



Board Meeting Minutes

April 14, 2010

Colonial Inn, Helena MT

Directors Present: Greg Peterson, Scott Thorn, Linda Nygaard, Donja Erdman, , Maria Conn, Bob Olsen, Joe Vachal, Donald Miller, Mark Nash, Tina Montgomery, JJ Carmody, Shar Shaeffer, Robin Hill

Directors Absent: Kim Lucke

The meeting was called to order at 8:30 am

Minutes from the Feb 19, 2010 meeting were approved.

Minutes from the Special Meeting of March 10, 2010 (via electronic mail) were approved.

Mark Nash was introduced and welcomed to the Board.

Important Dates:

April 18-20 LTC Phoenix

April 30, end of 4th DCMS reporting period

May 10, All DCMS events need to be reported to National

ANI- June 20-23, Nashville

June 4, 2010 Board Meeting- Fairmont

Oct 20-22, 2010, Fall Conference

Donja, JJ and Scott will be attending ANI

Old Business

Follow up from the Feb meeting. Steve hasn't been able to secure a copy of the workbook from the AZ chapter for training although it appears it may be cost-prohibitive at this time anyway.

Donja reported on the progress of the June 4, 2010 meeting at Fairmont. We will have a CAT member from National attend and assist us in formulating a plan for our Mini LTC training. The only expense for his participation his travel expenses. Donja will also be attending a special President's session at LTC to identify training needs of the chapters.

New Business:

Steve reported on the progress of DCMS. We are meeting all education goals. We will probably miss the goals for certification and membership.

Secretary/Treasurer Report:

Don presented the proposed budget. Joe motioned to approve the budget, seconded by Scott. Motion carried.

Program Committee:

Donja went over the current program. Seating in the sessions will be theater style. The person introducing speakers will be responsible for the evaluation as well. We have a number of late cancelations. Since we are locked into fees for food, etc we have the expenses. We proposed that we enact a 10 day cancelation policy. A discount early bird rate was also discussed.

Joe motioned that we adopt a cancellation policy stating that no cancelations will be allowed within 10 days of the conference. Cancelations prior to that will be assessed a \$25 processing fee. Substitutions of attendees will be allowed.

Seconded by Maria. Motion passed unanimously.

Mark Nash suggested that we provide an incentive for an early bird prize for registrations received 3 weeks prior to the conference. The prize would be \$50. Robin motioned, JJ seconded. Motion passed.

Sponsorship

Tina reported we will have 23 sponsors attending and have 36 total sponsors including 3 new. All have paid up. Don will reconcile with Tina.

Membership

Greg reported we started the year at 214 and the activity during the year has resulted in 192 total members currently.

Audit Committee

Scott had nothing to report

By Laws- nothing to report

Nominating Committee:

Steve provided Kim's report for nominations. The activity will increase in the Fall for new nominations.

Task Force

Linda reported a phone conference will be held in May for education. Suggested topics were Meaningful use and the Governor's budget reductions. She asked for any other suggestions.

Scott and Joe are our technical contacts for the October go to meeting conference. The AZ chapter is requiring a \$25 attendance fee but attendees need to register in 2 different places. The task force will select a topic and a speaker for the October session we are required to do.

Steve will contact National to see if we can use go to meeting at any time, or just during our Oct.

Newsletter

Steve reported that Tammy will have the newsletter out by the end of April. Maria will attend LTC to gain a knowledge base necessary for this important communication.

Website

Joe reported that the standardized format isn't quite as easy to maintain. He was recognized for doing a great job in keeping our site up. Steve reported that the National site has changed and the Chapter Leader Resources is in the upper right corner. As we are gathering presentations from speakers, it would be preferable to get them in PowerPoint format.

Region Report

Steve thanked JJ for her service to the board since this is her last meeting. She will now be representing us as a region rep.

Other

Bob reminded that he will be entering Founders points. Be sure to let him know if you have committee members which are not listed on the website.

Meeting adjourned at 10:05

Respectfully Submitted,

Donald Miller, Secretary/Treasurer