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# ATM Board Meetings

August 23, 2023

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## Attendees

Board members: Sarah Slette, Jen Gabler, Sabrina Elliott, Kristy Hammack, Kristin Dudley, Kristen Bowers, Diane Dreier, April Blackmore, Melinda Pond, Ashley Musil (2:30)

Members: Roxanne Anderson, Jasmin Kanevski, Shanna Hinrichs, Melody Morrow

## Agenda

Called to Order: 2:09 pm.

### Approval of Minutes

The minutes were provided to the board prior to today's meeting. Sabrina Elliott made a motion to approve the minutes from May to July. The motion was seconded by Diane Dreier. All were in favor and the minutes were approved.

### Ongoing Legal Case Update

Update on Leah Hernandez, who was arrested and charged with three counts of practicing without a license. These are separate charges from the ongoing case with TDLR. Next TDLR hearing was scheduled for 8/9/23.

## Regional Reports

The regional reports were given by regional representatives.

### Conference Report: Kristen Bowers

- Proposals for prospective venues will be submitted to the board soon.
- Dates are tentatively scheduled for the first week of May (Thurs-Sat). There are some tentatively contracted speakers.
- Small conference committee will be formed soon.

### Legislative Report: April Blackmore

There was a recent meeting with April, Laurie Fremgen, and a large group from TDLR to discuss the complaint process. There is an enforcement algorithm available online. 80% of complaints are dismissed before progressing. April discussed the complaint process in depth. Midwives are only informed of the complainant's identity if the complaint moves forward. Once the complaint moves forward is the time to hire a lawyer. If a fine is levied, it may be negotiated. They are looking for more expert witnesses; reach out to April Blackmore if interested.

### Education Report: Ashley Musil

- The first Academic Excellence scholarship was awarded to Samantha Woolf in June. Two scholarships were awarded from the Midwives' Memorial Fund.
- The textbook list was updated and posted for students in the student center.
- ATM instructors met in June and plan to meet every 1-2 months to keep lines of communication open with the school. Next instructor's meeting will be 8/21/23.
- The preceptor handbook is under review for changes. The ATM Board has created a policy and handbook committee, led by Sabrina Elliott, to review and approve changes suggested by the ATMMTP Director and committee members.
- New CEU courses are being developed for the following topics: Social Determinants of Health/Cultural Competency, Disaster Preparedness for Midwives, HIPAA for Midwives, Practice Guidelines.
- The Trimester Plan was approved and transition will begin in 2024.

- Research for a student information system continues and a proposal will hopefully be ready by September.

## Financial Report: Jen Gabler

A detailed financial report was given by Jen Gabler. The conference income was under what was expected. The education income has exceeded expectations. In most areas, the organization is staying within the overall budget. Total equity is \$596,877.50. The new budget is due 9/30/2023.

## Social Media Report: Sarah Slette

- A social media manager (Yvonne Yiu) has been hired for a three-month trial period.
- Amanda Prouty, office assistant, is in the process of updating a comprehensive excel membership database that will allow membership renewal reminders to go out.
- All moderators will continue to moderate groups for questions and concerns.
- Sabrina Elliott will continue to approve/decline entrance for social media groups based on current membership status.
- Moderators will post updates from TDLR/DSHS as appropriate.
- Groups.IO is currently being used as an email group for current members and it has recently been updated to remove expired members and send invites to current members.
- Reminder to join your local regional group!

## Policy Manual and Handbook Committee: Sabrina Elliott

- This is a new committee to review all policy manuals and handbooks and make recommendations before it goes to BOD for approval. The committee members are:
  - Sabrina Elliott , Chair
  - April Blackmore
  - Diane Dreier Reg 7
  - Jen Gabler
  - Ashley Musil
- They began work in July and hope to have the preceptor handbook review done in time for the September working board meeting.

The next quarterly board meeting will be held November 5, 2023 at 2:00 p.m. These meetings are to keep all members up to date. A schedule of upcoming meetings will be posted on the website. They are also available in the facebook group, pinned to the top when you put in.

The meetings for 2024 will be held on:

- Sunday 2/4/24 at 2:00 pm
- Sunday 5/5 at 2:00 pm (tentative - this will be the annual meeting at the annual midwifery conference)
- Sunday 8/4/24 at 2:00 pm
- Sunday 11/23 at 2:00 pm

The floor was opened for questions and comments by members. There were no questions or comments.

The meeting was adjourned at 3:14 p.m.

## Notes

- None

## Proposals via email

1. Proposal by Sarah Slette: April Blackmore be given Bank login information for the purpose of making mobile deposits of ATM checks that are received from the PO Box. Seconded by Jen Gabler . Passed unopposed 09/14/2023 12:34 PM.
2. Proposal by Ashley Musil : Grant the memorial fund to Katelyn Cox for one full module's tuition. Seconded by Jen Gabler . Passed unopposed 10/31/2023 5:59 PM
3. Proposal by Ashley Musil : Grant the midwives memorial fund to Karis Johnson for one module. Seconded by Jen Gabler . Passed unopposed 11/01/2023 at 9:11 pm.
4. Proposal by Jen Gabler: Approve the 2024 budget as shown in the video presented to the Board. Seconded by Ashley Musil . Passed with 9 in favor and three opposed (Ashley Musil, Sabrina Elliott, and Kristen Bowers ) on 11/4/2023.

