
May ATM Board Meeting

May 2 2021

Attendees

Cathy Rude
Kelly Baumgartner
Jasmin Kanevsky
Nanci Stanley
Laurie Fremgen
Brielle Epstein
Sarah Slette
David Carter-Plake on zoom
Melinda Pond on zoom
April Blackmore on zoom
Paula Davis arrives at 1:50pm

Meeting called to order: 1:09pm

Meeting adjourned: 5:06pm

Minutes approved 11/15/21

Agenda

1. Regional Reports
 2. Legislative Report
 3. Minutes from last meeting. Discussion and corrections made. Cathy proposes we accept the minutes as amended., Brielle seconds. All approve as amended.
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4. Afua Hassan Scholarship - discussion. The BoD will review the applications and decide on the recipient. The description and application will be put on the website, fb, ig and email groups.
 - a. Proposal: Approve the Afua Hassan Scholarship proposal and post the application on all SM immediately. Brielle proposes. Cathy seconds. All approve.
5. Volunteer Coordinator - April Blackmore volunteers.
 - a. Need help with Licensed Midwife list from TDLR, membership lists divided by county, membership list divided by congressional districts
 - b. Create a mailing list
 - c. Need a historian to scan and upload ATM's history onto our website. Put an old article in our newsletter.
 - d. Workshop/module assistants - can we give CEs for this?
 - e. Need A CE coordinator - Kelly will connect with April regarding a person she has in mind
 - f. Laurie and April will connect.
6. Conference
 - a. Website is up and running
 - b. Conference committee is continuing to meet
 - c. Donations needed from each region asap. Please bring them by the next board meeting on Aug 8, 2021
 - d. Discussion about conference discount
 - i. Proposal: The Education Committee does not get a conference discount. Jasmin proposes. Brielle seconds. All approve.
 - ii. Proposal: The full time conference committee, maximum of 6 people, will be offered a half price discount on the conference. The chair of the committee will decide who gets the discount. Paula Proposes, Nanci seconds. All approve.
 - iii. Proposal: The Course Coordinator and Administrative Director get a free conference. Paula proposes. Nanci seconds. All approve.
7. Treasurer
 - a. Reviewed reports
 - b. Reminder to Region Reps to encourage local midwives to become ATM members
8. Education
 - a. Administrative Director

- i. Proposal: we place an ad today on all SM for the Administrative Director position with MTP. Paula proposes. Sarah seconds. All approve.
 - 1. Executive Committee will interview prospective AD employees
 - 2. EC will bring the top candidate(s) to the full BoD
 - ii. Proposal: the yearly salary for the position of Administrative Director will be between \$40,000-\$60,000. Paula proposes. Sarah seconds. All approve.
 - iii. Job Descriptions: will let the Administrative Director clean up the job descriptions
- b. Employee Contracts: Need to clean up the employees files to include a signed contract, a signed employee handbook, W-9 or W-2, and job description. Heather is going to send out this information and create the employee files. Heather will also let the Independent Contractors know that they will file monthly timesheets.
- 1. Kelly will call Carol Schumacher to let her know she is being moved from employee to Independent Contractor because the job was being phased out, effective immediately.
- c. ATMMTP Preceptor
- i. Proposal: Qualification to be an ATMMTP Preceptor: 3 years AND 50 primary births after becoming a Texas Licensed Midwife. Special circumstances will be considered on a case by case basis. Jasmin proposes. Sarah seconds. All approve.
 - ii. Proposal: All module facilitators need to be ATM preceptors or meet the qualifications to be an ATM preceptor. Jasmin proposes, Cathy seconds. All approve
 - iii. Proposal: All ATMMTP hires need to be interviewed and hired by ATM BoD. Jasmin proposes. Nanci seconds. All approve.
- d. Module Workshops
- i. Proposal: The Regional Representatives will make sure a Board Member will attend all module workshops in their region. This change will go into the ATM Policy Manual. Jasmin proposes. Kelly seconds. All approve.
 - ii. Laurie will update Region Rep responsibilities in Policy Manual
- e. Pharmacology course

