



MEETING
FCLB Board of Directors
Tuesday, July 12, 2016
Via Telephone Conference Call

MINUTES

**Federation
of Chiropractic
Licensing Boards**

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

PRESENT:

OFFICERS:

Farrel Grossman, D.C., President
Maggie Colucci, D.C., Vice President
Kirk Shilts, D.C., Treasurer

EXECUTIVE BOARD OF DIRECTORS:

Carol Winkler, D.C., District I Director & Board Chair
William Rademacher, D.C., District II Director
Keita Vanterpool, D.C., District III Director
Cynthia Tays, D.C., District IV Director
Ned Martello, D.C., District V Director

ADMINISTRATIVE FELLOW DIRECTOR:

Patricia Oliver, Administrative Fellow Director

ALTERNATE DIRECTORS:

Corey Rodnick, D.C., District II Alternate Director

STAFF:

Jon Schwartzbauer, D.C., Executive Director
Bridget Seader, CIN-BAD/Program Administrator

MEETING DETAILS

- I. Call to order, roll call, announcements
Dr. Winkler called the meeting to order at 4:06 p.m. MDT, July 12, 2016. Dr. Schwartzbauer noted board members, alternates and staff present as listed.

Dr. Schwartzbauer noted that Dr. Otto would not be present on the call and Dr. Shilts has another meeting in an hour.

Dr. Schwartzbauer called for an integrity check. There was nothing to disclose.
- II. FCLB Master Calendar
Available on-line at the BOD private section of the website.

CONSENT AGENDA

III. Consent Agenda Motions

- A. Standing Rules
- B. Board Meeting Agenda
- C. 2016 Annual Business Meeting Minutes
- D. Minutes

Minutes for the April 26, 27 and 30, 2016 meetings were approved previously via e-ballot and posted on the FCLB public website.

M/S Tays / Vanterpool to approve the consent agenda including standing rules, agenda and meeting minutes previously approved. Motion Passed, no opposition

E. Board Policy Manual

1. Fund Raising - 5.12

Dr. Winkler referred the board to page 27 in the book. Dr. Colucci suggested bringing vendors to our next conference (if space was available), that are PACE-approved providers.

Dr. Colucci would like to attend the FCA meeting to solicit vendors interested in getting exposure to regulators. Dr. Winkler asked Drs. Grossman and Schwartzbauer to visit with the attendees at FARB this weekend and see if they can come back with how we would vet/choose/extend an invitation. Dr. Schwartzbauer commented we have a PACE committee and review team and that this could possibly be incorporated into part of their job.

Dr. Grossman feels we can instruct one of our PACE committees to vet vendor candidates.

2. Investment Policy

Dr. Grossman reported that he and Dr. Shilts have been working on this and will have something ready within 60 days. Dr. Shilts also commented that he has spoken with an attorney and we need to put together some IRS letters to explain to the donors what the tax implications are.

LEGAL ISSUES

IV. Legal Issues

Nothing to report

GOVERNANCE

1. Financial Report

1.1. Budgetary Issues

- A. Status Report as of 5/31/2016
- B. Income & Expenses Report as of 5/31/2016
- C. Job Cost Reports as of 5/31/2016
- D. Board Designated Reserve Funds as of 5/31/2016

Drs. Shilts and Schwartzbauer referred the board to the written reports. Dr. Schwartzbauer reported that we have received a few bids for new auditors.

1.2. Conference Finances

Dr. Rademacher questioned the Illinois dues coming from outside the Board. Dr. Schwartzbauer explained that we are working with a third-party agency to get a portion of the funds from them.

Dr. Tays noticed that according to information on page 33, meeting expenses were down. Dr. Schwartzbauer stated we have cut down on a lot of people traveling this year as opposed to last year.

2. FCLB Board of Directors

2.1 Mid-Year meeting dates (Greeley, CO)

Dr. Schwartzbauer reported that we did decide on the weekend of January 6 & 7, 2017 but we need to clarify which days you prefer. The general consensus was arrival on Thursday, meet all day Friday and Saturday morning and then be done.

2.2 New date for future Mid-Year meetings

A. Meet during COCSA Meeting or NBCE Mid-Year meeting in the Fall 2017
Dr. Shilts suggested postponing this discussion until we know NBCE's plans.

2.3 Updating the FCLB Logo

Dr. Grossman reported that after a cost analysis, we don't have the money to make a change at this time.

