



MEETING
FCLB Board of Directors
Tuesday & Wednesday, May 3-4, , 2011
Marriott, Marco Island, Florida

APPROVED MINUTES

*NOTE: Minutes are not totally chronological,
as discussion and motions related to a specific agenda item are consolidated under that topic.*

PRESENT:

OFFICERS:

Daniel Saint-Germain, D.C., President
Lawrence O'Connor, D.C., Vice President
LeRoy Otto, D.C., Treasurer
Oliver "Bud" Smith, Jr., D.C., Immediate Past President
- not able to attend due to NBCE commitments

EXECUTIVE BOARD OF DIRECTORS:

Carol Davis, D.C., District I Director
Gary Pennebaker, D.C., District II Director
Ali Jafari, D.C., District III Director
Maggie Colucci, D.C., District IV Director
Farrel Grossman, D.C., Board Chair & District V Director

ADMINISTRATIVE FELLOW DIRECTOR:

Larry Spicer, D.C., Administrative Fellow Director

ALTERNATE DIRECTORS:

Donn Fahrendorf, D.C., District I Alternate Director

STAFF:

Donna M. Liewer, Executive Director
Joan Carl, Finance & Benefits Manager
Julie Finn, Executive Assistant
Bridget Seader, CIN-BAD and Program Administrator

LEGAL COUNSEL:

Dale Atkinson, J.D., Atkinson & Atkinson

MEETING DETAILS

- I.** Dr. Grossman called the meeting to order at 8:55 a.m., May 3, 2011. Ms. Liewer noted board members, staff, and legal counsel present as listed. Dr. Grossman noted Drs. Saint-Germain, O'Connor, and Smith would be attending the NBCE meetings as necessary.
- Dr. Grossman welcomed Dr. Davis back after her absence and also welcomed Dr. Fahrendorf as the District I Alternate Director.
- Dr. Grossman announced there would be guests from the New Zealand board and the Australian board joining the meeting approximately 2:00 p.m. and 3:00 p.m. respectively.

- II. Dr. Grossman noted the minutes of the March 8, 2011 meeting were previously approved by e-ballot.

CONSENT AGENDA

M/S Spicer / O'Connor to approve the motions in the consent agenda as presented excluding VII which did not apply. *Passed, no opposition*

CONSENT AGENDA MOTIONS:

1. To ratify all electronic minutes and ballots since the last in-person meeting in January 2011.
 - 1.1 To approve the president's nomination of Dr. Gary Pennebaker to Bylaws & Resolutions committee.
 - 1.2 To approve the minutes of the 3/8/11 board meeting.
2. To approve the board of directors' meeting agendas as presented and modify as needed to accommodate guests.
3. To approve the audit of the 2010 fiscal year as provided by Anton, Collins & Mitchell, LLP, certified public accountants. (Distributed to the board and Finance Committee via e-mail 3/11/11.)
4. To reaffirm the following conference policies:
 - 4.1. The board's traditional policy on attendance and participation at the FCLB board of directors meeting.
 - 4.2. The board's traditional policy on conference spokespersons.
5. To reaffirm the traditional FCLB committee appointment protocols as presented.

LEGAL MATTERS

III. Legal Issues

M/S O'Connor / Pennebaker to go in to executive session 9:00 a.m.
Passed, no opposition

Staff and legal counsel were invited to remain.

M/S O'Connor / Davis to exit executive session 9:03 a.m. *Passed, no opposition*

M/S Spicer / Pennebaker to amend the FCLB policy on executive session as proposed to apply to the Executive Committee as well as the Board of Directors. *Passed, no opposition*

GOVERNANCE

1. Financial Report

1.1 Budgetary Issues

Dr. Otto reviewed the financial reports as presented in the member notebooks,

highlighting changes since the March board meeting and reviewing the board designated reserved funds and the Wolfson Student Leadership fund. The board expressed its appreciation to Dr. Wolfson for his continued contributions to this fund enabling the FCLB to offer scholarships to upcoming D.C.s and introduce them to chiropractic regulation.