- i. David will make the ATMMTP pharmacology course a stand alone course that we can put online. This needs to be ready by September 1, 2021. MEAC CEs need to be applied for and the whole course needs to be ready by January 1, 2022. The course will be 8 hours. Jasmin will give David access to moodle.
 - f. ATMMTP computer
 - i. Proposal: ATM will buy a computer for ATMMTP use. Paula proposes. Nanci Seconds. All approve.
 - g. BOX Access
 - i. MTP uses it for storage of documents. The BoD needs access to it.
 - h. Letter to Course Coordinator
 - i. Letter read and approved to send.
 - i. Discussion regarding how much we pay the ATMMTP instructors and their responsibilities.
 - i. Proposal: Salary for ATMMTP Instructors will be paid per module. The amount will be \$1800 for the original enrollment number of 15 more students, \$1400 for the original enrollment number of less than 15 students. They will be in charge of the entire module from beginning to end, including grading the student's work, workshop planning and facilitation. Paula proposes. Sarah seconds. All approve.
 - ii. Jasmin will communicate this proposal to the instructors.
 - iii. Brielle will put all the module dates in a spreadsheet.
 - iv. Discussion about Modele 3
- 9. Student Liaison
 - a. Jasmin will ask Kelli to send an email to the students requesting student liaison to the BoD
 - b. Jasmin and April will be added to the student groups.io email list.
- 10. ATM Phone Discussion
 - a. We pay \$70/month for the phone and we get 2-3 phone calls a month.
 - b. Proposal: Heather will move the ATM phone number to the Line II App. Paula proposes. Brielle seconds. All approve.
- 11. Social Media
 - a. Is there a form letter for new or renewing members that includes links to groups.io and FB? - Laurie will ask Heather. Laurie will update the letter to make sure it includes links. And then send this as a mass email.

- b. Laurie will Heather ask if she is keeping the membership list updated on the google drive?
 - c. FB moderators - Sarah, Ashley and Jasmin will be moderators.
 - d. Brielle will add Laurie as a groups.io moderator.
 - e. Jasmin will be added to the student FB group as a moderator.
12. Policy Manual
- a. Proposal: Adopt changes to the Policy Manual, except for Job Descriptions. Paula proposes. Cathy seconds. All approve.
13. Future Meetings
- a. August 8, 1pm - zoom
 - b. Oct 31 1pm - zoom. Annual Reports due
 - c. Nov 5 12-2pm - General Meeting for the membership

Proposals

1. Education Budget approved via email March 13, 2021
2. Laurie proposed that we move the Abilene section of Region 5 to Region 2. All approved via email on 3/17/2021
3. Laurie Proposed we move the 2021 election process timeline from:
 - a. Nominations open March 1, Nominations close March 16, Voting begins March 20, Elections close April 10 TO...
 - b. Nominations open April 1, Nominations close April 16, Voting begins April 20, Elections Close May 4
 - c. All approved via email on 3/17/2021
4. Proposal: Approve the Afua Hassan Scholarship proposal and post the application on all SM immediately. Brielle proposes. Cathy seconds. All approve.
5. Proposal: The Education Committee does not get a conference discount. Jasmin proposes. Brielle seconds. All approve.
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15. Proposal: Salary for ATMMTP Instructors will be paid per module. The amount will be \$1800 for the original enrollment number of 15 more students, \$1400 for the original enrollment number of less than 15 students. They will be in charge of the entire module from beginning to end, including grading the student's work, workshop planning and facilitation. Paula proposes. Sarah seconds. All approve.
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17. Proposal: Adopt changes to the Policy Manual, except for Job Descriptions. Paula proposes. Cathy seconds. All approve.

Executive Meeting Minutes

02/09/2021

Reviewed Education Budget

Discussed the purchase of computer without ATM approval

Remind people to renew their memberships

Jasmin will draft an advertisement for new course administrator

Jasmin will clarify budget changes with Claudine

Need a contract with every employee



Need a spreadsheet with all employees, their number of hours and pay

Discussed a free membership for a year for all MTP graduates

3/10/2021

Discussed graders and module facilitators. We want the facilitators to do the grading

Update paypal button

Went through the Education budget line by line. Will submit the budget to the full board for a vote

Laurie will put together a new employee packet

Jasmin will set up a staff meeting with the education staff and the education committee

5/1/2021

Workday.