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# ATM Board Meeting

Sunday November 1, 2020

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## Attendees

Paula Davis

Brielle Epstein

Kelly Baumgartner

Laurie Fremgen

Sarah Slette

Mollie Miller

Nanci Stanley

Melinda Pond

Cathy Rude

April Blackmore joins at 1:05

David Carter-Plake joins at 1:10

Janet Dirmeyer joins at 1:23

Heather Ramirez attends the meeting from 1:01- 1:56

Cathy Rude leaves at 2:37pm

Janet Dirmeyer leaves at 4:30

Meeting begins at 1:01pm

Adjourned at 4:52pm

## Agenda

### New Business

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1. Office Information - Heather and Kelly
  - a. Quickbooks online vs quickbooks desktop
    - i. Advantages to using online
      1. Can have multiple users
      2. Very user friendly
      3. Allows for more automation, better reporting features, more streamlined
    - ii. Fees - cost about \$300 every 2 years
    - iii. Desktop - computer is on its last legs, need virus protection, back up, can't share as easily
    - iv. Will take a few hours to move everything over to online.
  - b. Proposal: We make the change from the desktop version of quickbooks to the online version of quickbooks - Proposed by Kelly Baumgartner, seconded by Cathy Rude, all approve
  - c. Streamline books - We need to close the books from 2020 and reopen a new set of books in 2021 with the new ability to streamline everything. This will take several hours for Heather to do this. This will clean everything up. Discussed new categories of financial organization. Reports will be automatically generated.
  - d. Contractors - workflow to process zelle payments takes longer than doing a direct deposit through quickbooks. There will be more fees on quickbooks, but less time on Heather's end. Vendors can be paid in multiple ways.
    - i. Laurie Fremgen add direct deposit info to employee handbook
    - ii. Proposal-Pay employees through direct deposit in quickbooks proposed by kelly, seconded by paula, all approved
  - e. ATMMTP students can pay their tuition with Paypal (no more paper checks), anyone who needs special arrangements can ask. Laurie Fremgen will let Claudine Crews know.
  - f. 1099 and W2 - there are 10 contractors that will receive 1099s. Can we do these electronically instead of a paper version? Proposal 1099s and W2s can be filed and disseminated electronically - Brielle Epstein, second by Paula Davis, all approve.

- g. Budget for 2021- need these submitted by January 6, 2021. Admin (including legislation), Education and Conference. Heather Ramirez will run the actual cost for admin and education. Exec committee will work on the budgets.
- h. Staff audit - would like to send an entire packet for new employees. The board is working on putting this together. Heather Ramirez will give Paula Davis the information about what she needs to get new employees setup. We need to be careful in how we word the job descriptions of contractors and employees. The Board needs a job description for each position - this should be included in the employee handbook.

## 2. Legislation

- a. Pharma bill - the session is very stripped down - no meetings with legislators, we lost our sponsor and are looking for a new sponsor. We have a few options. We will have to wait until after the election to begin meetings. We will need a second lobbyist in order to pass the bill. We will also need to budget for gifts, materials and transportation. The 501(c)3 amount that can be paid towards lobbying is based on ATM's expenditures. It is going to be hard to pass this bill. We can spend about \$25,000 on legislation each year. We can ask individual midwives/birth centers to pay for certain expenditures. We also have sunset coming up, which will take extra lobbying expenses. We can split some of these expenses up between 2 years
  - i. An individual or birth center can pay a lobbyist directly, but they have to register
  - ii. We paid Roland Leal \$15,000 in January 2020. Brielle will check to see if this amount does or does not apply to lobbying, perhaps it applies to licensing instead.
  - iii. Proposal by Kelly Baumgartner, second by Janet Dirmeyer, all approved - we pay Roland Leal the maximum we can pay him this year (2020).
  - iv. Proposed bill language shared and discussed
- b. TDLR
  - i. comments on rules - the open rules is basically a housekeeping to make sure that the rules are still needed
    - 1. GBS rule - TDLR prosecutors have taken the position that GBS pos is not compatible with homebirth. Continue conversation on Board list.