Dr. Otto noted supporter contributions are up \$3,000 over 2010. Dr. Grossman thanked Drs. Otto and Colucci for their help in securing the supporter contributions. Dr. Colucci commented on the additional participation by organizations that had not contributed in recent years.

Dr. Saint-Germain was thanked for his insight to have FCLB in attendance at more of our stakeholder's meeting, bringing greater interaction and cohesiveness among our peers.

By consensus, as a cost and time saving measure, the board agreed FCLB should offer the 2012 conference registrants the option to receive their meeting materials electronically rather than in a notebook.

There were no questions.

1.2 Board Travel

The president determined there would be seven per diem days and seven honorarium days paid for board travel.

1.3 Conference Finances

1.3.1 Registration Summary

Joan Carl referred the board to the report in their materials noting 134 is the projected number of attendees. It was observed that due to economic conditions, CBAC attendance was down to 8 compared to 13 in 2010.

The board discussed the idea of trademarking a product that could be sold year round on our website.

1.3.2 Conference Support Program

At NBCE's request, the board agreed that funds received from them for future conferences would be considered "shared conference expense" not conference support.

Dr. Colucci discussed ideas for securing long term commitments for conference support. She will continue to research how FCLB can offer and profit from a long term supporter program.

Ms. Liewer reviewed the board's current policy concerning conference support. The board considered the idea of offering supporters the opportunity to participate in a panel discussion of a specific topic during one of the general sessions. Further discussion was tabled until the July Long Range Planning meeting.

1.3.3 Attendee Scholarship Program

There was discussion about offering a scholarship program to help member boards send their delegates and executive directors. Staff was asked to develop a PowerPoll to find out if boards could accept the money if a scholarship was offered. Boards will be reminded that FCLB is a 501 (c)(3) non-profit corporation.

1.3.4 Adjusting Table at Conference

The board discussed the logistics of having an adjusting table available at conference noting it would be a good example for member boards to move forward with a travel to treat program. Discussion was tabled until the July Long Range Planning meeting and will be put on the District meetings agenda.

1.4 Finance Report to Members

Dr. Otto referred the board to the written report in the member notebooks and presented the PowerPoint to be given to the members at the Saturday Annual Meeting. NBCE funding was clarified. The finance committee will review the PowerPoint on Thursday. The membership report was approved by consensus of the board.

2. FCLB Board of Directors

2.1 Board Policy Handbook

Legal counsel has completed its review. Staff was requested to distribute the draft Board Policy Handbook to the board by June 1st. The board is to review and communicate any suggestions or comments to Ms. Liewer by July 1st. Ms. Liewer will compile all suggestions and comments and distribute to the board by July 15th for final review prior to the Long Range Planning Meeting.

2.2 Long Range Planning Meeting

Dr. Saint-Germain announced the meeting will start Friday, July 22nd at 2:00 p.m. The meeting will conclude Saturday, July 23rd approximately 5:00 p.m. Potential travel days are Thursday and Sunday. Those desiring to depart on Saturday should schedule a 7:00 p.m. or later flight.

It was the consensus of the board to invite Dale Atkinson, legal counsel, to attend.

Travel itineraries should be forwarded to Julie Finn.

3. FCLB Bylaws

The board reviewed the two proposed bylaws amendments in the attendee notebook.

4. Membership Issues

4.1 Membership Report

Joan Carl referred members to their materials. Australia and New Zealand have each submitted an application for membership in the FCLB which will be voted upon at the Thursday business meeting. New Zealand submitted one delegate for voting and Australia did not submit a delegate for voting as this matter is being reviewed by their new regulatory officials.

Discussion followed concerning who is allowed to make the member dues payment. The Chair deferred the discussion to the following day pending legal counsel designing appropriate language.

4.2 Recruiting & Retaining Members

The Board reviewed options presented on a memo by Dr. Shilts to offer a board that is unable/unwilling to pay membership dues. Discussion followed including the need to set parameters for the district directors to know what their position and responsibility is to the boards in their district.