5. Proposal by Ashley Musil : Approve the purchase of PandaDoc at a cost of \$588/yr to increase functionality of Classe365. Seconded by Jen Gabler . Passed unopposed 11/4/2023.

## Board Meetings

### Working Board Meeting 9/11/2023

Present: Sarah Slette, Kristy Hammack, Sabrina Elliott, Kristen Bowers, Ashley Musil, Melinda Pond, April Blackmore, Jen Gabler, Becky Hines, Diane Dreier (left at 9:38)

Meeting called to order at 7:06

#### Legislative Updates:

- Discussion regarding new TDLR student ICDS. April Blackmore has discussed with TDLR lawyers.
- There was a recent conflict between a Texas midwife who received a complaint and the investigator assigned to the conflict. April Blackmore has spoken with the investigator regarding this incident.

#### Education Updates:

- Discussed a recent student complaint regarding a preceptor site. This site does not have any current students.
- Currently interviewing instructors for Module 6. Three interviews were conducted on Monday. There is another interview scheduled for next Monday.
- Google Workspace/Technical Assistant still pending.
- Moodle has been canceled.
- First potential student liaison has been discussed. The role needs to be more defined as part of the rework of the student handbook. Ashley recommends having two students, a senior and a junior, so there is always an experienced student liaison available. Further discussion of how student liaisons will be chosen. Ashley proposes having early module instructors nominate students who seem likely to be

a good fit. Discussed how to include them in board meetings or share information with them in a timely and appropriate manner. For now, we will ask her to be involved in quarterly meetings.

- Membership database – Excel document previously discussed has now been implemented. Amanda Prouty has begun sending membership renewal emails. Sarah also wants members to receive welcome emails. Currently, welcome information is on their receipt and members can miss that information.
- SIS – Amanda and Jasmin have been thoroughly researching different systems. Classe365 seems to be the best and meets all the needs for membership and students. The cost is \$600/month or \$6480 annually. It will take roughly 6 months to fully implement. Each student could be charged \$75 per year which will offset the cost or fully cover it, depending on enrollment numbers. There has been a previous vote on adding a technology fee that has yet to be implemented. At this time, Jen Gabler disputes there being a \$1200 a month recurring fee as previously discussed. There is a mystery \$20 per month fee. Sabrina Elliott objects to adding a technology fee as the school can afford to absorb this cost. Sarah wants clarity that this system will have the required features for membership (member welcome letters, online renewal, reminders). Ashley Musil proposed that we approve registration with Classe365 and the SIS and ATM membership database for the yearly amount of \$6480 to receive a 10% discount, without implementation of a student technology fee. Diane Dreier seconded. The motion passed unanimously.
- Ashley Musil feels the school would benefit from Curriculum Assistants and proposes the creation of two paid positions in order to keep curriculum up to date. After some questions from members, it is decided that discussion will continue in the BOD workspace and no official vote will be done at this time.

#### Treasury report:

- The budget for 2024 is due September 30, 2023.

#### Conference Update:

- Kristen Bowers gave an update on conference planning. She is still working on creating a conference committee.

#### Social Media Update:

- Sarah Slette is working with the social media manager as well as continuing to update in our private Facebook group. Please email her with suggestions or requests for posts.
- The social media manager suggested featuring midwives throughout the year and there was a discussion about how to nominate midwives to be featured.
- Regional moderators please update your groups! Reshare things from the private page, the public page, upcoming events. Ask members in your region if they have anything for you to bring to the board the meetings.
- Discussed possible newsletter to be customized by regional reps.
- Discussed Find a Midwife feature that was previously on the ATM website. Members have been polled in the past and the majority was not interested. Implementation would require a volunteer.

#### Miscellaneous:

- Kristy Hammack suggested having regular member surveys to ensure their needs are being met and ATM accurately represents member priorities. Jen Gabler suggested annual surveys. Ashley Musil suggested having a scheduled post 45 days prior to the meetings to ask memberships if they have questions or concerns they want discussed at the board. Tabled for now.
- ATM members are directed to their regional groups and can request membership. Activity in regional groups is low and usefulness of the groups was discussed. Sarah Slette suggested making a final decision on regional subgroups by the end of the year.
- Jen Gabler discussed having a board member to represent midwives outside of Texas. Sarah Slette proposed keeping it on the agenda and discussing it at the next meeting.
- Region 6: Heather Randolph is a new member who wants to participate but cannot do meetings on Mondays. She does not want to step down but feels she may not be able to adequately fill the position. There will be a poll in the workspace to discuss potential alternative days.
- Discussed PO Box accessibility.

Meeting closed at 9:57 pm.

