

REGULAR MEETING

FCLB Board of Directors

Tuesday, November 11, 2003 - Via telephone conference call
6:00 p.m. MST

MINUTES

PRESENT:

OFFICERS:

Richard L. Cole, D.C., President
N. Edwin Weathersby, D.C. Vice President
Oliver "Bud" Smith, Jr., D.C., Treasurer
Wayne C. Wolfson, D.C., Immediate Past President

EXECUTIVE BOARD OF DIRECTORS:

Steve Willen, D.C., Executive Board Chair & District V Director
Patricia G. Conners-Allen, D.C., District I Director
LeRoy Otto, D.C., District II Director
Daniel Saint-Germain, D.C., District III Director - *not able to attend*
Ron Tripp, District IV Director

EXECUTIVE FELLOW DIRECTOR:

Kevin Earle, Executive Fellow Director

STAFF:

Bridget Seader, CIN-BAD Administrator
Julie Finn, Staff Assistant
Joan Carl, Financial Assistant
Donna M. Liewer, Executive Director

I. **CALL TO ORDER / ROLL CALL** - Dr. Willen called the meeting to order at 6:04 p.m. MST. Donna Liewer called the roll, with directors and staff present as listed.

II. **ANNOUNCEMENTS** - it was noted that Donna Liewer's relocation to Greeley is complete, with much appreciation to the board and staff for their support.

III. MINUTES FROM PREVIOUS MEETINGS

M/S Weathersby / Conners-Allen to approve the minutes of the 9/9/03 meeting of the Board of Directors as presented.
Passed, no opposition

IV. BUSINESS

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1. **GUEST PRESENTATION** - *Dr. Peter D. Ferguson, President - National Board of Chiropractic Examiners.*

Dr. Ferguson addressed several issues, including his observation from the COCSA meeting the prior weekend.

He commended the Federation leadership their clear presentation of the financial status of the FCLB to the NBCE board of directors at their midyear board meeting last month. He explained the status of various funding opportunities for the Federation, noting the National Board's

ongoing financial support for our general operations including a \$50,000 supplemental grant for 2003.

He also announced the NBCE board approved the concept of purchasing more adequate facilities for the Federation to potentially generate more future income, perhaps through outside tenants and/or additional service projects. Dr. Ferguson appointed Dr. Vernon Temple to chair the team to investigate the various options, with Drs. Cole and Weathersby assisting. He assured the FCLB board that the National Board is fully supportive of the Federation and member regulatory boards.

He also described ongoing efforts to continue to streamline NBCE operations in light of declining but perhaps now stabilizing enrollments.

The Federation board expressed appreciation to Dr. Ferguson and the rest of the NBCE board for strong support of FCLB efforts on behalf of public protection and member boards. The directors noted that ongoing operations support by the testing arm of chiropractic parallels that of other professions, and also reaffirmed the Federation's commitment to generating as much income as possible from outside sources (such as CIN-BAD) to offset expenses of providing member services. This also allows us to keep the reliance on NBCE funding at the lowest possible levels without sacrificing quality.

2. FINANCIAL ISSUES - Dr. Smith reported on the current financial picture of the Federation, reviewing the 10/31/03 general status report and 9/30/03 income and expense reports.

He noted that the interim financial report for the regional district meetings was positive, with attendance holding steady as compared to the previous year. A complete final report will be provided at the midyear meeting in Denver.

In accordance with the board's new policy, Dr. Smith described expense categories which will likely exceed the original budget by at least \$2,500: legal counsel (already over as of this report) and travel reimbursement for the board of directors. In addition, professional services (accountant/parliamentarian/resident agent) are right at the budgeted amount. The board reviewed the underlying reasons.

The board also noted that due to supplemental funding by NBCE and cost cutting efforts in other areas (including not filling an open staff position), the end of the year picture is looking much more positive than originally anticipated.

Dr. Cole explained that one of the primary reasons the implementation of PACE has been delayed has been lack of adequate funding to support widespread visibility in the profession. We have also had limited ability with board and staff schedule commitments to travel as much as would have been optimal.

To that end, explaining the details about the program has been somewhat more difficult and taken longer than expected. However, it appears the delay has also allowed more people to buy into the program as they become more versed in its processes. Based on additional stakeholder input, we have also been able to make some nice conceptual refinements prior to implementation.

Dr. Cole requested the consensus support of the board to begin to spend more on the PACE program to get it rolling by May, which was affirmed. Dr. Smith will work with staff to present budgetary needs more clearly in January at the midyear meeting, and the board also recognized the need to consider midyear budget adjustments in this category as the program comes together.