Dr. Saint-Germain appointed Dr. O'Connor to chair an ad-hoc committee consisting of Drs. Grossman, Colucci, and Jafari to determine the possibility of hiring a public relations firm to help with recruiting/maintaining members.

Ms. Liewer commented on the stakeholder luncheon held in Hollywood at the 2009 conference inviting specific member boards and questioning them about if and how we can better meet their needs and offering to have an FCLB representative attend their board meeting to promote its programs and services. Members at that time said no to the FCLB visit but instead requested small bites of information on a regular basis. This has been done and is ongoing.

4.3 Review of Member Removal Process

Dr. Spicer suggested language in the bylaws should be clarified concerning is the removal of a non-dues paying member discretionary and what rights and privileges does a board have if voted out. Legal counsel advised the policy can be changed by the board. Discussion will continue at the Long Range Planning meeting.

OPERATIONS

5. Personnel

The personnel handbook will be reviewed this year.

Dr. Grossman announced the contract with the Executive Director is signed through January 1, 2014, and thanked Ms. Liewer for doing an exceptional job.

6. FCLB Tech Update, Website Report

Ms. Liewer reported the final data conversion is done and is working well. The redesign of CIN-BAD has taken longer than anticipated. The program will not go live to the public until full staff is back in the office and the CIN-BAD system is fully tested. Bridget will be notifying and educating all the member boards about how to use the new CIN-BAD interface. Bridget Seader presented a PowerPoint demonstration of the new CIN-BAD program. The board and Ms. Liewer commended Bridget Seader for her work.

7. Committees

7.1 Committee Meetings

The Model Practice Act and the Sports Mobility Task Force committees will be meeting during conference week.

7.2 Conference Committee Appointments

Report of the president's appointments

Minutes: Dr. Shannon Gaertner-Ewing (ID), Chair
Dr. Keita Vanterpool, (DC)
Dr. Shane Javersak (OK)

Credentials: Dr. David Hayes (QC), Chair
Dr. Lynn LeBel (MA)
Dr. Chad Abercrombie (CO)

Tellers: Dr. Marc Gamerman (MD), Chair
Beth Carter (OK)
Dr. Hank Hulteen (SC)

Dedication to Service (*International Pledge*): Dr. John Loveday (NZ)

Installation of New Board of Directors: Dr. Oliver (Bud) Smith (TX)

FCLB PROGRAMS & SERVICES

8. 2011 Conference: Marco Island, Florida

8.1 Overall Schedule & Events

Ms. Liewer described the schedule and events.

8.2 Annual Business Meeting

8.2.1 Review Business Meeting Agenda

The business meeting will be held on Thursday and Saturday. The Thursday meeting will be to admit the New Zealand and Australia chiropractic boards. The Saturday meeting will be the regular business meeting.

8.2.2 Nominating Committee Elections

The nominating committee will be elected at the Saturday meeting. District directors were requested to speak with potential candidates and those who will nominate them regarding procedures for nomination. Those interested in serving should be reminded they cannot run for office during the year of their service.

8.2.3 Bylaws and Resolutions

The Bylaws and Resolutions committee will meet Friday at 3:00 p.m. Three committee members will be in attendance personally and two members will join by conference call.

8.3 Concurrent International Meetings

Ms. Liewer explained some of the support the Australia and New Zealand boards are seeking as they join the FCLB.

8.4 Awards

The awards ceremony will be held Saturday morning.

8.5 Promotions

Promotions for the 2012 Annual Conference and 2011 District meetings will be distributed throughout the conference.

9. Future Annual Conferences

9.1 The 2012 conference is scheduled for San Antonio, Texas at the Hyatt on the Riverwalk.

9.2 The 2013 conference is scheduled for San Francisco at the Grand Hyatt. The hotel contract is signed pending a site visit to take place in September 2011.

