

# REGULAR MEETING

## FCLB Board of Directors

Tuesday, September 13, 2005 ■ Via telephone conference call ■ 6:00 p.m. MDT

### MINUTES

#### PRESENT:

#### OFFICERS:

N. Edwin Weathersby, D.C., President  
Oliver "Bud" Smith, Jr., D.C., Vice President  
Daniel Saint-Germain, D.C., Treasurer  
Richard L. Cole, D.C., Immediate Past President

#### EXECUTIVE BOARD OF DIRECTORS:

Steve Willen, D.C., Executive Board Chair & District V Director  
Carol Davis, D.C., District I Director  
LeRoy Otto, D.C., District II Director  
Lawrence O'Connor, D.C., District III Director  
Ron Tripp, D.C. District IV Director

#### EXECUTIVE FELLOW DIRECTOR:

Joe Baker, Jr., Executive Fellow Director

#### GUEST:

Dennis Hall, D.C., District V Alternate Director

#### STAFF:

Donna M. Liewer, Executive Director

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**I. CALL TO ORDER / ROLL CALL** - Dr. Willen called the meeting to order at 6:05 PM Mountain time. Board members, guest, and staff present as listed.

**II. ANNOUNCEMENTS** - several personal announcements were shared.

### **III. MINUTES FROM LAST BOARD MEETING**

Highlights of the 9/6/05 meeting of the Executive Committee were reviewed. There were no actions taken which required ratification by the board.

M/S Smith/O'Connor to approve the minutes of the 7/12/05 telephone conference call meeting of the board as presented, with one correction as noted by Dr. Davis. Passed, no opposition

### **IV. BUSINESS**

#### 1. FINANCIAL ISSUES

A supplementary financial report was reviewed. Dr. Saint-Germain summarized the income and expense projections for the rest of 2005. He drew special attention to the need to continue upgrading the CIN-BAD system to keep it current and effective, as both a service to member boards and a dependable source of revenue through subscribers and queries.

M/S O'Connor / Davis to exhaust the \$9,000 Equipment Upgrade Fund by transferring it to the General Fund to assist with necessary CIN-BAD upgrades. Passed, no opposition

A detailed analysis of CIN-BAD subscriber utilization points to a drop in the number of queries by one subscriber and several subscribers merging their credentialing services with other entities. While the level of income at this time matches the same period in 2003, it does show a drop from the same time period in 2004. The board will continue to monitor these figures carefully.

The board noted that PACE expenses for two in-person Committee and Review meetings compose the bulk of the 2005 expenses to date.

M/S Tripp / Baker to exhaust the \$70,000 PACE Development Fund by transferring it to the General Fund to assist with necessary PACE expenses. Passed, no opposition

In other financial matters:

Board members requested that discussion regarding the Student Leadership Fund be added to the January midyear board meeting agenda.

They also noted expenses for the board of directors may run over original projections due to fewer board members this cycle being eligible for expense reimbursement from their boards (FCLB covers travel expenses for directors who cannot secure outside funding.)

Staff salaries are projected to be lower than originally budgeted for a number of reasons which were discussed with the board.

The board discussed whether the Federation should revise the existing working budget to take into account the budget projections. Discussion included FCLB past practices, the policies which would be established by such revisions, the importance of maintaining accurate records of original financial projections, and practices of other non-profits as well as corporate business entities.

M/S Cole / Saint-Germain to revise the 2005 budget which was adopted in January to reflect the midyear budget projections. Defeated with four in favor, six opposed.

The board also directed staff to review cash flow needs to recommend whether some of the money market funds could be invested in short-term Certificates of Deposit.

## 2. REGIONAL MEETINGS

A. Peculiar attendance responses - attendance at our regional meetings is somewhat mystifying, with several districts exceeding original projections (overflow hotel has been identified) and others meeting or potentially coming in under projections. One meeting may result in some hotel contract penalties, but due to aggressive contact efforts by the district directors the possible penalty level has been dramatically reduced, perhaps even eliminated depending on final turnout. The impact of Hurricane Katrina on our member boards from the South was also discussed.

Directors noted that some members have limited travel reimbursement from their boards, and if they are restricted to one meeting per year they are likely to reserve the option for the annual conference. Other members pay all their expenses out of their own pockets.

No clear guidelines have emerged which might help stabilize regional meeting attendance, but the topic will be discussed as part of the regional agendas.

B. Review regional meeting topics for upcoming district meetings

The board discussed the various discussion topics on the draft district meeting agendas. Several modifications to the Financial Report will provide additional information for the meeting attendees. Percentage comparisons from last year to this year will also be provided for major categories.

Dr. Weathersby suggested that the agendas and take-home reports in the attendee notebooks be partnered with a PowerPoint presentation showing some actual examples of some of the improvements in our services and additional projects.

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M/S Tripp/Otto to go into executive session to discuss funding issues. Passed, no opposition

The board came out of executive session. No actions were taken which required ratification in open session.

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Significant discussion about recent refinements to the PACE program included looking at the program from both the member regulatory board and the CE provider viewpoints. While the questions and ideas generated by our boards have now been quite well addressed, implementation details continue to be brought forth for discussion by the PACE Committee and the Review Team. These additional areas are also being dealt with by several subcommittees.

A PACE progress report in as much detail as possible will be provided to the members at the regional meetings. The FCLB board will continue to address resolution of final refinements of the Policies & Procedures and the Criteria as rapidly as possible. It was agreed that the time has been well spent to handle program refinements before the program goes live officially rather than trying to patch later, and the input of Review Team and Committee members was commended. Any projected timelines or substantial updates in program information will be provided to the board via fax ballot where indicated by Dr. Weathersby.

It was agreed that several changes in the order of the agendas may take place to accommodate special guests.

Dr. Otto described Minnesota's successful jurisprudence exam format which has been documented to reduce complaints involving new practitioners by approximately 50%. The board expressed interest in this concept and requested a short report for the attendee booklets, and that the topic be added to the working agenda for all meetings.

The balance of the agenda was reviewed briefly, and staff was directed to provide reference information as discussed for each topic.

Finally, the directors noted the various formats for regional meetings over the years. Changing policies and guidelines will likely need to reflect the individual members' special needs and wishes with continued flexibility. Important topics for regular discussion on an ongoing basis will include options for popular meeting sites, meeting with other districts vs. district autonomy, limited government reimbursement for member travel expenses, creative electronic meeting alternatives, interesting networking activities, etc.

**V. NEW BUSINESS** - none

The meeting was adjourned at 8:30 PM MDT.

  
Donna M. Liewer  
Recording Secretary