



MEETING

FCLB Board of Directors

Tuesday, July 10, 2012

Via Telephone Conference Call

APPROVED MINUTES

PRESENT:

OFFICERS:

Lawrence O'Connor, D.C., President
LeRoy Otto, D.C., Vice President
Farrel Grossman, D.C., Treasurer
Daniel Saint-Germain, D.C., Immediate Past President (unable to attend)

EXECUTIVE BOARD OF DIRECTORS:

Donn Fahrendorf, D.C., District I Director
Gary Pennebaker, D.C., Board Chair & District II Director
Ali Jafari, D.C., District III Director (unable to attend) - District represented by Dr. Kirk Shilts
Maggie Colucci, D.C., District IV Director
Michael Coon, D.C., District V Director

ADMINISTRATIVE FELLOW DIRECTOR:

Larry Spicer, D.C., Administrative Fellow Director

ALTERNATE DIRECTORS:

Carol Winkler, D.C., District I Alternate Director
William Rademacher, D.C., District II Alternate Director
Kirk Shilts, D.C., District III Alternate Director
Gary Counselman, D.C., District IV Alternate Director

STAFF:

Donna M. Liewer, Executive Director
Joan Carl, Finance & Benefits Manager

MEETING DETAILS

I. Call to Order, Roll Call, Announcements

Dr. Pennebaker called the meeting to order July 10, 2012 at 6:34 p.m., MST. Ms. Liewer noted board members, alternates, and staff present as listed.

The board welcomed alternate directors Drs. Winkler (ND), Rademacher (IL), Shilts (MA), and Counselman (KS) to the meeting.

Dr. Pennebaker noted that Dr. Shilts, District III Alternate Director, would be representing the District in the absence of Dr. Jafari.

II. Board Meeting Agenda

M/S Grossman / Spicer to approve the board of directors meeting agenda for July 10, 2012, as presented and modify as needed to accommodate guests. Passed, no opposition

III. Minutes Approval

M/S Grossman / O'Connor to approve the minutes of the Board of Directors meetings from May 1-2, 2012, and May 5, 2012 as presented. Passed, Dr. Shilts abstained

IV. FCLB Master Calendar

The board noted two items to be corrected by staff.

LEGAL ISSUES

V. Legal Issues

M/S Colucci / Fahrendorf to enter into executive session at 6:38 PM.
Passed, no opposition

M/S O'Connor / Grossman to exit executive session at 6:55 PM.
Passed, no opposition

There were no actions taken in executive session.

GOVERNANCE

1. Financial Report

1.1 Budgetary Issues

Dr. Grossman referred members to the reports in their notebooks. There were no questions.

1.2 Conference Finances

Dr. Grossman congratulated Ms. Liewer and staff for the "best ever" conference. Members were referred to the report in their notebooks. Dr. Grossman mentioned the increased cost of the welcome reception/western BBQ noting the NBCE funds help to offset some of the expense. The goal of the annual conference is not to be a profit positive budget item and finances are carefully valued.

1.3 Dr. Tollefson Contribution

The board noted the generous personal contribution from Dr. Tollefson to the FCLB reserved operating fund. A formal letter of appreciation was mailed earlier to Dr. Tollefson.

2. FCLB Board of Directors

2.1 Board Policies & Procedures Manual amendment

M/S Spicer / Otto to amend the Board Policies & Procedures Manual, FCLB financial protocol for board of directors' travel expenses reimbursement as follows, to include reimbursement for shipping costs:

8. Baggage Fees & Shipping Costs - reimbursable to a reasonable degree. Passed, no opposition

It was noted this is intended to apply to shipping meeting materials. The board was encouraged to continue their conservative approach when traveling on FCLB's behalf.

2.2 Board Highlights Reports

Dr. Pennebaker noted the district director reports have been distributed and the board administrator report is in process.