3. Personnel Issues

Nothing to report

4. Membership Issues

Nothing to report

FCLB PROGRAMS & SERVICES

5. FCLB Technology

Nothing to report

6. Committees

6.1 Model Practice Act Task Force

A. Update

Dr. Shilts has put together some of the language for the two issues that we need to include. He said once the verbiage is complete they will present it.

6.2 Fundraising Committee

A. Update

Dr. Colucci mentioned having a raffle in Orlando, stating that Florida laws will allow us to do that. We could start selling tickets at the fall meetings (asking about \$100 donation per ticket), then purchasing two seats on the cruise ship and also mentioned that Palmer would be giving CE credits. She thought it would only cost us \$2,500 to \$3,000 for two seats on the boat. After speaking with a travel agent, they informed her that generally non-profits will purchase ground-level tickets and the winner has the opportunity to upgrade if they choose.

Dr. Colucci is suggesting we do this event on Thursday evening (May 4, 2017) and offer heavy hors d'oeuvres and possibly an open bar. During the event we would

announce the winner of the cruise. Dr. Winkler and Ms. Oliver agreed that it sounds much easier than the event in San Francisco. Dr. Winkler also asked if Palmer would possibly consider donating the two tickets for the cruise.

Dr. Schwartzbauer also referred the board to page 47 stating the Florida laws regarding raffles. It has to be open to people, even if they choose not to pay. It can be a suggested donation. We will run this by Mr. Atkinson for additional consideration. Dr. Colucci also asked the board members for suggestions as to the verbiage that should be printed on the tickets. Dr. Winkler said that once something is finalized the committee can recommend ticket verbiage.

6.3 Vision Statement - AdHoc Committee

A. Update

Dr. Vanterpool thanked the staff and the committee, saying they have reviewed a list of values and felt everyone was pretty much all on the same page. Dr. Winkler asked for a report at the next meeting.

6.4 Resolutions & Bylaws Committee

A. Update

Dr. Grossman reported that Dr. Shilts is currently helping Dr. Waddell on a resolution on pediatrics for the Federation. Dr. Rademacher indicated that Dr. Waddell has written a working draft of the Pediatric Chiropractic resolution. Dr. Shilts has also cleaned up the Bylaws language regarding the nominating committee election.

6.5 CCCA Committee

A. Appointment of Members

Dr. Grossman referred the board to page 48 and said we need a committee for the CCCA program. Dr. Grossman appointed Dr. Shilts as the CCCA committee chair. Dr. Schwartzbauer will work with Dr. Shilts on filling the other two seats for the next meeting.

7. New Programs

7.1 Specialty Boards - NCCA

A. Update

Dr. Schwartzbauer talked about the accreditation process. Dr. Shilts commented that it seems as though our CCCA needs to be beefed up to guarantee quality in a certification program that is standard across the industry. He felt attaining accreditation through the NCCA would be beneficial.

M / S Shilts / Grossman to authorize purchase of the accreditation book for Dr. Schwartzbauer's use using the CCCA reserve fund. Motion passed, no opposition.

8. Annual Conferences: 2016, 2017, 2018, 2019 and 2020

8.1 2016 Annual Conference Evaluations

8.2 2017: Orlando, Florida - Hyatt Regency Orlando, May 3-7, 2017

8.3 2018: Dallas, Texas - Hyatt Regency Dallas, May 2-6, 2018

8.4 2019: Mission Bay, California - Hilton Resort & Spa, May 1-5, 2019

8.5 2020: Denver, CO, Chicago, IL or Albuquerque, NM

Dr. Winkler suggested addressing the 2020 location at our next in-person meeting.

8.6 Hotel Room Rate PowerPoll

Dr. Schwartzbauer reported that the hotel room rate PowerPoll wasn't too revealing. The current target rate is \$209 but it seems that \$230 range is more reasonable.