Dr. Cole recommended we develop a specific rotation schedule to upgrade our information technology, and that this be set aside as outside the regular operations budget. The board noted its consensus agreement of this strategy.

Dr. Cole also suggested review of possible benefits from changing the fiscal year from Jan-Dec to coincide with receipt of our major income from annual conference and grant sources.

Dr. Willen asked to continue solicitation of outside sponsors for the annual educational conference, if it be the pleasure of the board. Dr. Otto offered to assist Dr. Willen as Dr. Weathersby will be working on the Denver program this year. Dr. Tripp also agreed to make some calls to assist the effort.

M/S Smith / Weathersby to continue the conference sponsorship program under the same model as was initiated for 2003 in Orlando.
Passed, no opposition

The board discussed the overall financial picture for 2004, including the positive news about increased space courtesy of NBCE. The additional space should enable the Federation to pursue additional service projects for the member boards. The general plan is that revenues from outside tenants might offset facility costs, and potentially provide a modest income source as well. It as noted that NBCE has kindly agreed to cover expenses associated with facility review.

M/S Smith/Tripp to proceed with investigations into expanded facilities in cooperation with the NBCE. *Passed, no opposition*

3. ACCREDITATION ISSUES - Discussion by Dr. Cole and Donna Liewer
Comments on proposed changes to CCE Standards due January 5, 2004
(Information from CCE distributed to Board previously)

- A. *Add physiological therapeutics to required courses - can be taught on or off campus -*
As our representative to this study committee, Dr. Wolfson listed the other participants and also outlined the general approach under consideration by CCE. The issue has been requested by FCLB member boards.
- B. *Policy allowing exceptions to the Standards - should it require informed consent by students? Should exceptions even be allowed, or should the Standards be changed if needed?* The board reviewed the issue.
- C. *Different definition of diagnosis -* In light of the potential impact on member boards and statutory and regulatory definitions involving practice scope, the board noted its interest in this topic. It was agreed that any draft positions regarding the definition would be reviewed by the board prior to submission.

4. REGIONAL DISTRICT MEETINGS: REPORT - *District Directors*

- A. *General Report* - regional meetings were very successful, with good participation, discussions, and networking. Most boards are very supportive of PACE and ready to utilize the service. Social events as arranged by local hosts were terrific (Dr. Ron Tripp and the OK board and assns, the Maryland board and assns, and the Kentucky board and association).
- B. *Professional Standards Committee - Beta Test of Survey* - the board noted its appreciation of the exceptional efforts by Dr. David Taylor as chair, and the rest of the Professional Standards committee. It was agreed the survey instrument as beta tested at the various regional meetings has been extraordinarily valuable, having raised numerous discussion issues.

The board advised the president that member reaction has been sufficiently mixed to warrant revisiting the tool's design, length, and intended outcomes. Appreciation was warmly extended to the committee for pushing this area to the forefront of public protection discussions. The board further expressed concerns that efforts to bring PACE on line could get sidetracked by resource needs for this survey. By consensus, the board directed that the project be tabled at this time. Dr. Cole will advise Dr. Taylor.

- C. *NBCE Ethics and Boundaries Exam* - Dr. Cole reported the NBCE has taken into consideration the various input from the Federation's regional meetings, and the exam is scheduled for March 2004.

M/S Smith / Weathersby to grant the president authority to continue to research potential grant monies to support ethics and boundaries projects for our member boards.

Passed, no opposition

5. STAFF / PERSONNEL ISSUES

- A. *Benefit Package for Hourly Staff* - continues - Donna Liewer commented that a full report will be forthcoming in January.
- B. *Executive Director's Evaluation* has been distributed to all directors - directors were reminded to return the forms directly to Dr. Cole.

6. OTHER OLD BUSINESS

- A. *Update - Dr. Stephen Foreman / Dr. Michael Stahl: monograph on sexual boundaries* - Dr. Cole reported he wrote the Foreword to this publication from a public protection viewpoint. The publication costs are being handled independently.
- B. *Update: Drs. Foreman and Stahl on-line ethics program* - discussion is continuing. The board will be given an opportunity to review the program in beta test mode as the authors have initiated private development. Mr. Earle and Dr. Mary Ellen Rada have kindly volunteered to review the material as well and report to the FCLB board.

V. NEW BUSINESS

VI. ADJOURN

Board Midyear Meeting - Denver, Colorado: *January 15 - 18, 2004*

EC arrives Thursday for Friday morning meetings

Full board meetings begin Friday at 1 PM, all day Saturday

Members were reminded to get their travel information to Julie Finn ASAP.

Deadline to submit topics: *Tuesday, December 23, 2003*

Meeting adjourned at 7:50 PM.


Donna M. Liewer
Recording Secretary