

ATM Executive Board Meeting Minutes

Date: 2-1-2010

Location: Northcross Inn, Austin, TX

Draft Only OR Date approved: _____

Board Members:	Name:	Officers – Committee Members *Indicates Executive Committee	Absent (indicate excused or unexcused)	Present (indicate by phone or in person)
President	Kelli Beaty	President *		In person
	Faith Beltz	Treasurer*		In person
	Paula Davis	Vice-President*		In person
	Cathy Rude	Secretary*		In person
	Bonnie Kitchen	Education Chair		Resigned
	Claudine Crews	Course Coordinator		In person

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
 Timekeeper: Cathy Other: _____

Meeting opened by Kelli _____ at 8:10 _____ PM _____
 (name) (time)

Meeting closed by Kelli _____ at 10:55 _____ PM _____
 (name) (time)

Pre-Scheduled Agenda: (Number all agenda items and indicate who submitted each item. If an item was submitted late, indicate when it was submitted as well as by whom. If a proposal is being presented for consideration, indicate all proposals in bold text.)

Board Meeting Minutes:

	Topic:	Presented By:
1	Budgets	Kellie and Faith and Claudine
<p>Discussion on budget issues. Need to go over budgets to present to whole board. Education budget will be different this year due to the number of new students. We will be teaching fewer workshops this year. Will combine Labor and Delivery 1 to Normal Intrapartum and not have two workshops one month apart. Postpartum and newborn will not be needed again until next year.</p> <p>Claudine recommends that we just increase graders to proposed pay grade this year because the number of students will actually be less than the minimum increase. \$13,340 to \$14,747. Compared to other MEAC accredited course, we are cheaper. We may get up to 15-25 students per workshop and that is much harder to handle than 3-4. Claudine has found that she has to teach differently than she did with a smaller number. She has to come up with different ways to get the information out. The grading is the hardest thing at this point. We need reliable graders and this is the greatest need.</p> <p>We need two teachers for each workshop so if one has a birth there is a trained teacher for the workshop. This might eliminate the need for a workshop coordinator. The course is nearly finished but we need to review with the new MANA guidelines and get it in to the state. Deadline is March 1, 2010. Need to recruit some new teachers. We need a two day workshop to teach the teachers.</p> <p>Minimum increase for graders. Workshop coordinator needs to oversee module and oversee students and take more responsibility. They need to take up the slack from Claudine.</p> <p>We all agree to recommend the minimum pay increase. One primary teacher and one secondary teacher for each day at each workshop. Approve \$2000 for education committee meeting budget for the year. Graduation budget is \$2400. Proposed workshops for preceptors and for training graders to grade online. All instructors and graders need training. Give them CEUs for the training but don't pay for this. Claudine needs office help to prepare for the site review in July probably in Houston. \$720 for office help right away then probably just a little more later. All Agreed.</p>		
Item #	Topic:	Presented By:
2	Midwifery Training Program budget	Claudine
<p>See handout from Claudine. All agreed to full budget proposal. Claudine travel budget for meals, lodging and travel may increase for the site review.</p>		
Item #	Topic:	Presented By:
3	Legislative budget	Faith

Need to purchase tracking service if we want it. Expires in summer and lasts for two years. Approved for renewal. Need to check price. Faith will let us know the price. She will fill out rest of her budget to send to rest of the board.(see budget attachment)
 Brielle, apprentice, activist 2-26 and 27-2010 to get Medicare for Texas. TFM is onboard. They have \$4000 for this. Just for a rule change. Susan Jenkins involved and she will charge. Do we want to try to get Medicare reimbursement for Texas? Everyone seems to want it. We want Brielle to be under ATM and us under her. Faith will talk to her. Perhaps can pursue during the conference in May. Tabled for now.

Item #	Topic: Preceptor Review Team	Presented By:
4		Kelli

Carol was trying to fulfill guidelines and dismissed some preceptors. Kelli asked her to not do this. Kelli discussed this with Pam Holland and she needs to brainstorm with her committee and formulating policies to be enforced. Is not to be punitive toward the preceptor, more like a peer review, education remediation. Our goal for this team?

Board Meeting Minutes:

Item #	Topic:	Presented By:
5	Dismissing inactive board members	Kelli

Discussion for dismissing inactive board members. Several need to be given jobs and see if they follow through. Most are not participating with board decisions.
 Nominations for Region 2, 4, 6 and 8. Sandra Elkins, Paula and Cathy, Alisa Voss and valley

Item #	Topic:	Presented By:
6	Protocols	Kelli

See notes for Natalie. Discussion about protocol format. Possible book to be published with the long version. Want Natalie to continue but with an abbreviated format for the actual protocols. Try to keep most protocols to one page or less if possible. Cathy will discuss our decisions with Natalie.

02-11-2010 Proposal from Faith to purchase another light weight projector for use at upcoming conference and the education program. Approved by board.

Association of Texas Midwives
Budgets Summary as of 12-31-09

Office/Admin

Item	Proposed 2010	Approved 2009	2009 Actual	2008 Actual
Conference	\$9,000	\$9,000	\$6131	\$7,034.39
Accounting + Bank, paypal	\$2,000	\$2200	\$2004	\$1,060 + 522 paypal
CEU Admin	\$400			
Operations	\$5500	\$5000	\$5269	\$5,491.64
Staff-office manager	\$8400	\$9696	\$7700	\$9,900
Office Bldg Lease	\$1500		\$1500	
Webmaster	\$2500	\$2500	\$2645	\$3,172.25
Other		\$500	\$1593	\$1000.39
Total Administration	\$29,300	\$30,896	\$26,842	\$28,180.67

Board:

Item	Proposed 2010	Approved 2009	2009 Actual	2008 Actual
Board Meetings Includes all travel, meals and lodging	\$2500	\$2200	\$3838	\$2387.09
Conference Calling	\$200	\$200	\$90	\$180.62
Totals	\$2700	\$2400	\$3928	\$2567.71

Midwifery Training Program:

Item	Proposed 2010	Approved 2009	2009 Actual	2008 Actual
Total Ed. Committee	\$2000	\$4000	\$1932	\$2101.66
Operations(minus CC)	\$6270	\$4679	\$4448	\$3532.16
Coordinator salary	\$26,400	\$26,400.00	\$23,400	\$16,800.00
Coordinator travel/meals	\$430	\$515	\$120	\$1,889.45
A&P admin	\$12,000		\$3,000	
Workshops + grading	\$14,747	\$12,751	\$6349	\$5,715.89
Graduation	\$2400	\$2280	\$1078	\$2050
Comp. Conference for committee (250 x 8)		\$2000		
Other	\$835		\$1584	
Total Education Expense	\$65,082	\$52,625	\$41,911	\$32,089.08

Legislative:

Item	Proposed 2010	Approved 2009	2009 Actual	2008 Actual
Visiting Day at Capital	n/a	\$500	\$500	n/a
Online tracking service	\$3700	n/a	n/a	\$3700
Internet access	\$540	\$540	\$521	\$540
International Day of M		\$500	\$80	\$500
Travel, meal reimbursement	\$500	\$500	\$2400	n/a
Other	\$200		\$287	
Donations to MAMA & PUSH			\$1000	
Medicaid campaign				
Totals	\$7440	\$2040	\$4788	\$4740

Income:

	2009	2008
Membership	\$10,280	
Conference	\$11,921	
Education	\$79,000	
Other	\$1029	
Total Income	\$102,230	
- Expenses	+ \$24,759	