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2. ICA for declining standard of care or declining the care suggested by the rules. Continue conversation on Board list.
    - ii. Complaints and problems with some licensees. Brielle Epstein and Laurie Fremgen have a meeting scheduled with TDLR to discuss the complaint process and reshaping this process.
  3. Postcards - disc finding different images that are more inclusive. The wording was fine. Paula Davis, Laurie Fremgen and Brielle Epstein will help Nanci Stanley find a better image. Once we find new pics, we will vote online. Share your images with Nanci within 2 weeks by Nov 15
  4. Newsletter - template created, Janet Dirmeyer and April Blackmore will work on this. Janet will come up with a budget regarding printing and mailing costs
  5. Website - Jaquetta Barnett was working with Kelli Beaty on the website. Kelli will have to train Jaquetta and it is a much bigger job. Will need to put minutes on the website, meeting notices and membership changes. Perhaps we can get a cost on what it would take to make these changes.
    - a. Membership section - several years ago the board decided to get rid of the membership pages. We can create a link to each member's website.
    - b. Should we hire someone who can keep the website updated?
    - c. Sarah Slette and Jacquetta Barnett will meet with heather to come up with a list of changes that need to be made on the website. Other board members can contribute to this list as well. They will submit this list by Dec 1, 2020.
  6. Conference -
    - a. All conference committee members are willing to keep working on the conference
    - b. Proposal by Kelly Baumgartner - move the date of the conference to november 5-6 - Paula Davis seconds, all approve.
    - c. Gathering - ATM has not been very supportive of the gathering in the last few years. The purpose of the gathering has changed over the years. Does ATM want to continue to support this project?
    - d. Theme - Viva midwifery. Include 2020 graduates in the 2021 graduation at the conference
    - e. Conference account has \$100 in it. Will need seed money.

- f. Disc regarding Augustine. She forfeited her license and is a bit controversial as a speaker. No objections from the board in terms of having her as a speaker
7. Education Chair - Jasmine Schumacher is interested in taking over this job. Executive committee will interview Jasmine and reach out to Roxanne Anderson and see if she wants to interview as well.
8. Treasurer's report - we need to put some focus on generating income.
  - a. ATMMTP - can we have a dual program where one is MEAC accredited and one is not? We are losing some students because the school is not meac accredited. We are going to reevaluate doing Meac in 2021. Without an education chair, meac would be impossible.
    - i. Disc regarding MEAC accreditation.
  - b. Need expected expenditure for admin for 2021
9. Membership Drive -
  - a. It would be helpful if the website can keep track of members and renewals.
  - b. The newsletter and postcard are part of the membership drive
  - c. ATM conference - fee could include membership
  - d. Free year of membership for new midwives who graduated from ATMMTP
10. Minutes - Motion to approve by Laurie Fremgen, David Carter-Plake second, all approve
11. Regional reports - no comments
12. TDLR Commission meeting dec 5, summit Nov 6
13. Employee Handbook the document is complete. Need to get with Kelli Beaty regarding her evaluation
14. Next meeting - Feb 7 at 1, May 2 at 1, August 8 at 1, Nov 6 at conference
15. Comments - region reps will reach out to their regions and see if there are any issues and bring them to the next board meeting.

## Action Items

1. Laurie add direct deposit info to employee handbook

2. Laurie will let Claudine know about students paying by paypal only and education budget due Jan 6
3. Brielle will check to see if this amount does not apply to lobbying, but licensing instead
4. Sarah and J will get together and make a specific proposal regarding the website for the next meeting
5. Budgets need to be submitted by Jan 6, 2021
6. Laurie will send sarah the MEAC benchmarks

## Proposals

1. Proposal: We make the change from the desktop version of quickbooks to the online version of quickbooks - Proposed by Kelly, seconded by Cathy, all approve.
2. Proposal: Move the date of the conference to November 5-6, 2021 - Proposed by Kelly, Paula seconds all approve.
3. Proposal: We pay Roland the maximum we can legally pay him this year (2020) - Proposed by Kelly Baumgartner, second by Janet Dirmeyer, all approve.
4. Proposal: 1099s and W2s can be filed and disseminated electronically - Proposed by Brielle Epstein, second by Paula David, all approve.
5. Proposal-Pay employees through direct deposit in quickbooks- proposed by Kelly Baumgartner, seconded by Paula Davis, all approve.