board Members:	Name:	Officers – Committee Members *Indicates Executive Committee	Absent (indicate excused or unexcused)	Present (indicate by phone or in person)
President/Region 3	Kelli Beaty	President *		present
Region 1	Faith Beltz	Legislative Committee/ Treasurer*		present
Region 2	Vacant			
Region 4	Paula Davis	Vice-President*		present
	Cathy Rude	Secretary*		present
	Jackie Griggs	Appointed Board Member		present
Region 5	Bonnie Kitchen			present
Region 6	Claudine Crews	Course Coordinator/Ed. Chair		present
	Joi Brock			present
Region 7	Kris Hohlt			on phone
Region 8	Darlene Nesloney		excused	

Guests Present: (list by name and region if known):

ROBIN RABENSCHLAG-Region 6
 STACY LEWIS-Region 6
 LEAH HERNANDEZ-Region 2
 HOLLY MANZANERA-Region 6
 NORA PEREZ
 KARI SANDERS
 CAROL SCHUMACHER-Region 4

Check list:

- Minutes approved from the last meeting(s)
- Time limits set for discussion of agenda items
- Next meeting scheduled. When/where: _____
- Any decisions made between meetings need to be listed in the minutes of the following meeting with details of how the decision was reached.

Facilitator or Chair of this Meeting: Kelli Beaty

Timekeeper: Cathy Rude Other: _____

Meeting opened by Kelli Beaty at 3:15 PM
(name) (time)

Meeting closed by Kelli Beaty at 9:00 PM

(name)

(time)

Pre-Scheduled Agenda:

1. Discuss CEU approval policies and related issues.
2. Discussion on Board member participation in Board related activities
3. Discussion on Education Chair.
4. Review and approve annual budgets
5. Review, discuss and approve Preceptor documents-attached
6. Approve Changes to ATM Core Documents-attached
7. Bank balance discussion on account balance: leave as is or another cd. Discuss FDIC insurance issue.
8. Change the name on the paycheck Shanna receives
9. Update/share info on the Obama Health Initiative
10. Update of webmaster and website
11. Review, discuss Protocol project-attached
12. Review, discuss and approve minor changes to ATM policy manual
Typos
CEU approval policies
13. Addition of Confidentiality Agreement Policy

Board Meeting Minutes:

Item #	Topic:	Presented By:
1.	Discuss CEU approval policies and related issues.	Kelli Beaty
<p>Main Points, Proposals, Votes, Results:</p> <ul style="list-style-type: none"> • Pam Holland is new CEU coordinator. Discussion of new policies. Policies are being revised with help from Ex. Committee. • CEU certificates: we have no way to know certificates are authentic. Discussion followed about using raised seal or numbering system with numbers correlating to the sign in sheets from each workshop. • Fraudulent CEU certificates <p>Faith discussed her own attendance at the SOAH meeting on Leah Hernandez where she saw certificates for Leah but Faith knew Leah was not at the Gathering. Time limit 15 min. Break requested by Joi Brock and leaves with Leah Hernandez. Allowed 5 min. Joi returned and requested executive session. All guests leave. Joi denies knowing anything about blank certificates. Joi states that all blank forms turned in. Joi confronted Leah and said Leah was not there. The Board discusses and agrees to file a letter for a formal grievance against Leah for fraudulent CEU certificates. Joi refused to sign the grievance letter. Faith asked why Joi won't sign it. Joi states she doesn't trust ATM. Joi says will sign something that states Leah was not there but not the grievance letter. Paula read a copy of the letter aloud. Kelli asked Joi why Leah is here. Joi thinks it is because of all her issues. Time. Discussion continues 20 minutes past the time limit.</p>		

