



## Board of Directors Meeting Minutes February 17, 2011 – Altoona FD

**Board Members in Attendance:** Beach-Sickels, Blazek, Brockway, Craighton, Ewers, Frederiksen, Hopper, Mallinger, Moore, Morgan, Piehl

**Board Members on Conference Call:** Jorgensen, J.Hill

**Staff:** Richardson

**Proxies:** Summitt, Robinson, Smith, Stecker

**Absent:** Anderson, Buck, Libby, Ridge, Robinson, Smith, Stecker, Summitt

**Guests:** Kirk Schmidt, IDHP-EMS, Michael Triplett (on phone)

1. Call To Order – Jerry called meeting to order.
2. Welcome /Roll Call/Determination of Quorum/Proxies/Call for Conflicts of Interest – A quorum was determined. Proxies were noted. No Conflicts of Interest were disclosed. Roll Call was taken. Today's agenda approved.
3. Minutes of January 2011 meeting were handed out. Everyone reviewed minutes. Approve minutes with correction to change revenue to netted in Conference revenue noted in Treasurers report and was voted unanimous to approve minutes with changes. Changed minutes in packet for March meeting.
4. Michael Triplett – Legislative report for IEMSA discussing the Income tax credit for \$100 that went to house for further debate. He registered another bill but hasn't been assigned a House number yet for \$500 tax credit. Doesn't think it will go forward as they will amend the one for \$100 first. The house bill requiring townships to have EMS, HF 9 as an essential services has made no movement in the house. HF109 requiring school administrators to certify high schools students that offer a required HS course in EMS didn't like the concept so they struck it out.
5. Treasurer's Report – Brandon was sick so Linda provided the financials to the board for him. Per the Jan financials and approved budget will be cleaned up as we are having a Quickbooks accountant come in and fix the issues with the financials we've experienced in the reports in reclassifying where monies should go. The approved budget needs the term DRAFT taken out and resent to the board, and will be in March packets to them. Linda and Ginny working on the difference in Accrual accounting and Cash accounting and Linda explained the difference. We need to change all cost of when they were spent in the system per each budgeted item. We should have accurate report to the board for March after the cleanup in early March at the office. Linda asked board members what data did they want to see in the report each month. Prepaying conference registration is working in our favor as we don't have Outstanding Sales Debt lingering each month like in previous years. Cleaning up this report is helping with that. A motion was made to table minutes from January Financials until cleanup from accountant is made and until we get CPA recommendations. EMS Leadership conference was successful offering membership with conference registration in Muscatine. Expenses for EMS Saturday was held to a minimum with just a few dollars going to mileage, honorariums, etc. EMS Leadership conference in WDM needs to be revisited where we hold it as the Marriott charges a lot of money for what we get. Marketing the event the way we did was key to getting over 90 attendees to this event. We did budget much more on this event than what it cost us though. The executive committee spent 2 ½ days together building the budget and many hours of phone calls were made in the process and we found that we had under budgeted our Lobbyist fees of \$2500. It was discussed if we should amend the budget for this or keep it and revisit it at a later date to see where we stand. Maybe cut from entertainment expenses to keep lobbyist fees possible. So it was motioned to table the treasurers report. Vote was unanimous.
6. Medical Director – Dr. Forslund – No report per John.
7. Office Administrator's Report – G. Richardson – Booth help was needed and Jan took over the booth registration and coordinating of booth registration and items. Those who will help with booth merchandise will contact and let know when to pick up stuff. Jerry will take merchandise to Curtis Hopper for Kirkwood conference and drop off at Curtis. Jan questioned what determines if we have a booth or not since it impacts her budget for merchandise and marketing. Should we just have a booth set up there for P/R and membership reason to be there. Board members need to volunteer time to work the booths and see if it's cost effective to have it with merchandise or not depending on the turnout of the event. Thomas Craighton felt that just being at the conferences representing IEMSA made an impact to the individuals that attend the conferences. Kristi discussed what she does to recruit new members into IEMSA and shows those that stand out in the crowd of attendees. Agreed to give Key Chains to new registrations at events.

8. Bureau of EMS Report – Kirk Schmitt – Four chapters of rules, 131, 132, 134, 136 were open for public comment and a new 800 number for new providers to call was discussed. #132 was about placing patient data submissions on an electronic transfer, #134 was redoing trauma care facilities verification and #136 was patient submission on electronic again. Received commentary from Bureau of Vital Statistics on revised certificate of death and EMS must be aware of who pronounces death, and there is a request to modify this rule. AED for firefighters wants modified allowing a FD to utilize AED rules. Don't think AED issues will ever change as it's been going on for so long with no changes. New staff at the Bureau as Kirk is leaving and Joe will take over as interim manager as there is a No-Hire status in place at the Bureau. Kirk thanked IEMSA for partnering with the Bureau and what they accomplished together since he's been there.

