

# ATM Board Meeting

Austin, TX 2/15/15

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## Board Members Present

Paula Davis  
Cathy Rude (left 6:11)  
Vicky Wells  
Cheryl West  
Claudine Crews  
Brielle Epstein  
Kelly Miller  
Carol Schumacher  
Tawnya Schiebel (1:13pm) (left 7:01pm)  
Dawn Cockrell (1:16pm)  
Anna Ochoa (1:54pm)

## Board Members Absent

Donna Miller  
Kate Griffin

## Visitors

Gina Phillips (left at 4:52)  
Kaitlyn Wages (left at 4:52)  
Christy Martin  
Jamie Hinton  
Bill Jack  
Mary Littlefield (1:16)  
Laurie Fremgen (1:21)  
Helen Nelson (1:34)  
Bethany Stricker (1:34)

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**1:00 pm – Paula Davis called meeting to order.**

Minutes kept by Cheryl West

### **Agenda Item: Regional Reports**

Regional Reports were reviewed and any questions/issues discussed. All Regional Reports are available from the ATM office or from the Regional Representative.

### **Agenda Item: Website**

PROPOSAL (Claudine): Pay Jason to create a contact information change form with a link right on the home page of the website, with the notice going to both Claudine and to the business office. He estimates it will take 4-6 hours to do the work involved. Will save office staff a lot of labor. Seconded by Cathy. Passed with no opposition.

### **Agenda Item: Website Update (Kelly Miller)**

Jason estimate \$7,500-\$10,000. 6-8 months. Not sure we want to wait that long. Jason gave Kelly the information she needs to ask other designers. Paula, Brielle, and Gina will send names of other web designers. Kelly sent to a guy that's in her region and he didn't have time. Suggestion that each region send contacts of designers to Kelly (kelly@ddmidwife.com).

### **Agenda Item: Conference Report (Dawn)**

Committee is working hard and changing culture of ATM conferences for the better. Getting Corporate Sponsorship for big donations. Covering a great brochure for free (design, printing, paper, etc due to sponsor add levels.) Hoping to be able to cover breakfasts (\$14+). Vendors will be in same room as big keynote address. Were able to negotiate down speaker fees for some of the speakers. Will have better system of lanyards and ribbons to make sure those attending have paid for those sessions. And all monies will be transferred to ATM prior to the end of the conference. They are writing/updating Conference Binder/Procedures. Want Board Members taking turns being room monitors. Discussed prohibitive costs of cake service, A/V, etc at the hotel.

**PROPOSAL (Paula):** ATM secure the unbooked rooms at the current rate before we lose them at the end of the month. Can let them go 48 hours before. Dawn will cancel any unused by 48, so we get our \$ back if not booked. Vicky seconds. Passed with no opposition. Will talk to Paul about how to handle that between ATM and Hotel when someone wants to book their room.

Regions need to get Auction items to Paula by a week before the conference.

Graduation is Friday at 6pm.

Think Annual general meeting is Friday at lunch. Will confirm with Holly and set date/time for Executive Board meeting.

#### **Agenda Item: The Gathering (Dawn)**

Melanie Dossey, CNM is looking for CPM co-chairs for The Gathering. Making sure committee agrees to keep it at the same place. Will be November 2015. First or Second Weekend. Working on getting CEU approval for both CPMs and CNMs, needs to be done at least 5 months prior. Haven't gotten paperwork for CEUs for ATM yet. Need to send now.

#### **Agenda Item: MANA Conference (Paula)**

Will be Oct 15-18 Albuquerque, NM

#### **Agenda Item: Treasury Report (Vicky/Paula)**

Presented report as submitted. Working out Paypal discrepancy with Carla. Haven't gotten much response yet.

Reconciliation Summary given to Board. Carla meeting with CPA recommended by Kristin (who retired).

Paula has made action on the recommendations approved at last board meeting. Has separated the Paulette Griffin Fund as a designated ATM account, depositing \$100 per month and then moving funds back over to General Fund as needed for scholarship students. CPA recommended reducing funds in General Account, so opened a Money Market Account. Liquidated mature CDs and put into Money Market account as well.

Workshop/Conference/Auction etc fees must be kept separate for bookkeeping before placed into general account.

#### **Agenda Item: Legislative Report (Brielle)**

Sen Schwertner (Chair of Health and Human Services Committee and Sunset Committee) reported that he will not be submitting Legislation that affects us.