Item #	Topic:	Presented By:
2.	Discussion on Board member participation in Board related activities	Kelli Beaty
<p>Main Points, Proposals, Votes, Results: Discussion of past absences. Faith asked Joi if she wants to continue as a member of the board. Discussion follows. Jackie, Paula, Kelli and Claudine made comments. Joi takes responsibility for not following through with some things she was assigned to do, does have a letter of resignation. Joi apologizes for not being involved in protocols. Board discussed problems in San Antonio area. Faith wants Joi to share how these issues could have been handled differently. Joi feels she has been under attack. Joi will send her resignation letter to the board. Jackie suggested she wait for 24 hrs. before she does anything. Joi asks for what kind of support she can expect from the board. Joi states if the region doesn't want her she doesn't want to do it. Kelli makes comments.</p> <p>Executive session ended at 4:12 PM</p>		
Item #	Topic:	Presented By:
3.	Discussion of Education Chair	Kelli Beaty
<p>Main Points, Proposals, Votes, Results:</p> <p>Kelli asks Bonnie if she is ready to take over Education Chair job again. Definition on job description needed, agreed to be done by Claudine and Bonnie. After job descriptions are set we will vote to accept Bonnie as the Education chair. 2 week time limit. Then a 10 day turnaround.</p>		
Item #	Topic:	Presented By:
4.	Review and approve annual budgets	Kelli Beaty
<p>Main Points, Proposals, Votes, Results:</p> <p>Budget Discussion</p> <ul style="list-style-type: none"> • Conference made \$9000 last year after expenses. • Joi asked about webmaster prices. Kelli explained he worked on an extra project. We will begin to charge for re-instating a website if a membership is not paid on time. This is already in our rules and we will begin enforcing it. • Discussion on previous budgets and how we change or add to that. Faith wants anything outside of budget to be brought before the board for approval. Conference calling will stay the same. • Faith-Visiting day at the Capital, \$500 allotted. The organizers are waiting for the money to make copies and get things ready right now. Focus of the message to legislators is on saving money with midwifery care. We may be asking volunteers to support a bill which affects CNMs prescriptive privileges. Faith gets \$45/mo for internet connection. New bill tracking service is not nearly as good and she has to spend lots of time watching for bills that may affect us. She requests to continue this. All agreed. No one opposed. Kelli wants to add the conference as a separate unit for the budget. Gathering will be separate too. All approved. 		

Claudine goes over education budget. Things have changed and this budget is not as relevant. A/P is submitted to Midwifery Board and can submit other modules as they finish them. Faith asks about how many meetings they will need. Claudine believes there will not be a need for as many meetings. Discussing cheaper ways to hold meetings. It was agreed that Claudine will continue to attend each complaint review meeting. Joi asked if there is a consistency in complaint review for everyone. Paula responded. Faith wants to keep expenses for the ed. comm. down as much as possible. May have fewer meetings. Faith discussed the \$2000 price in ed. budget for conference so members can go to conf. free. This won't actually cost us but we don't make money here. Discussion followed. This is a perk for all the work they do.

- Proposal to decrease budget for Education Committee meetings from \$5510 to \$4000 for the year and Claudine that the Education Committee will look for ways to reduce that amount even further. All approved.
- Proposal. Claudine proposed that the Ed. Comm. attends the conference for free. Max. of 8 on committee. Does not include rooms or graduation meal. Discussion about where to put this in budget. It all zeros out within the same account. Unanimous vote for 2009 only. Free attendance for education committee members will be revisited yearly.

Claudine says it will cost us more for grading student papers. If has to be regraded, we will charge students \$50 (costs us \$35). Students must now correct all their work. Claudine grades some minor items herself. Approved prices for graduation expenses. Paula will ask Susan McDonald to do the music for graduation.

Claudine's raise-She works nonstop most days until midnight or later. Not a part time job. She is working 60-70 hrs a week right now. She is not able to take many clients at all.

- Proposal-Kelli To increase Claudine's salary from \$16800 to \$26400 (\$2200/mo). All approved.
- Proposal-Kris wants to approve \$500/yr for the purpose of miscellaneous needs, gifts, etc. Seconded by Jackie. All approved.

Budget was approved pending revisions by Faith. All approved.

Break at 5:43

Meeting resumed 5:55 PM

Item #	Topic:	Presented By:
5	Review, discuss and approve preceptor documents-attached	Claudine Crews

Main Points, Proposals, Votes, Results:

- Smaller committee (3-4) to review preceptor complaints would be more effective (exclude Claudine). The Ed. Comm. doesn't want to police preceptors. In this process, help preceptors in areas where they are weak.
- The state wants us to have something in place to follow up on preceptors. Discuss the forms that Carol developed. This is the one thing that the state was concerned about at the site review. We need to add to the preceptor policies, after a preceptor has notified the Ed. Comm., that they have a complaint, and they are not willing to come under these policies, they will be removed as a preceptor.
- If Education Committee decides to remove a preceptor, before the preceptor is notified, they will provide minutes or a letter to the executive committee stating why the preceptor is being removed. This will then be presented to the board at the next regularly scheduled meeting. Everyone with a complaint will be reviewed.

Faith asked how much this will cost extra. Claudine thinks can mostly be done by email or phone.

Proposed members for this subcommittee-Carol, Sam, Robin and Camellia.

