

MINUTES

Board of Directors Meeting

Tuesday, May 3, 2005

8:00 a.m. - 5:00 p.m.

Delta Centre-Ville Hotel ■ Montréal, Quebec

BUSINESS

- A. **CALL TO ORDER: 8:37 a.m.** - *Dr. Steve Willen*
- B. **INVOCATION** - *Dr. Rick Cole*
- C. **ROLL CALL** - *all board members present except Drs. Weathersby and Wolfson due to concurrent NBCE meetings. They joined the FCLB meeting shortly afterwards as their other meetings permitted.*

*Staff: Joan Carl, Julie Finn, Bridget Seader, Kelly Webb, and Donna Liewer
Legal Counsel: Dale Atkinson, J.D. of Atkinson & Atkinson*

Dr. Cole was thanked by the board for the leadership he has so generously offered to the Federation and the future of regulation. It was pointed out that this is the final board meeting for Dr. Connors-Allen and Dr. Wolfson, both of whom were recognized for selfless contributions to the FCLB and public protection.

D. APPROVAL OF AGENDA

M/S Tripp / Smith to approve the regular board agendas as modified for the duration of conference. *Passed, no opposition*

M/S Staint-Germain / Otto to suspend the agenda to accommodate guests as available. *Passed, no opposition*

E. APPROVAL OF MINUTES

M/S Smith / Saint-Germain to approve the minutes of the Midyear Board Meeting January 7 - 9, 2005 in Scottsdale, AZ, as presented. *Passed, no opposition*

F. OVERVIEW OF MONTRÉAL CONFERENCE PROGRAM

- Dr. Cole reviewed

the general conference program and outlined the various duties of the directors.

The board also reviewed the policy adopted last year regarding participation in board meetings by non-board members.

1. Financial Report - Dr. Smith and Joan Carl offered several financial reports:

A. General Financial Report

1. Current Bank Balances / Income & Expense Reports - reviewed the figures. Bridget Seader was thanked for her efforts with CIN-BAD, which have generated an exceptional jump in income over the past two years.
2. Approval of Audit

M/S Tripp / Saint-Germain **to approve the report of the audit of the 2004 finances by the CPA firm of Rodahl and Co. as presented, with appreciation to FCLB Finance Manager Joan Carl.** *Passed, no opposition*

3. Discussion: moving monies from PACE reserves after Montréal - The board agreed to discuss this at the July telephone meeting after the expenses for the May PACE meeting have been finalized. Concerns were voiced about the heavy development costs necessary to get the program off the ground, but the board affirmed the importance of the service initiative.
4. Proposed change for corporate VISA card - By consensus, the board encouraged staff to pursue changes in the corporate VISA card to maximize travel returns.
5. NCMIC Grant Proposal for Technology Update - The board reviewed the details of the April grant proposal to NCMIC Insurance Co. to upgrade current technology, and expressed appreciation to the organization for continued support of our public protection mission.
6. Structure of FCLB - reliance on testing income for majority of operating expenses. The board observed it might be helpful to do some regular communications with the member boards to explain that financial reliance on testing is both appropriate and common among all Federations.

B. Conference Finances

1. Financial & Registration Report (to date) - Joan Carl & Bridget Seader reported on projected attendance currently at 195, a record for the Federation. Advance registration for the various affiliate activities were also presented.
2. Sponsorship program - Dr. Willen and Julie Finn presented the 2005 report to date, and the letters of appreciation which were sent out the

previous year. Dr. Willen was thanked by the board for his exceptional work at developing the sponsorship program.

C. Financial Policy Discussions

1. Reimbursement policies were reviewed, and those eligible for reimbursement for expenses were encouraged to take note of the 90 day window to submit for payment. Additionally, Dr. Smith reminded the board that the FCLB does not reimburse for the purchase of alcoholic beverages. Consistency in authorized travel days was encouraged, with advance guidance by the board or its leadership.
2. Financial Policies - by consensus, the proposed revisions were tabled until after lunch to refine language further.
3. Investment Strategies - the current policies were presented and the board agreed no changes are suggested at this time.
4. Role of the Finance Committee / Budget to Membership - the board studied the bylaws requirements in these areas and concurred that the planned report to the membership at the Thursday business meeting is in order.