Zerwas will be resubmitting "Birth Center Bill", but expect it to happen towards end of session.

TDLR-Chapter 51 move, Paula, Brielle, and Laurie met with TDLR staff in January. Meeting was very collaborative. Left feeling like there are some benefits to the move. TDLR is well-staffed, efficient, highly organized. Would update/improve our Manual. More assistance with CEUs and education. TMA and TCOG are against us moving. Fees will probably be lowered. Rules revisions would go through more quickly. Meetings are open to the public and televised.

Bill moving the Boards from DSHS to TDLR may not pass. Brielle will forward the text of the bill when it comes out. No word on when yet.

Under Sunset review this year. Will need to fight for twins, breech, and VBAC. Brielle is applying for the data from the Birth Center reports/study. May consider having statistician review the study. Looks like it'll be published line by line. Lobby Day will wait until there is a need and concentrate on a particular legislator.

#### **Agenda Item: Education Report (Claudine)**

2014 had continued enrollment growth. Curriculum expanded. 8 modules with 8 workshops. Over \$91000 profit this past year. 111 students. 30 in next intro workshop.

**PROPOSALS:**

1. Increase the maximum length of time in the program to 5 years. Current maximum time is 4 years. Second Paula. None opposed
2. Increase the exam retesting fee (taken outside of a workshop) from \$50.00 to \$100.00. Second Paula. None opposed.
3. Implement a non-matriculating student policy. This policy defines an active and inactive student status, maximum time a student can be inactive, and possible repercussions of inactivity. For example, a student may be required to retake a final exam from a previous module if a significant amount of time has passed. (The full proposed policy is available from board office.)  
Discussion about subjective/objective quality of proposed reinstatement procedures. Will take out the "may include but not limited to" language and specify what module(s) must be retested.  
Proposal by Cheryl to Table the issue and resubmit the language via email and board vote via email. Carol seconds. None Opposed.
4. Adverse Outcome policy for students to be able to communicate with ATM when there is an adverse outcome in their clinical experience. Updated proposed policy was emailed to the Boardlist and submitted at meeting today. Student will notify (required) Course Coordinator of adverse outcome or major concern. Amended counseling recommendation language to include providing "Critical Incident Debriefing" with up to 6 hours of professional counseling, if necessary. Carol proposes accepting with new wording. Cathy seconds. None opposed.
5. Education budget:  
Discussion on increasing workshop coordinator pay.  
Switched to Executive Committee session (visitors stepped out at 4:52pm).  
Returned to General Meeting at 6:08pm  
Proposal by Paula to hire Clinical Supervisor for 14-18 hours per month at \$300/month. Brielle second. None opposed.  
Recommendation to hire an Academic Consultant as expand program.  
Proposal to approve Education Budget minus Virtual Instructors. Brielle proposed. Paula seconded. None opposed.

#### **Agenda Item: Accountability**

Proposal by Tawnya to Table Agenda item on Accountability, etc. Vicky seconded. None opposed.

#### **Agenda Item: Role of ATM in filing complaints to Texas Midwifery Board.**

Discussion. Suggestion by Brielle to speak to Yvonne and NARM for recommendations on this. Executive session began at 6:43pm. Visitors left room. Resumed General Session at 6:55pm. Tabling discussion until consulting Yvonne, NARM, and Washington Midwives. Will schedule ATM Board meeting specifically on this issue after those consultations.

#### **Agenda Item: Remediation**

Proposal by Paula on Remediation to offer CEU's for midwives needing remedial education as a result of disciplinary action by Texas Midwifery Board. Second by Vicky. None opposed.

#### **Agenda Item: Membership Dues**

Discussion and tabled due to irrelevance after budget discussion.

#### **Agenda Item: Member Comments**

Comments were heard from Mary Littlefield.

*All regional and committee reports are filed with ATM office and available if requested.*

**7:20 pm – Paula Davis adjourned meeting.**

# ATM Board Meeting

# ATM Conference

## La Torreta Resort, Montgomery, TX 4/30/15

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### Board Members Present

Paula Davis  
Cathy Rude  
Vicky Wells  
Cheryl West  
Claudine Crews  
Kelly Miller  
Carol Schumacher  
Dawn Cockrell  
Brielle Epstein (7:55pm – 9:37pm)

### Board Members Absent

Donna Miller

### Members Present

Kelli Beaty (7:40pm – 9:23pm)

### Visitors

Robert Miller

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**7:15 pm – Paula Davis called meeting to order.**

Minutes kept by Cheryl West

### **Agenda Item: Regional Reports**

Regional Reports were reviewed and any questions/issues discussed. Missing regional reports will be submitted before end of conference. All Regional Reports are available from the ATM office or from the Regional Representative.