Faith-question about becoming MEAC accredited. We want to be MEAC accredited but there are problems there and they may not be able to continue to offer that. It is very expensive but not doable right now.

The Board supports the education committee and their preceptor complaint process. If the preceptor refuses to cooperate she will be dismissed as a preceptor and the Education Committee will notify the board of their findings.

Item #	Topic:	Presented By:
6	Approve Changes to the ATM Core Documents-attached	Kelli Beaty

Main Points, Proposals, Votes, Results: The changes were gone over and discussed. Changes made. Presented for a vote. All approved. Date amended to end of document along with the reference.

Discussed Code of Ethics (attached) Change sentence to client's other health care provider's C. Midwife resp. 2. E. Violations- Grievance Procedure? Client evaluations person is advised of where to make those complaints.

This needs to be re-worded in the code of ethics. Paula will work on the wording and present to the board. It might be that we can remove the whole statement.

All approved the standards. Faith wants any complaints to be in writing.

Item #	Topic:	Presented By:
7	Bank balance discussion on account balance: leave as is or another cd. Discuss FDIC insurance issue.	Kelli Beaty

Main Points, Proposals, Votes, Results: Bank Balance discussion on account balance: leave as is or another CD? Get another CD for \$10,000? CD we have are all 3 mo CD with no penalties. Board is fine with only \$20,000 in the bank account. FDIC is good up to \$250,000 for the rest of this year.

- We will put \$10,000 in CD and \$10,000 in money market savings acct. Faith says we have extra \$ because of the ed. program (not conference or anything else.)

All approved.

Item #	Topic:	Presented By:
8	Change the name on the paycheck Shanna receives	Kelli Beaty
Main Points, Proposals, Votes, Results:		
<p>The name on the paycheck Shanna receives will be changed to reflect that she is the office manager. Kelli's name will be removed. Two separate checks will be given monthly, one for rent to Motherly Way Maternity Services and the other to Shanna for office manager duties.</p> <p>All approved.</p>		
Item #	Topic:	Presented By:
9	Update/share info on the Obama Health Initiative	Kelli Beaty
Main Points, Proposals, Votes, Results:		
<ul style="list-style-type: none"> • NACPM (National Association for Certified Professional Midwives) has sent out letters to the Obama health team, publishing some in newspaper. NACPM wants to push for Medicaid and Ins. companies to pay midwives. NACPM working with Childbirth connection. 7:10 PM 		
Item #	Topic:	Presented By:
10	Update of webmaster and website	Kelli Beaty
Main Points, Proposals, Votes, Results:		
<ul style="list-style-type: none"> • Complaints - Faith has had numerous complaints: problems getting passwords, getting things changed on the website taking too long, one person said he was not nice but did call back and apologize later. People in Houston area have had problems too. • Timeline for being able to edit our own websites- Webmaster gave Kelli a date within a week or two. • Discussion about Houston website and how quick we were able to change it to be edited. • Holly suggested we have an advertising area on our website for classified ads for CPMs as a source of income for ATM. Tabled 		

Item #	Topic:	Presented By:
11	Review, discuss Protocol project-attached	Kelli Beaty
Main Points, Proposals, Votes, Results: <ul style="list-style-type: none"> • Protocol project- Suggested that ATM have a weekend retreat to look it all over. Faith says her group is very excited about this project and they are meeting every other week. • Discussion about format for protocols. Some used Sylyna's and some didn't. We need to keep it uniform. Suggested we send them back to everyone to use the protocol but without boxes with titles in bold. Each group responsible for their assigned protocols. 		
Item #	Topic:	Presented By:
12	Review, discuss and approve minor changes to ATM policy manual: Typos, CEU approval policies	Kelli Beaty
Main Points, Proposals, Votes, Results: <ul style="list-style-type: none"> • Review, discuss and approve minor changes to ATM policy manual typos. See attached. Several changes approved. <p>All approved.</p> <p>9:00 PM</p>		
Item #	Topic:	Presented By:
13	Addition of Confidentiality Agreement Policy	Kelli Beaty
Main Points, Proposals, Votes, Results: <p>Confidentiality agreement signed by all board members. Joi Brook signed.</p>		

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**Association of Texas Midwives
Meeting Agenda Austin, TX
February 1, 2009**

Role Call:

Will include Excused/Unexcused Board Members

- CEU Issues

- Discussion on Board member participation in Board related activities.
Including discussion of Past Absences

- Discussion of Education Chair (will need job descriptions set forth)

