



Board of Directors Meeting Minutes

March 2, 2012 at 3:00 p.m.

Location: Teleconference

Members Present: Molly Willenbring, Cynthia Lermond, Jane Lovelle, Munir Sewani, and Douglas Smith

Members Absent: Mark Grabau and Dave Meyer

Opening: A meeting of the FMHAC Board of Directors was called to order at 3:04 p.m. on March 2, 2012 by Munir Sewani.

A. Approval of Agenda

The agenda was sent to the members via email prior to the meeting. The board reviewed and approved the agenda for today's meeting.

B. Approval of Minutes

The board reviewed and approved the minutes for the Board of Directors Meeting dated February 3, 2012.

C. Open Issues

<i>Agenda Item and Discussion</i>	<i>Action/Outcome</i>	<i>Follow-up</i>
<p><i>Update on 2012 Conference</i> <u>Registration Status</u></p> <ul style="list-style-type: none"> ○ Molly reported that we are currently at 244 attendees. In previous years we were at 225, 121, 211, and 300 at this point. Molly is hoping for another 150 attendees. ○ Molly explained that we are currently at approximately \$119K in revenue and we need \$183K to meet our income goal. She indicated that we are doing well regarding registration and these numbers do not include all conference revenue sources. <p><u>Board Member Roles/Responsibilities</u></p> <ul style="list-style-type: none"> ○ Molly discussed having board members do the sign in/sign out for each workshop. They will also introduce speakers for each workshop. ○ The students will assist Molly with registration, but in her absence board members will need to assist with registration. To do this, they will need to be trained on registering attendees. ○ Molly will assign a board member the responsibility of bringing the award plaques to the Welcome/Awards Ceremony. ○ Jane will provide the presenters with their checks for presenting. ○ Molly asked that Board members notice whether the cash box is attended at all times. The lead student might be assigned the responsibility of the cash box. <p><u>Conference Schedule</u></p> <ul style="list-style-type: none"> ○ Molly reviewed with the Board the 2012 conference schedule. ○ There will be a dinner for the Board, the Planning Committee, presenters, lead student, etc. at Passion Fish on <u>Tuesday</u> night at 7:30. ○ On <u>Wednesday</u>, registration opens and merchandise will be made 		<p>Molly will generate a schedule with roles/responsibilities for the Board members. She will follow-up with the Board members to ensure that they can fulfill their responsibilities.</p> <p>Molly will re-schedule the meeting with the hotel for Monday at 3:00 p.m.</p> <p>Munir, Doug, Cynthia,</p>

<p>available for sale. Planning Committee members and students will be primarily doing registration and sales. The COMIO meeting will be held on Wednesday from 11:00 a.m. to 1:00 p.m. Members of the Board will attend, although they might be late because of the CONREP meeting. At 5:00 p.m. is the President's Reception for Board members, presenters, and other special invited guests. There was a discussion of whom else to extend invitations to for the reception. Molly encouraged Board members to invite presenters to the reception. That evening the Welcome and Awards Ceremony starts at 7:00 p.m. and then the Keynote Speech begins, followed by the reception.</p> <ul style="list-style-type: none"> ○ Sessions start at 8:00 a.m. on <u>Thursday</u> and the Board members will need to be ready to do sign-in a little sooner. The Public Policy Committee will meet at a time to be arranged. There is the business meeting at 5:00 p.m. Cynthia will generate an agenda for the meeting and bring copies to the meeting. Board members, as indicated, are to be prepared to speak at the meeting. ○ <u>Friday</u> workshops start at 8:30 a.m. The Board members need to be available early for sign-in. The conference ends at 5:00 p.m. The Board will need to be available provide instructions regarding signing out and to sign and accept the CEU forms, registration forms, and evaluations at the end of the conference. The Board will meet in the lobby at 6:30 to go to dinner at a local restaurant and have a meeting to review the conference and plan for the retreat. ○ On <u>Saturday</u>, Molly will reconcile the bill with the hotel. <p><u>Conference Preparation on March 20, 2012</u></p> <ul style="list-style-type: none"> ○ Molly explained that a number of board members will be in training on March 20th for CONREP and, therefore, will not be available to assist with preparation for the conference on that day. Also, Dave and Jane will not be available on Tuesday due to other obligations. This creates 		<p>and Mark will assist with conference preparation on Monday March 19, 2012.</p> <p>Cynthia and Doug will generate an agenda/treasurer report for the business meeting.</p>
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<p>a dilemma because Molly will not have the assistance she needs on that day.</p> <ul style="list-style-type: none"> ○ Munir suggested moving the meeting with the hotel to Monday at 3:00 p.m. so that Munir, Doug, Cynthia, and Mark will be available to assist. There was also a discussion of ways board members can assist with other conference prep duties. 		
<p><i>Rossiter and West Awards</i></p> <ul style="list-style-type: none"> ○ Munir indicated that the Board unanimously voted for Dr. Loftus for the Rossiter Award. ○ There is a 3-3 tie for the West Award. There was a discussion of the merits of both nominees. 	<p>The Board reviewed their votes and it was agreed that the West Award will go to Candace Kunz-Tzao.</p>	<p>Molly will order plaques for the recipients of the awards.</p>
<p><i>Letter to Planning Committee Members</i></p> <ul style="list-style-type: none"> ○ Jane discussed her concerns about two Planning Committee members being abruptly dismissed from their positions by the previous Director of Conference. Another member was also treated in a rude manner by the previous Director of Conference. ○ Jane had generated a letter expressing the Board's apologies for such treatment and the Board reviewed the letter. 	<p>The Board supported the letter and agreed to proceed with sending the letter to the identified individuals.</p>	<p>Molly will send out the letter to the three identified individuals.</p>
<p><i>COMIO Update</i></p> <ul style="list-style-type: none"> ○ There hasn't been a COMIO meeting since the last Board meeting. ○ Molly spoke with legal counsel for COMIO regarding the proposed contract. She indicated that Dave has sent it to a lawyer colleague for review on FMHAC's behalf. 		<p>This matter will continue to be addressed at Board meetings.</p>
<p><i>FMHAC Apparel</i></p> <p>There was a discussion of various types of apparel and design to order for selling at the conference.</p>		<p>Molly will order apparel for the conference.</p>

D. Next Meeting

The next meeting is scheduled on March 23, 2012 at 6:30 p.m. Board members will meet at the lobby of the Embassy Suites.

E. Adjournment

The meeting was adjourned by Munir Sewani at 4:35 p.m.

Minutes submitted by Cynthia Lermond on March 2, 2012.