### **Agenda Item: New Regional Reps (odd numbers) and Appointments**

Region 3 Representatives were nominated and voted and remain the same.

PROPOSAL (Paula): Appoint Brielle Epstein as Region 1 Representative and appoint Cheryl West as Region 5 Representative. Carol seconded. All in favor.

### **Agenda Item: Elections for V.P. and Sec.**

Vote on Board Vice President and Secretary. Cathy Rude Vice President – Unanimous Yea  
Cheryl West Secretary – Unanimous Yea

### **Agenda Item: Legal Opinion and Conflict of Interest Policy**

Reviewed written legal opinion on Board Members and ATM Employment. All approved Conflict of Interest Policy. Members will sign Confidentiality Policy.

### **Agenda Item: Conference Report**

Attendance is excellent, but want to do a physical mail out for next year for sure. Discussion of expenses and need to consult with Board and get approval on major expenses beforehand. Need to set policies and decisions. Looking at Camp Allen for next year.

**Agenda Item: Legislative Report**

Legislative report presented and discussed at length. Discussion on amendments to Sunset bill. Will have updates over the next week. Discussion on development of Waterbirth Guidelines in process by State Midwifery Board.

**Agenda Item: Education Report**

Education report presented and discussed. Will be revising curriculum due to MANA Core Competencies.

Proposal by Carol: Hire Lincey Knox to teach A&P modules at rate of \$350 per month and keep track of hours and reevaluate at the end of the two modules. Second by Vicky. Passed with no opposition.

Discussion on class size and possibly splitting locations on modules.

**Agenda Item: Treasury Report**

Report for profit/loss in 2014. See report.

**Agenda Item: Revisit Regional Representatives**

Emailed request from Donna Miller to remain as a Region 5 Representative. Proposal by Paula to Appoint her. Second by Kelly. Passed with no opposition.

**Agenda Item: Website Report**

Presented responses from website developers/designers for website update. Will answer board questions investigate further and report back via email before hiring.

**Agenda Item: Midwife Study**

Read Jackie Griggs email describing and requesting \$2000 ATM contribution towards Midwifery Workforce study with Baylor. Discussion of benefits of the study for Texas midwives. Proposal by Kelly to agree to the \$2000. Second by Claudine. Passed with none opposed.

**Agenda Item: Best Practice on Transports**

Jackie Griggs requesting ATM endorsement of the Best Practice Transfer Guidelines of The Home Birth Summit.

Proposed to endorse by Cathy. Second by Cheryl. Passed with none opposed. Endorsed online during meeting and will announce at General Membership meeting tomorrow.

*All regional and committee reports are filed with ATM office and available if requested.*

**10:50 pm – Paula Davis adjourned meeting.**

# ATM Board Meeting Ramada Inn, Austin, TX

9/13/15

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## Board Members Present

Paula Davis  
Cathy Rude  
Vicky Wells- departed 5:44pm  
Cheryl West- arrived 1:17pm  
Claudine Crews  
Kelly Miller  
Carol Schumacher  
Brielle Epstein- arrived 1:38pm  
Donna Miller- arrived 1:17pm  
Joi Brock  
Ashley King

## Board Members Absent

Anna Ochoa (temporary leave)  
Dawn Cockrell (excused)

## Members Present

Salli Gonzales  
Pam Holland  
Kristi Hammack  
Alexandra Wyatt

## Visitors

Justine LeGrand

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### **1:13 pm – Paula Davis called meeting to order.**

Minutes kept by Cheryl West/Kelly Miller

### **Agenda Item: Region 6 Appointments**

Region 6 Representatives were nominated.

**PROPOSAL (Paula):** Appoint Joi Brock and Ashley King as Region 6 Representatives. All in favor.

### **Agenda Item: Approve Minutes from Last Meeting**

**PROPOSAL (Cathy):** Approve Minutes as Presented by Secretary. Second Kelly. Passed with no opposition.

### **Agenda Item: Regional Reports**

Regional Reports were reviewed and any questions/issues discussed.