3. Membership

Dr. O'Connor commented on the increased attendance at conference by the international community, and the resulting networking and relationship building opportunities. There are two international regulatory boards potentially considering FCLB membership.

4. Committees

4.1 Fraud Prevention & Identification

Dr. Coon was given the e-mail information for FBI contact, Tameka Joyner. Staff will provide any additional contact information available.

4.2 Informed Consent

There was no change since the May report.

4.3 CBAC

Dr. Spicer reported there was an increased number of attendees at the 2012 meeting and many were able to stay and participate in the Annual Conference. The business meeting was conducted via telephone conferencing with mixed reviews.

4.4 Alumni District

FCLB staff has developed a database of 1,200+ eligible Honorary Fellows, and contacts have been made with those for whom email addresses could be identified. Dr. Coon reported there was good feedback from the Honorary Fellows who attended Annual Conference. He would like to have the FCLB Honorary Fellow lapel pin made larger. The committee feels the members should receive something in return for their participation in the FCLB. There was discussion regarding encouraging regulatory boards to offer continuing education credit to conference attendees.

Ms. Liewer noted the best time to recruit Honorary Fellows is as they leave their boards.

4.5 Model Practice Act

Dr. Shilts referred members to the report in their notebooks. The board reviewed the time line for the various sections, noting that final review by legal counsel will take place. Dr. Shilts estimates that the document is 75% complete.

FCLB PROGRAMS & SERVICES

5. Annual Conferences: 2012 and 2013

5.1 2012: San Antonio - Evaluations

Dr. Pennebaker referred members to the report in their notebooks noting the high marks.

5.2 2013: San Francisco, CA, April 29 - May 5

5.2.1 Black Tie Gala & Auction - items needed

Dr. Colucci explained the framework of the event and encouraged members to help in obtaining donations for the silent and live auctions. Julie Finn has reserved a room in the hotel for the event, which will take place on Friday, May 3, 2013. The Gala will be highlighted at all district meetings.

Dr. Grossman invited Dr. Colucci to attend the District III and V meeting, so she will attend at her own expense and will assist the two district directors in promoting the Gala. Alumni members will also be contacted.

Staff is researching any legal requirements concerning auctions and raffles in the state of California.

5.2.2 Topics, Speakers - ideas welcome

Dr. Pennebaker reminded board members to contact staff with suggestions for topics and speakers for the 2013 Annual Conference.

6. District Meetings

6.1 Registration & Draft Agenda Posted 7/2/12

Ms. Liewer reported there are five registrations to date.

6.2 Alumni District and Extended Stakeholders

Invitations have been sent to the alumni district members and extended stakeholders.

6.3 Highlights of Upcoming District Meetings

6.3.1 District III & V

Dr. Coon reported Dr. Roles (SC) has invited the group to his home for a social get together one evening.

6.3.2 District I & IV

Dr. Colucci reported a group event is being planned in Park City to include activities such as zip-lining, restaurants, shopping, etc.

6.4 District Meetings Going Green

Ms. Liewer reported attendees will be given the option to receive materials via either e-download or flashdrive. Printed booklets will not be provided, but printed agendas will be available as needed.

6.5 FCLB Board Member Attendance at Fall District Meetings

District I & IV

Dr. Fahrendorf
Dr. Colucci
Dr. Otto

District III & V

Dr. Jafari
Dr. Coon
Dr. O'Connor
Dr. Grossman
Dr. Colucci (at her own expense)

District II

Dr. Pennebaker
Dr. Spicer
Dr. Otto

Dr. Saint- Germain (to be determined)

6.6 Travel Arrangements

Dr. Pennebaker encouraged members to make their travel arrangements early, watching for sales. Members are to send a copy of their itinerary to Julie Finn.

6.7 Hotel Reservations

Members desiring hotel points are to make their own reservations. Those wishing to be on the FCLB master account should notify Julie Finn.

7. PACE

7.1 PACE Acceptance

7.1.1 Providers

Dr. Colucci reported nearly 50% of the colleges are now PACE approved providers. Several board members are working with additional colleges to answer their questions about becoming a PACE approved provider.