D. Finance Committee Meeting: reminder - scheduled for Wednesday, 11:00 AM - to review the audit in detail. All are welcome.

Executive Session - the board went into executive session to discuss personnel matters.

M/S Connors-Allen / Tripp to ratify the actions taken in executive session, which included contract negotiations with the Executive Director and modifications to the FCLB Employee Handbook. *Passed, no opposition*

2. Membership Roster Report

Joan Carl presented the reports, noting that the dues increase approved by the membership went into effect this year. The credentials committee task description and current registration of delegates and alternates were reviewed, with no potential credentialing problems identified at this time. Tennessee may need additional information to clarify the difference between associations of regulatory boards and professional associations.

3. Committees

A. Reaffirmation of Committee Appointment Protocols

M/S Smith / Tripp to reaffirm the Committee Appointment Protocols as presented, with no changes. *Passed, no opposition*

B. Conference Committee Appointments - Dr. Cole requested the courtesy approval of the board for several appointments.

M/S Otto / Conners-Allen **to approve the conference appointments as presented.** *Passed, no opposition*

1. Minutes Committee: Paul Morin, D.C. (ME) - Chair, Robert Coburn, D.C. (TX), Stephanie Youngblood, D.C. (NV)
2. Credentials Committee: Pamela Blanchard, DC. (MT) - Chair, Robin Lecy, D.C. (SD), Jim Anchors, D.C. (GA)
3. Tellers Committee: Farrell Grossman, D.C. (SC) - Chair, Ted Scott, D.C. (UT), Ruth Lemmon (MT)
4. Dedication to Service: Normand Danis, D.C., Quebec
5. Installation of Officers: David E. Brown, D.C. (VA)

C. Report of the Nominating Committee

As chair, Dr. Wolfson reviewed the proposed bylaws changes and the recommended slate of officers, both of which were distributed to the membership in a timely manner in accordance with the bylaws requirements.

In the event the proposed bylaws amendment is NOT adopted by the membership, the board would need to be prepared to offer two nominations to the Nominating Committee for consideration for approval by the membership during the Annual Business Meeting. A number of candidates and their knowledge and experience in FCLB issues were proposed and several closed ballot straw votes were taken.

M/S Otto / Saint-Germain **to nominate David Yoshida, D.C. (CA) and William Rademacher, D.C. (IL) as candidates for the Nominating Committee in the event the proposed bylaws amendment is not adopted.**
Passed, no opposition

D. New Board Member Orientation Project - Drs. Cole, Weathersby, and Smith reported on the filming progress to date - with appreciation to Drs. Mary-Ellen Rada and Marc Gamerman, also Kevin Earle, for developing the script. A sample will be shown at the Montréal conference. Dr. Saint-Germain's son Olivier was recognized for his outstanding contribution to develop the sample preview.

E. Ethics - No report at this time.

- F. **Fraud** - Donna Liewer reported on the increasing interest in fraud, the planned Friday morning meeting, and the ACA fraud subcommittee, on which she serves as regulatory advisor. It was agreed that discussion regarding possible distribution of the ACA's position statement on multi-disciplinary practices would be deferred to a future board meeting to allow ACA to distribute the document first.
- G. **Resolutions and Bylaws Committee** - Dr. Tripp reported there are no resolutions submitted to date for the board's review. The board studied the proposed bylaws changes in preparation for the annual meeting.

4. Reports of Recent Meetings

- A. **Parker Seminar: Las Vegas** - Donna Liewer reported on the request by Dr. Mancini for ethics presentations at two upcoming meetings. It was agreed by consensus that the President is authorized to determine who should handle the presentations and approve travel.
- B. **ACC-RAC: Las Vegas** - Dr. Weathersby & Donna Liewer reported on a successful ethics presentation and related meetings, including opportunities to answer questions about PACE.
- C. **FARB: Scottsdale** - Dr. Weathersby & Donna Liewer noted the excellent program offered by FARB in Scottsdale and some of the significant emerging regulatory law issues. Dale Atkinson described the initial groundwork on a board member training and certification program being undertaken by FARB to help train new members in all licensed professions.
- D. **ACA-NCLC-COCSA: Wash D.C.** - Drs. Weathersby & Cole, Donna Liewer discussed PACE presentations offered to representatives from the various state associations.