**PROPOSAL (Carol):** Approve as posted. Second Cathy. Passed with no opposition.

All Regional Reports are available from the ATM office or from the Regional Representative.

### **Agenda Item: Legal Opinion and Conflict of Interest Policy**

Members present signed Confidentiality Policy.

**Agenda Item: Absence Policy**

Absence Policy was read to members. Limit of 2 consecutive unexcused absences.

**PROPOSAL (Carol):** Consider Dawn's absence today as excused for her anniversary. Second by Cheryl. Passed with no opposition.

**Discussion: Meeting Locations**

Idea presented to hold ATM Board Meetings at local Austin Area Birth Centers.

**Agenda Item: Legislative Report**

Legislative report presented by Brielle and discussed at length. (Report is filed with ATM Office and available from Regional Reps.) Discussion regarding keeping Lobbyist on Retainer between Legislative Sessions. Brielle will discuss cost with him and report back to the board.

**Agenda Item: Treasury Report**

Treasurer's Report present by Vicky Wells YTD 1/2015-6/2015. (Report is filed with ATM Office and available from Regional Reps.) Discussion of P.G. Fund line item regarding where to place on Profit/Loss Statement. Question regarding providing the end of year detailed report to member upon request. Discussion of letter from member and response from Carol. Decision made for Region 6 Reps to email the requested information to the member.

**Discussion: Membership Communication**

Discussion regarding proper Board communication with membership, confidentiality within electronic media reviewed for new Board Reps.

**Break 3:30-3:45**

**Discussion: Donation**

Region 5 Representatives thank the Board and Membership for generous donation to Kaitlyn Wages, CPM, LM and her family in honor of the loss of her son.

**Agenda Item: Education Report**

Education report presented and discussed by Claudine. Discussion regarding revisiting the idea of MEAC Accreditation in the next year or two. Bound to increase tuition costs, so hope is that MEAC will decrease cost prior. ATM wants to be placed on the US Merit Committee but unlikely because we are not considered a national organization. There is a push for all schools to be MEAC by 2020.

ATMMTP attrition rate is high so there is a need to limit enrollment to students that have demonstrated ability to finish.

**PROPOSAL (Claudine):** Enrollment Proposals outlined in Education Report.

1. ACT Testing with score of 18 or higher. Second by Cathy. Passed with no opposition.
2. Readiness Survey. Second by Kelly. Passed with no opposition.
3. Limit class size to 20 students (40 per year). Second by Cathy. Passed with no opposition.
4. Enrollment Dates set. Proposed by Paula. Second by Kelly. Passed with no opposition.

Learning management system is working well so far.

**PROPOSAL (Claudine):** Non-Matriculating Policy as revised by the Education Committee. (Can miss 1 workshop and still remain active. Miss 2 workshops becomes non-matriculating. Can be non-matriculating twice but must still finish within 5 year time limit. Paula proposed to accept as written. Second by Kelly. Passed with no opposition.

Discussion of Additional MANA Core Competencies and need to incorporate into curriculum. Must document to the state that we cover all.

Renewal for State of Texas is next year.

Conversation regarding need to convert from MS Works to Access. Robert Miller submitted proposal to help with conversion/training. Could be done by mid-November. Discussion of legality of accepting proposal after just one submission. Read bylaws and policies.

**PROPOSAL (Paula):** Accept Robert Miller's proposal. Second by Vicky. Passed with no opposition.

Discussion of search to hire an Education Consultant. Paula tendered resume of a consultant from Houston and discussed cost.

**Agenda Item: Website Update**

**PROPOSAL (Kelly):** Finalize contract with Brinks Web of South Dakota. Needs 50% of cost to start and then monthly fee covers hosting, software support and tech support. Committee of Kelly, Brielle, Carla, Darlene Scrivner for design. Vicky proposed to sign and hire, Kelly second. Passed with no opposition.

**Agenda Item: Conference 2016**

Location Camp Allen. \$89 per person with two to a room including food. All Registration will be through ATM. Gail Tully is Keynote. Dawn cannot conference chair. Cathy volunteered as Interim Conference Chair (this conference only.) Will also have round table of Long-Practicing Midwives. Brielle will create poll for topics.

*All regional and committee reports are filed with ATM office and available if requested.*

**5:55 pm – Paula Davis adjourned meeting.**