7.1.2 Regulatory Agencies

Ms. Liewer will redistribute to the board the list of regulatory boards to be contacted as discussed at the mid-year meeting.

Kelly Webb has already distributed the information requested in San Antonio to Michigan and Texas.

7.2 PACE Rubric Meeting

A small group will meet at the Elliott Center in Greeley August 3-4, 2012, to finalize the course review rubric.

7.3 Applicant for PACE Recognition

Ms. Liewer reported issues surrounding one applicant are being addressed.

8. CIN-BAD

8.1 Request To Use CIN-BAD for Research

M/S O'Connor / Otto to provide access to the CIN-BAD database to researchers, Stephen M. Perle, DC, MS; M. Will Evans, DC, PhD; and Matthew A. Davis, DC, MPH, for the purpose of studying trends in chiropractic discipline, and subject to a written agreement that maintains the confidentiality of individual data. All publications and presentations about this research must refer only to aggregate data. Passed, Dr. Shilts opposed

9. Certified Clinical Chiropractic Assistants (CCCA)

9.1 Core CCCA Program Policies & Procedures

Ms. Liewer referred the board to the report in their notebooks, followed by discussion.

M/S Shilts / O'Connor to adopt the CCCA core program policies and procedures as amended, reserving the opportunity to continue to amend the documents as demonstrated needs arise. Passed, no opposition

Ms. Liewer will contact Dr. Spicer regarding additional logistical ideas and administrative perspectives.

9.2 Article by Dr. Richard Schmitt in Dynamic Chiropractic

Dr. Pennebaker noted the article in the board materials.

Regulatory Issues

10. Accreditation

10.1 CCE Presidential Search

Dr. O'Connor represented the FCLB at a meeting of the CCE Stakeholders Presidential Search Advisory Committee in June. He reported the committee came to a clear consensus for the position. An announcement by CCE is still pending. This meeting gave Dr. O'Connor opportunity to meet with other leaders in the profession to discuss regulatory issues.

10.2 CCE Stakeholders' Meeting: July 12, 2012

At Dr. O'Connor's request and as approved by the executive committee, Ms. Liewer will represent the FCLB.

10.3 CCEI Information

Dr. O'Connor remarked the CCEI is committed to participating with the International Chiropractic Regulatory Forum (ICRF).

11. Concierge Medicine (MT)

Dr. Fahrendorf reported he will contact Dr. Hansing (MT) to see if he needs further information.

12. International Chiropractic Regulatory Forum (ICRF)

Dr. O'Connor reported he and Ms. Liewer will be attending the meeting in Perth, Australia, September 26, 2012 in conjunction with WFC's Educational Programme. Travel was budgeted and approved by the board in January.

13. Examinations

13.1 NBCE Exams (US)

Dr. Otto reported about the decrease in the number of students enrolling in the US chiropractic programs, and the ripple effect on all organizations.

13.2 IBCE (International)

The IBCE is offering exam services for several new jurisdictions at their request.

Stakeholder Interaction

14. Upcoming Meetings

Dr. Pennebaker referred board members to the list on the agenda.

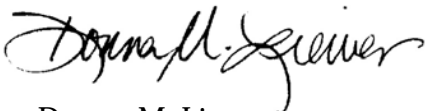
New Business

15. University of Western States Commencement

Dr. O'Connor expressed his gratitude to have been invited to address the UWS students at their commencement exercises in June. The board requested Ms. Liewer to distribute a copy of Dr. O'Connor's presentation to the board.

Adjourn

M/S Fahrendorf / Grossman to adjourn at 8:39 p.m. Passed, no opposition



Donna M. Liewer
Recording Secretary

With appreciation to Joan Carl for assistance with the minutes.

Next FCLB Board Meeting:
September 11, 2012
6:30 p.m. MDT - Via Teleconference