- Review and approve annual budgets – attached

- Review, discuss and approve Preceptor documents – attached

- Approve Changes to ATM Core Documents – Discuss Code Of Ethics
attached

- Review, discuss and approve minor changes to ATM Policy manual
Typos

Addition of Confidentiality Agreement Policy

CEU approval policies

- Bank balance discussion on account balance: leave as is or another cd.
Discuss FDIC insurance issue**

- Change the name on the paycheck Shanna receives**

- Update/share info on the Obama Health Initiative**

- Discussion of Webmaster and Website**

- Discuss Review Protocol project – attached**

- Discussion of Elections (difficulty conducting due to membership renewal) need to get membership out earlier**

Association of Texas Midwives
2009 Approved Budgets Summary
(Changes in blue)

Office/Admin

Item	Proposed	2008 Actual
Conference	\$9,000	\$7,034.39
Accounting	\$2200	\$1,060 + 522 paypal
Operations	\$5000	\$5,491.64
Staff	\$9696	\$9,900
Webmaster	\$2500	\$3,172.25
Other	\$500	\$1000.39
Total Administration	\$30,896	\$28,180.67

Board:

Item	Proposed	2008 Actual
Board Meetings Includes all travel, meals and lodging	\$2200	\$2387.09
Conference Calling	\$200	\$180.62
Totals	\$2400	\$2567.71

Midwifery Training Program:

Item	Proposed	2008 Actual
Total Ed. Committee	\$4000	\$2101.66
Operations(minus CC)	\$4679	\$3532.16
Coordinator salary	\$26,400.00	\$16,800.00
Coordinator travel/meals	\$515	\$1,889.45
Workshops	\$12,751	\$5,715.89
Graduation	\$2280	\$2050
Comp. Conference for committee (250 x 8)	\$2000	
Total Education Expense	\$52,625	\$32,089.08

Legislative:

Item	Proposed	2008 Actual
Visiting Day at Capital	\$500	n/a
Online tracking service	n/a	\$3700
Internet access	\$540	\$540
International Day of M.	\$500	\$500
Travel, meal reimbursement	\$500	n/a
Totals	\$2040	\$4740

Total Net Income after all expenses for 2008 was + \$25,431.81

(In the future budgets for the annual conference and the Gathering will be submitted and proposed separately)

Education Committee and ATM Midwifery Training Program Report

Meeting Feb. 2009

From Claudine Crews, ATM Course Coordinator

The Education Committee has met one time since the previous board meeting in September 2008. The purpose of the meeting was to work on course revisions and finalize policies concerning preceptor complaints.

As I have mentioned before, since I began my job as Course Coordinator almost every communication I've had with the Midwifery Board has involved their concerns with the ATMMTP's lack of oversight and record keeping regarding our preceptors. It was the one area of concern they still had following the last site review. The issue of our preceptors who have multiple and serious complaints reached a critical point this past summer and it became necessary to develop a plan to address the Midwifery Board's concerns, and I believe we have done that. I have submitted a summary of the planned procedure and forms. I want to assure you that the Education Committee's goal is *not* to police midwives, but to protect our students and ATM, and to help preceptors with supportive education or training when necessary. This is meant to be accomplished in a private, safe, and supportive manner, based on Peer Review principles.

The CEU Coordinator, Pam Holland, has been working on developing better policy guidelines regarding the approval process and record keeping for both workshop and on-line CEUs. The Education Committee believes we are under utilizing this area of the education portion of the course. As we become more familiar with the educational needs of midwives, especially those of our preceptors, we hope to develop courses that will address those needs. One obvious course we would like to develop is one on charting.

The Anatomy and Physiology for Midwives module is complete and on-line, and about 1/2 way through a second trial. It is going very well. We have two licensed midwives and 7 ATM students enrolled in the trial. Feedback has been very positive. We have

submitted the module along with the revised schedule that incorporates the module to the Midwifery Board for approval. If approved we will implement the new schedule and module and tuition will be raised by \$650.00. I'm sure as the trial continues we will find typos and such to fix, but my only remaining concern is the software I used for the website. It is obsolete and requires special extensions on the web hosting site and I've begin running into problems with this. I am looking into to converting it to a different program that is "web standard". Work on other module improvements continues.

Shanna Cloyd has resigned as the Postpartum/Newborn workshop coordinator. Sam Evans has agreed to take on this duty. We are looking for a location in the San Marcos/Austin area to hold future workshops.

I am still working on making sure we have trained back-up instructors and graders for each module and workshop. I think this is crucial as our program grows.