5. PACE - tabled until the afternoon.

6. FCLB Update of Fanelli Diagnosis Study - Dale Atkinson presented the working draft to the board, which had also been distributed earlier via electronic means.

M/S Cole / Saint-Germain to ask Dr. Wayne Wolfson to work with Mr. Atkinson regarding improvements to the draft document.
Passed, no opposition

7. Collaborative Practice - nothing new to report at this time

8. FCLB's New Image: Logo - The board reviewed the process and work of the designer to date in developing the logo, and the recommended product. It was agreed to view the design in several other colors before proceeding farther.

The meeting was adjourned for lunch and to allow the Federation representatives to participate in a joint meeting with NBCE and CCE.

The board meeting was reconvened at 3:45 PM. Roll call indicated a quorum was present.

Financial Policies - Following consultation with legal counsel and executive staff, the board approved by consensus the revisions to the Financial Policies as modified.

9. Report of other Chiropractic Regulatory Agencies

- A. Canadian Federation of Chiropractic Regulatory Boards and other Canadian Issues** - Dr. Saint-Germain updated the board regarding current projects involving the examining board and regulatory agencies. At least six provinces will be represented at this meeting. CFCRB has opened its brand new website.

The board expressed appreciation to the CFCRB for all the support with this meeting, and the cooperative efforts in programming.

- B. Other agencies** - there were no reports from other international regulatory bodies at this time.

10. Accreditation - the board noted upcoming vacancies on US CCE Board and COA, their invitation to the July 9-10, 2005, strategic planning meeting in Scottsdale and 5/16/05 deadline to RSVP. By consensus, the group authorized the President to determine who should represent the Federation at the planning meeting. In addition, they discussed the current trend for accreditation standards to move toward more outcomes-based and the subsequent regulatory implications.

The board also noted the effect on regulation of discontinuing reciprocal agreements, and studied the model standards of the CCEI. A meeting is planned later in the week to explore this further.

11. Examinations & Testing

- A. NBCE Report** - no specific information was reported by the FCLB representatives on the NBCE board.

12. District Meetings

- A. District meetings during the conference and in the fall of 2005 were reviewed.** Pending elections were also noted.

13. Miscellaneous - *Dr. Willen*

A. Designated Spokesperson Policy

M/S Tripp / Wolfson To reaffirm the designated spokesperson policy as presented. Passed, no opposition

14. Conferences - Julie Finn reported on pending plans for upcoming future conferences.

- A. 2006 - District I Site: Portland, Oregon**
May 3 - 7, 2006 (dates approved by NBCE)
- B. 2007 - District II Site: Chicago, Illinois**
April 29 - May 6, 2007 (dates approved by NBCE)

The board reported that the NBCE would like to be more involved in some of the planning for the annual conferences. It was agreed that the FCLB president will send an invitational letter with defined time parameters for participation each year.

5. PACE - Drs. Cole & Weathersby presented the following:

- A. Reviewed proposed changes to *PACE Policies & Procedures / Criteria* - discussed primary changes, noted plan to seek additional Review Team and PACE Committee input.**

M/S Weathersby / Tripp to adopt recommended changes 1, 3 and 4 and table 2 until additional input can be sought.

- B. Discussed how to encourage boards to begin to use PACE - reviewed the map of jurisdictions which report they favor PACE**
- C. Studied goals for PACE Review Team and Committee during the conference week**

There being no further business, it was –

M/S Tripp / Conners-Allen to adjourn the meeting of the board. Passed, no opposition

Members were reminded the newly installed board will meet Saturday following the annual business meeting.

Donna M. Liewer
Recording Secretary