## 9. Committee Reports

- Executive Committee – Jerry discussed cleaning up Chart of Accounts in systems and what we're working on with accountant person coming in.
- Conference Committee-J. Hill – Speaker committee has focused on getting the speakers lined up for the conference and pretty much have them all in place now and confirmed. They are looking to do an educator course. Bureau will do a Medical Director program in a.m. and Service Director course in p.m. Management track has been scheduled for the Thursday, and it was mentioned that we could not hold a course on the weekend and have charges for that course, so this will need to be adjusted. Honorariums are up to \$8300 so far on the budget.
- Legislative – T. Craighton – Michael Triplett discussed most of what he was to report on. If anyone wants handouts from the EMS Day on the Hill and Leadership Conference, let the office know.
- Entertainment – L. Ridge – not present, but Lee was going to check on getting a corporate sponsor for the entertainment events during the conference. BoundTree a possible fit for that as they want to discuss bidding for the Group Purchasing.
- Exhibit Hall – J. Hill – Tom asked if we could get a place for the EMS Cruise in the Exhibit Hall this year and having a raffle for a free cruise trip. Katy asked if there was a way we could get agriculture equipment into vendor hall for a course in extrication of agriculture safety course. Katy will get more details as to what type of equipment is needed. Katy will have individual call Ginny so she can work with one of her co-ops in sponsoring this event.
- Honoring our own – T. Summitt – Same format as each year before only doing something different for table of honor. Please email Tom Summitt any recipients you know of that should be in the honoring our own ceremony for November.\
- Registration Committee – R. Robinson Possible move to do away with the committee as it's really the same each year. Maybe if we do t-shirts at registration there may be a need for it. Maybe set up a Credit Card table at registration and have a cut off date of registration so we don't get those saying the checks in the mail. Will work on trying to make it more efficient through the registration process.
- Voice – K. Brockway – We will do 4 versions of the Voice for 2011 and will try to have the first issue out by February or early March. Other months decided were April in print for EMS week, July email version, October version is Conference brochure to be printed but will need to be mailed now in August, and a December issue that discusses new board members and conference items. Budget for the Voice is \$10,000.00 and it includes the Voice, internet, eNews, etc. We will come back and visit the costs involved in the issues of the Voice. We also discussed doing a possible training module on line for the CEH piece in the Voice. Will work with Cheryl to put that together. If you have something that needs to be in eNews, you need to send it the way it needs to be posted in eNews as time is of the essence.
- Membership – Individual – J. Beach – Sickels – Working on a slideshow to give to all board members to help recruit new members to IEMSA. Having a raffle or drawing on all new members a possibility.
- Membership – Affiliate – D. Mallinger – Working with affiliate membership to figure out what we need to do to get those who are not member affiliates to join. He has a list of those who are not affiliates now and will try to get them to join. Maybe put new members in eNews or something on the web by adding a new page to the web for New Members.
- Membership – Corporate – J. Ewers – Jerry said they exceeded expectations when John and him hit the vendor hall during conference to recruit new Corporate members and keep old ones. Corporate membership was higher than what was expected for 2010 and Jerry wants to keep in front of the sponsors so communication with them is key to making this successful.
- Marketing/Web – J. Beach-Sickels – Working with Mike to update web. Jan will work with Ginny to set up tubs for booths at conferences instead of getting everything ready the day before. Jan is working with Mike to do a revamp of the webpage and get rid of old items on the web and in brochures.
- EMS Week – Katy Hill – Revamping EMS Week and will changed the memorial service to a pastries, coffee and juice reception prior to the event. West Des Moines has agreed to share in the festivities of allowing us to hold this event there again. Have the Honoring our own presentation scrolling on wall in reception area. Maybe offer a drawing or prize during EMS week if they join from April 1 through EMS week. Need to start promoting the EMS Memorial Ceremony in eNews each week. Angie brought up the idea of GEO Cashing and holding a community awareness program and discussed how this works. Maybe fill bag with IEMSA information.

- Leadership Academy – John Hill – discussed working with Kirkwood to hold Leadership Academy and putting together a plan for a Fall date. We just need it to work around the Conference in November.
- EMS Cruise – T. Summitt – Wants to do something in Vendor Hall. Cannot guarantee a place there however. Discussed doing a raffle with other states for a free cruise. Possible way to earn money for this event.

#### 10. Old Business –

- 2011 Board Meeting dates were updated and approved and inserted in board packets. Just a reminder though that May meeting will be held on May 9<sup>th</sup>, the night before the Billing Conference in Ames, IA.
- Allied entities were changed on the agenda and the format of the agenda. Need to make sure these allied entity positions are still active organizations on the list and if those on here representing them want to be. Linda is going to check on some of them. Need to get email addresses for these individuals and send to Ginny to include in agenda/meetings. Homeland Security to change to Curtis and Jerry. Jerry will contact others to see if they are interested in being involved. Linda discussed the 5 key factors that the NTF wants in ambulances. John gave a nice presentation over the State EMS Network Association meeting. Cheryl said new Training Program will be discussed in April of 2011 meeting.

#### 11. New Business –

- Chart of Accounts – Quick overview and what we are working on to make sure everything is allocated correctly. This should help with budget next year.
- Storage unit issue – We need to get rid of the stuff in storage so we don't take a \$90.10 hit every month housing these items. Maybe get rid of metal IEMSA sign and budget for a new vinyl sign. Items in storage aren't worth storing the stuff monthly. Take pictures and see if we can get rid of stuff, possibly ask for donation for these items. Track where items go and work with Pittman to make sure they have been completely depreciated.

Motion to Adjourn and vote was unanimous.