M/S Jafari / Saint-Germain to hold the 2014 annual conference in Myrtle Beach, South Carolina. *Passed, no opposition*

10. District Meetings

Julie Finn referred the board to their materials for an overview of the district elections. Promotions for the fall regional meetings will be distributed at the district breakfasts on Saturday morning and are also in the member notebooks.

11. PACE

11.1 PACE Committee and Review Team meeting will be August 4-7, 2011, in Park City, Utah. Members have been notified.

11.2 PACE Vacancies

Julie Finn reported for Kelly Webb that Bridgeport has been contacted. Dr. Saporito will be stepping down and Dr. Lehman has been nominated to serve on the review team. A request has been sent to NYCC. Dr. Ventimiglia is eligible to serve one more term.

11.3 PACE Fee Structure

M/S Davis / Colucci to retain the PACE pass-through recordkeeping fee per course at \$1/hour, not to exceed \$10. *Passed, no opposition*

11.4 Increasing PACE Participation

The board discussed continued interaction with boards and colleges to answer questions and help them come on board with PACE.

12. CIN-BAD

Board members were referred to the written report in the attendee notebook.

REGULATORY ISSUES

13. Scope Issues

The board was referred to their materials for updates on issues in Alabama, Texas, and Minnesota. Dr. Shilts (MA) has researched every definition of legend drugs and will include his findings in the Model Practice Act discussions.

14. Accreditation

Dr. Saint-Germain and Ms. Liewer discussed the various chiropractic accrediting bodies in the world and noted Dr. Joseph Brimhall, President, CCEI and past president CCE-US, would be presenting on this topic at tomorrow's board meeting.

15. Certified Clinical Chiropractic Assistants

Dr. O'Connor reported NBCE's position on developing the exam. Further discussion was deferred until the Wednesday board meeting.

16. International Issues

16.1 WFC/FCLB Forum on Mobility

Drs. Saint-Germain and O'Connor reported on the WFC/FCLB Forum on Mobility that was held in Brazil. There were approximately 35 countries in attendance and the response was good with lots of interaction among attendees. Ms. Liewer reported there is potential interest in Mexico becoming an FCLB member.

Dr. O'Connor and Donna Liewer are serving on the committee for organizing the next meeting. Dr. O'Connor complimented Ms. Liewer for her quality and quantity of work for this forum.

16.2 New Zealand

Guests, Dr. John Loveday, President, and Ms. Debby Ramsay, Executive Director, were welcomed by the FCLB board members. Dr. Saint-Germain expressed FCLB's appreciation for New Zealand's dedication to chiropractic regulation. Dr. Loveday spoke on behalf of the New Zealand board expressing their appreciation for the opportunity to liaison with the FCLB and presented a gift to the FCLB. He then discussed some of the current projects of the New Zealand board.

16.3 Australia

Guests, Dr. Peter Bull and Dr. Mike Shobbrook of the Australian delegation were welcomed by the FCLB board members. Dr. Saint-Germain expressed FCLB's appreciation to have the Australian board joining the membership. Drs. Bull and Shobbrook discussed the changes in regulation in Australia and how they are addressing mobility.

17. Examinations

There were no reports.

STAKEHOLDER INTERACTION

18. Recent Meetings

18.1 ACC/RAC - Dr. O'Connor, Dr. Saint-Germain, and Ms. Liewer attended the recent meeting in Las Vegas. ACC is working on defining the term primary care physician. There was discussion about the differing requirements by various regulatory agencies for a passing score on NBCE exams. Participation by FCLB in this meeting continues to be valuable to chiropractic regulation.

18.2 WFC Congress Meeting - Brazil

There was a large attendance including many students. The agenda was very tight. Much of the discussion centered around mobility with the Olympics and World Cup.

19. Upcoming Meetings

19.1 ECU Annual Meeting, June 2-5, 2011, Zurich, Switzerland

Dr. Saint-Germain will attend representing IBCE.