We currently have 42 students enrolled in the program and another 2 pending due to missing required documents.

Region 4

Region 4 has been busy with the conference details. The hotel is booked and most of the speakers secured. The conference will be held at the Grand Plaza Hotel in Houston Texas. The hotel is very close to Houston Intercontinental Airport and shuttle service to and from is free. The price for a room is great and breakfast is included. Everyone in the area has their jobs and is slowly starting to get organized. The save the date flyer went out last week and the registration info will be mailed out sometime around the end of the month or beginning of Feb. Hopefully all will go well with the remainder of the work. This year the theme is, "Midwives go Green".

Our monthly meetings are still offering CEU's with interesting speakers. In October we had a local pediatrician, who does home visits, come and speak on newborn assessment. November was, "How to be a Great Preceptor". This month we had our semi-annual peer review at Carol Schumacher's house. Four hours of reviewing cases and supporting each other when needed. There were approximately 10 of us who participated. It is great to have sister midwives who come together for support and fellowship. Next month there is an IV workshop planned. We will meet one hour early to work on the conference.

The Greater Houston Midwives Alliance voted this month to help cover birth expenses if a regional representative misses a birth while at an ATM board meeting. This will really help free up both Cathy and myself to ensure participation without the worry of lost income. Region 4 continues to support the advancement of midwifery in action as well as finically. It is great to be a part of this area.

Regional Report for Region 7

We don't have much to report this time. Our main focus was on the Gathering Nov. 14. The Gathering as most of you know was a great success. We didn't have a big turn out but we did have a wonderful time. We had three days of fun, fellowship and learning. There were alot of opportunities for ceu's and for time with one another. Over all I think it was a top notch conference. I was on a steep learning curve, and stress melted away in an atmosphere of love and support. We are so blessed in Texas to have such a good community of wonderful midwives. We have not had any local meetings in quiet sometime. We are planning for cpr and nrp this next month. This is our year for elections and will discuss this at our meeting time next month. That is about all for now.

Kris Hohlt, CPM, LM Regional Representative for Region 7

Region 5 report

Since the last ATM Board meeting, the focus has been on writing the Labor and Delivery Protocols. The midwives in the region have been meeting approx weekly and worked hard while refreshing our sisterhood in a common cause. It has been hard work but a joy to have a good excuse to get together on a regular basis.

The North Texas Midwives have had their annual elections and the NTM board is now:

President	Cori Lively
V. President	Bonnie Kitchen
Secretary	Ann Crowell
Treasurer	Ginger Kynion
Workshop organizer	Donna Miller

In November, the NTM had its last meeting of the year at Bonnie's office in Hurst for the last time as Bonnie is moving out of that location and taking her business to her home in North Richland Hills.

In January, the NTM held a workshop on Making the Most of Apprenticeships/Apprentices. This workshop is for midwives and apprentices and helps everyone get the most out of the apprenticeship arrangement. This was very well attended and supplied 5 CEUs

In February, there will be a workshop facilitated by DFW's favorite OB, Dr Cummings on the topic of VBAC's. This workshop was precipitated by a midwives client who was transported who ended up experiencing a uterine rupture which indirectly involved Dr. Cummings. His involvement was unwilling and the end result was his decision not to assist midwives any longer. This was devastating to the local midwives so we invited him to speak to us about VBAC's and his knowledge and point of view. This doctor, BTW, has delivered primip breeches, double VBACs, and backed up midwives with twins on a regular basis. He applied to the OB position on the TxDSHS board. We haven't heard yet who has been appointed to that position.

Bonnie will be teaching the L & D II workshop on Feb 5th 6th and 7th, The VBAC workshop is on the 6th therefore Bonnie will be taking the ATM students to this workshop as the topic of VBAC is included in this workshop. If the RSVP's are anything to go by, the attendance should top any other workshop we have help up to now.

Filming for the 26 episode "Labor of Love" program has started. Several interviews have been taped and the first birth that is planned to be filmed will take place in the next 3-5 weeks. The film crew is interviewing midwives, clients, filming prenatal apts, home visits, and is planning on following a midwife around on a busy (normal) day. This has been educational, to say the least. We hope that it is a success. Filming will go on until June/July. Cori Lively, the NTM president is scheduled to have her birth filmed in April as well as Bonnie's apprentice, Nicole Houchin in June. We have also found a client expecting twins who is willing to get involved. Needless to say, everyone is very excited about this opportunity.

Bonnie Kitchen, Reg 5 rep.