## Working Board Meeting 10/9/2023

Present: Sarah Slette, Sabrina Elliott, April Blackmore, Ashley Musil, Kristen Bowers, Melinda Pond, Kristy Hammack, Becky Hines (7:17-8:27), Kristin Dudley

Meeting called to order at 7:10 pm

Education updates:

- Mary Love is the new module 6 instructor. Shay Davidson is the proposed Student Liaison.
- Student Liaison roles and expectations need to be updated and added to the appropriate handbook/module.
- Class 365 is being set-up. There has been one bid on the google workspace technical assistant, and bids are still being accepted.
- Ashley clarifies there is still a plan to purchase a Sophie but logistics are still being worked on.
- Ashley Musil proposes approving the reinstatement of the following members for the Education Committee:
  1. Erin Reynoso
  2. Kelly Baumgartner
  3. Chris Duffy
  4. Andie Wyrick
  5. Ashley Musil, Education Chair

April Blackmore seconded. Motion passed unopposed.

- Curriculum Assistants: PROPOSE we add two curriculum assistant positions for the school. The first is a year-round curriculum assistant expected to work up to 20 hours per month at \$500 per month (\$25/hour) and assist instructors in updating and polishing curriculum. The second position is the same, with a cap of 6 months per year at the same pay rate, with need determined by the Education Committee (such as when a new textbook is released that is used throughout the program).

Job duties include:



1. Update study guides, quizzes, and assignments to new textbook versions, changing questions as needed to comply with new textbook information.
2. Adding new information and standards of practice, keeping the program up-to-date with current midwifery standards.
3. Ensuring the program meets MANA core standards and NARM test specifications
4. Polishing curriculum for consistency (standardizing format of study guides, style of powerpoints, etc)
5. Working WITH the instructors as needed to revamp lessons or create new ones as needed.
6. Have the option to attend module workshops as an assistant and to assess how well the workshops enhance the overall curriculum, making recommendations if needed.
7. Be reimbursed for travel expenses and assisting instructors when attending workshops, according to ATM policies.

Proposed by Ashley Musil . Becky Hines seconded. Motion passed unopposed.

Legislative Update: April Blackmore

- TDLR plans to lower licensing fees and the proposal is being fast tracked with the goal to have it in place by the time Feb renewals happen. Advisory meeting 10/30 at 1:00.

Budget Update:

- Jen Gabler is not available to present.

Conference Update: Kristen Bowers:

- Reviewed budget with Jen Gabler. Has asked for local volunteers for the committee. Reminder from Sarah Slette to start working on CEUs early.

Policy Manual and Handbook Updates: Sabrina Elliott

- Student handbook is nearly finished. Discussion regarding how often policies should be reviewed and the manuals should be updated (yearly.)

#### Social Media Update: Sarah Slette

- Regional reps please be consistent with updating regional groups. Still need a volunteer for Find a Midwife if we are going to move forward with adding it to the website. Once the new membership database is up and running, it may free up time for Amanda to manage a Find a Midwife feature. Revisit the next meeting.

#### Miscellaneous

- Discussed board members getting free ATM membership. Current board members get free attendance for the annual conference (does not cover travel expenses.) Ashley Musil proposes that representatives on the ATM board receive free ATM membership moving forward from the date that they begin serving on the board. Membership fees to be reinstated on the date that they complete their term or step down with a grace period of 30 days to bring their membership into good standing if previously paid membership has expired. This policy goes into effect for all board members currently serving as of 10/9/23 and begins for all new members on the date that they begin. Seconded by Kristy Hammack. Motion passed unopposed.
- Revisited discussion of representatives for out of state members. Discussed whether out of state preceptors should be required to be members of ATM. For the time being, board members do not feel that this is necessary. The topic may be revisited as needed.
- One of the current board members has a conflict for current WBM dates and times. There had been a discussion of alternate dates and times in the board workspace between meetings. Ashley Musil proposed keeping WBM on the second Monday evenings at 7:00 pm except for the months where there is an Open Board Meeting. April Blackmore seconded. Motion passed unopposed.

Meeting closed at 8:49 pm.

### **Budget Meeting 10/27/2023**

Attendees: Jen Gabler, Ashley Musil, Sarah Slette, Sabrina Elliott, April Blackmore

Meeting to present proposed budget to be approved ahead of the Quarterly Board Meeting.

Administrative Budget: Membership dues are expected to be in line with other years. The majority of the income from membership goes to paying the lobbyist. Membership fees do not cover membership costs and will run at a deficit this budget as it has in other years. Jen suggests moving a percentage of the pay for Educational Assistant from the Education Budget to the Administrative Budget as some of her duties are administrative.

Education Budget: Income is expected to increase significantly due to a combination of increased fee per module and more modules scheduled for 2024. The education net income on this budget is expected to increase significantly over last years budget.

Conference Budget: Current conference budget includes new additions to make for a better virtual attendance experience. More information pending, final budget information will be updated for vote via workspace.

*Kristy Hammack*

Kristy Hammack, ATM Secretary