9. District Meetings
 - 9.1 2016 District Meeting Overview
 - A. Registration website is live
 - B. Room Block Deadlines
 - I & IV: September 19, 2016
 - II: no deadline
 - III & V: September 8, 2016
 - 9.2 District Directors training
Dr. Schwartzbauer will contact directors for training if need be.
 - 9.3 Group Activities during District Meetings
Dr. Shilts mentioned that District III & V will have a group activity while in Nashville.
Dr. Winkler commented that Districts I & IV will be touring the Olympic Training Center.
 - 9.4 Reminder: District Directors to seek out new attendees during meeting to educate about the FCLB and our Mission.
Dr. Winkler reminded the directors to seek out new attendees to educate them about our mission and the FCLB in general.
 - 9.5 2017 City Selections for District Meetings
Dr. Winkler asked the directors to come back with ideas. Dr. Vanterpool commented that Washington, D.C. has travel bans for attending certain meetings (TN, MS, NC) and felt the FCLB needed to be sensitive towards any prohibitive/discriminatory laws. Dr. Winkler said we will continue to make reasonable and prudent decisions.
10. PACE
 - 10.1 PACE Program Status
 - A. Providers / States
Dr. Grossman reported that five or six are about to become PACE Providers, and we're doing what we can to get them there.
 - B. District Directors to contact State Associations to introduce them to PACE
Dr. Colucci requested that the board continue to reach out to their State Associations, connect with liaisons, having discussions so they are aware of PACE and becoming a PACE Provider. Dr. Winkler asked about the possibility of putting together a Power Point presentation to give to individual board members to encourage them to go to their State Associations meetings much like Ms. Webb did for her last year. Dr. Schwartzbauer said that we can prepare that with some advanced notice.

10.2 PACE Review Team Membership

M / S Oliver / Tays to approve Dr. Laurel Cowie and Dr. Robert Irwin for the PACE Review Team. Motion passed, no opposition.

11. Certified Clinical Chiropractic Assistants
 - 11.1 CCCA Strategic Program Goals - Update
Dr. Schwartzbauer reported that we are working with Parker University on bringing the exam to Parker Seminars in February. Regarding advertising, our contract with the Chiro Assistant Magazine has been renewed.
 - 11.2 Maryland CCCA
Dr. Grossman commented that he and Dr. Shilts have spoken individually with Dr. Fedorczyk. Their CCCA test is a collection of questions they collected from a textbook that is no longer in production (30 years old). Until Maryland comes up with a new textbook we are unable to help them.

- 12. CIN-BAD
 - 12.1 CIN-BAD Program Update
Nothing to report
- 13. Official Directory
 - 13.1 Updated and On-line

REGULATORY ISSUES

- 14. Accreditation
 - 14.1 CCE-USA Update
No report
- 15. Member Boards: Specific Issues
 - 15.1 State Requested Power Polls
Dr. Winkler referred the Board to page 73 in meeting materials.
- 16. Examinations
 - 16.1 NBCE Exams (US)
Dr. Grossman reported that there has been some trouble with the computerized test the last two times. The next tests will be on paper until the issues are worked out.
 - 16.2 IBCE (International)
Nothing to report
- 17. Other Regulatory Bodies
 - 17.1 ICRC
Dr. Schwartzbauer reported that the last call he sat in on got dropped due to technical difficulties so he has nothing to report at this time.

STAKEHOLDER INTERACTION

- 18. Requests from Other Organizations
 - 18.1 None to date
- 19. Professional Associations
 - 19.1 None to date
- 20. Recent Meetings
 - 20.1 Board Member Training
Dr. Schwartzbauer attended a New Board Member Training offered by the American Association of Veterinary State Boards. We would like to get a feel for what our boards would be willing to pay for this and put together a nice program. Ms. Oliver said they offered a training and asked their board members to attend but because it wasn't mandatory and it was held during the week they weren't interested in going. She suggested if a training program was created, could it be held at conference as a break-out? Dr. Schwartzbauer said we could break down the material and do one topic at every conference. We will get feedback from our member boards during our fall district meetings on how best to move forward.

21. Upcoming Meetings

- 21.1 FARB Leadership Conference, July 15-16, 2016 in Nashville, TN
Dr. Grossman and Dr. Schwartzbauer are budgeted to attend.

NEW BUSINESS

22. New Business

Dr. Colucci expressed an interest in attending the upcoming FCA meeting to promote the raffle and communicate with PACE providers and invite them to our next conference. No one is budgeted to attend this meeting, and the estimated expense would be \$2,800 to \$3,000. We will need to make an amendment to the budget.

M / S Grossman / Rademacher to amend the budget to allow Dr. Colucci to attend the FCA meeting. Motion passed, no opposition.

ADJOURN

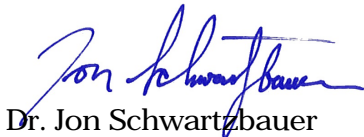
Dr. Winkler adjourned the meeting at 5:15

NEXT FCLB BOARD MEETING

September 13, 2016

4:00 PM MDT

Via Teleconference



Dr. Jon Schwartzbauer
Recording Secretary

With appreciation to Bridget Seader for her assistance with the Minutes