



Board of Directors Meeting Minutes April 21, 2011 – WDM Safety Building #19

Board Members in Attendance: Beach-Sickels, Buck, Ewers, K. Hill, Moore, Robinson, Sargent, Stecker, Smith, Summitt

Board Members on Conference Call: Blazek, Frech, J. Hill, Jorgensen, Morgan, Piehl

Staff: Richardson

Proxies: Craighton, Frederiksen, Mallinger, Hopper, Brockway, Ridge

Absent: Libby,

Guests: Joe Ferrell, IDHP-EMS,

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. Jerry welcomed James Sargent to the board and asked board members to go around the room and introduce themselves. Motion to approve agenda was voted unanimous.
3. Minutes of from March meeting was revised and sent out by Jerry w/o edits. Everyone reviewed minutes through the meeting was voted unanimous to approve minutes.
4. Michael Triplett: No report
5. Treasurer's Report – We started with technical difficulties with email that sent out financials, but everyone received them once they were sent again from board meeting. Jerry explained that items were corrected in Quickbooks system to match up to budget and items in our P&L's for future reports. He also had the budget added to the reports the board receives. Going down the P&L's for March 2011 and Jan-Mar 2011, memberships were up due to Regional Conference held and new membership obtained from them. CEH scanning income was up since we received monies in from recent conference. Nat'l Network Meeting is on a zero budget, but it's a wash on the budget as sponsors were obtained to pay all expenses incurred for this event, Jerry explained. He also explained the needs for this committee and future dates were given and locations. Income shows at a loss for March, however it was because it was broken down by months. Individual membership all in all are down because membership usually get renewed during conference time. Expenses on Credit Card processing fees were minimal due to nothing going on this month. Lobbyist fees were paid and discussed the difference in payout and budgeted for 2011 difference. A \$1000 scholarship was paid out for 2009 award recipient Anne Smith from Algona for completion of her training. Conference expenses are at zero. We are much better off than in previous years at this same time. Insurance is still due and also venue rental, but we are still waiting on those invoices. After cleaning up membership software we are realizing we will be paying a lesser amount on insurance with less memberships. Balance sheet under accounts payable and payroll is where we want to be at. Undeposited funds were explained as it was waiting for credit card receipts to go through bank before reconciling. Leadership Academy does not have an expense line item, but will make changes to reflect that. Motion to approve Financials was motioned by Tom and seconded by Brad to approve. Vote was unanimous.
6. Medical Director – Dr. Forslund – No report.
7. Office Administrator's Report – G. Richardson – Jan helped with inventory and membership software updates. Thanked Jan for her help.
8. Bureau of EMS Report – Joe Ferrell – Not any significant changes from last month but they had an Advisory Council Meeting the week before. They are watch HS6528. Looking at a home to establish for EMS Bureau. Federally undecided as to which department it should work out of. The Governor vetoed 1st EMS budget so they are waiting to see what happens to budget #2. Bureau of EMS has 4 regions now to support and with the short handed group, some things are taking longer to take care of. Renewal cards were sent out with instructions and Jerry wanted the Bureau to know that it was beneficial.
9. Committee Reports
 - Executive Committee – Linda and Jerry have been working on getting budgets and financials corrected for board. They are also taking care of complaints and issues they have received.

- Conference Committee-K.Hill - Katy said schedule was near completion with just a couple confirmations they are waiting on. Budget is looking good for honorariums. Angie explained how we might find sponsorship for the events at conference and sponsor could charge back as a donated session by contribution from speakers. SWCC was never sent a thank you for their help in the CEH's they help make available for us. Jerry will send a thank you to them for their involvement.
- Legislative – T. Craighton – Nothing to report.
- Entertainment – L. Ridge – Lee was not there, but Lee is taking care of contract with Johnny Holm Band. 2011 Entertainment venue has already been contracted for 2011 and will be held at the Events Center this year. Lee is supposed to be working on getting a sponsor the for event.
- Exhibit Hall – J. Hill – Jorgensen will contact Ginny and get info on Exhibit Hall info.
- Honoring our own – T. Summitt – If you have anyone that you would like in the Honoring Our Own ceremony, please get to Tom as soon as you can.
- Registration Committee - Nothing new to report
- Voice – K. Brockway – Kristi and Cheryl sent out dates for the Voice and when articles and deadlines were due. The Voice should be mailed out first week of May before EMS Week. Need help getting info on eNews at the office. Brad requested a Save the Date for Leadership Academy.
- Membership – Individual – J. Beach – Sickels – Going through correcting items in the membership software and trying to figure out how to change the process of registering for Conference with membership at the same time was discussed. Jerry is going to send email to EMS group and find out how their membership process works. Jan would like to know how many CD's to burn for the Individual membership program they've built. Possibly get a sponsor to donate thumb drives with the presentations on them.
- Membership – Affiliate – D. Mallinger –No new information to report.
- Membership – Corporate – J. Ewers – Jerry challenged the board to get new Corporate sponsors in their area. Found out during the EMS Network Meeting it wasn't difficult to ask individuals to sponsor and get the dollars we need to sponsor us.
- Marketing/Web – J. Beach-Sickels – Merchandise inventory is now done. Will make updates on merchandise on the web with Mike. Booth request for September at Spirit Lake. We now have two tubs available if any board member wants to man a booth, just call office and get the new conference tubs for these events. Jan is now able to order shirts individually.
- EMS Week – K. Hill passed around the samples for the program and invitations that were sent out to the families of those being honored. Everything is lined up for the event. They are also working on the Geocashe and the faceshields they purchased for this have been received.
- Leadership Academy – Brad Buck reported on when to have the event and is setting up the venue with WDM. He has contacted Jon Politis and he has agreed to do this and not charge travel fees since he will be going through at the same time. Advertisement early is key in getting interest in this event and we hope to get enough so that it does not get cancelled but will need a cancellation clause so that it doesn't impact IEMSA bottom line.
- EMS Cruise – T. Summitt – New cruise line will be heading up the event for our next cruise. Tom also would like to have a small table set up at the conference to give out cruise material for this event.

10. Old Business –

- Storage shed needs cleaned our immediately. Biggest issue is the IEMSA sign and Brandon has agree to get it out by next weekend. Bob Libby will store it for us, he just needs to get it there. 2 desks are still in storage and will try to find a home for those before months end. Take pictures of these items.
- Allied Entities were named by Jerry and which individuals were appointed for those entities. Rose has agreed to be our contact person for TSAC and Jerry will invite her to our May board meeting.

11. New Business –

- Closed Session

12. Motion to Adjourn and vote was unanimous.