19.2 Chiropractic Summit XIII, June 2, 2011, Marietta, GA

Dr. Grossman will attend representing FCLB.

19.3 FCLB Board of Directors Conference Call, July 12, 2011

By consensus the board agreed to postpone this meeting and combine it with the Long Range Planning meeting in Greeley to be held July 22-24, 2011.

19.4 Long Range Planning / Board Of Directors Meeting, July 22-24, 2011, Greeley, Colorado.

19.5 FARB Leadership Conference, July 29-30, 2011

Donna Liewer will attend serving as FARB president, and representing FCLB.

19.6 PACE Committee & Review Team Meeting, August 4-7, 2011

Drs. O'Connor and Colucci, Ms. Liewer, and Kelly Webb will attend.

19.7 FCLB Districts III & V, September 8-11, 2011, Halifax, Nova Scotia, Canada

Bridget Seader will be assisting.

19.8 CLEAR Annual Meeting, September 8-11, 2011 - not budgeted

19.9 FCLB Board of Directors Teleconference Call, Sept. 13, 2011, 6:30 p.m. MT

19.10 ACA House of Delegates Meeting, Sept 14-17, 2011 - not budgeted

19.11 FCLB District I & IV Meeting, Sept 22-25, 2011, Whitefish, Montana Ms. Liewer will be assisting.

19.12 WFC/ACC/CIAPP Education Conference, Sept 26-29, 2011 - not budgeted

19.13 FARB Attorney Certification Seminar, Sept 30 - Oct 2, 2011, Park City, Utah

Donna Liewer will attend serving as FARB president, and representing FCLB.

19.14 FCLB District II Meeting, October 13-16, 2011, Fort Walton Beach, Florida

Julie Finn will be assisting.

The meeting was recessed at 4:46 p.m. until Wednesday morning 8:30 a.m.

Wednesday, May 4, 2011

Marco Island, Florida: Marriott

Dr. Grossman called the meeting to order at 9:18 a.m. Board members, legal counsel, and staff continued to be present as listed the previous day. It was noted that Dr. Spicer would be attending both the CBAC and FCLB meetings as possible. Staff will be attending to additional conference duties as necessary.

In preparation for the Long Range Planning meeting in July, Dr. Grossman challenged board members to write down the 20 most popular questions that they are asked as a federation board member and what directors think is an appropriate answer.

1. District I & IV Meeting, Sept 22-25, 2011, Whitefish, Montana

Dr. Fahrendorf gave an internet presentation showing the Whitefish Lodge and surrounding area and activities. The lodge has a free shuttle to/from the airport.

2. Membership Dues Payments

Legal counsel, Dale Atkinson, advised the board to develop a policy that permission to pay member dues must be granted from the authoritative position of the regulatory board.

3. Mobility

Ms. Liewer gave a brief PowerPoint presentation, "Identifying the Roadblocks to Mobility," which she used as a teaching tool at the FCLB/WFC Forum and will be presented to conference attendees. Attendees will be encouraged to discuss what are the major issues to implementing mobility and do they just create barriers or protect the public.

4. Accreditation

Guest, Dr. Joseph Brimhall, addressed the board regarding accreditation and the role of the CCEI followed by a question and answer session.

5. Long Range Planning Meeting, July 22-24, 2011, Greeley, Colorado

Dr. Smith was invited to attend the Long Range Planning meeting.

NEW BUSINESS

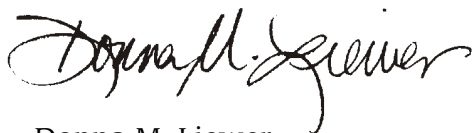
6. New Business

There was no new business.

7. Announcements

Board members were reminded that the new board was scheduled to meet on Saturday, May 7, 2011, following the conclusion of the annual business meeting and educational program.

M/S O'Connor / Davis to adjourn at 11:50 a.m. *Passed, no opposition*



Donna M. Liewer
Recording Secretary

With appreciation to Joan Carl and Bridget Seader for assistance with the Minutes