MEETING
FCLB Board of Directors
Tuesday and Wednesday, April 29-30, 2008
Marriott Renaissance Atlanta Downtown
Atlanta, Georgia

MINUTES

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

PRESENT:

OFFICERS:
Oliver “Bud” Smith, Jr., D.C., President (attending both FCLB & NBCE meetings as possible)
Daniel Saint-Germain, D.C., Vice President (attending both FCLB & NBCE meetings as possible)
Lawrence O’Connor, D.C., Treasurer
N. Edwin Weathersby, D.C., Immediate Past President (attending both FCLB & NBCE meetings as possible)

EXECUTIVE BOARD OF DIRECTORS:
LeRoy Otto, D.C., Executive Board Chair & District II Director
Carol Davis, D.C., District I Director
Ali Jafari, D.C., District III Director
Ron Tripp, D.C. District IV Director
Farrel Grossman, D.C., District V Director

EXECUTIVE FELLOW DIRECTOR:
Joe Baker, Jr., Executive Fellow Director

STAFF:
Donna M. Liewer, Executive Director
Joan Carl, Finance & Benefits Manager
Julie Finn, Executive Assistant
Bridget Seader, CIN-BAD and Program Administrator
Kelly Webb, Public Relations & PACE Coordinator

LEGAL COUNSEL:
Dale Atkinson, J.D., Atkinson & Atkinson

I. CALL TO ORDER / ROLL CALL / ANNOUNCEMENTS

Dr. Otto called the meeting to order at 12:22 p.m. April 29, 2008. Dr. Jafari gave the invocation.
Donna Liewer called the roll, with directors present as listed and noted that Drs. Smith, Saint-Germain,
and Weathersby would be floating between the FCLB meeting and the NBCE meeting as they fulfill
their duties as members of both boards.

Donna Liewer announced the new color copier has enabled FCLB to print the agenda quickly and in
color for the first time, making it easier for the board to identify draft motions.
The board reviewed the process for the Consent Agenda.

M/S Baker / Davis  to approve the consent agenda.  Passed, no opposition

CONSENT AGENDA MOTIONS:

1. To approve the FCLB Board of Directors meeting agenda for the week of conference
   To suspend the agendas to accommodate guests as available

2. To approve the minutes of the April 8, 2008 board meeting as printed.
   To approve the amended language for the November 13, 2007 minutes as directed
   at the January 2008 midyear meeting, as follows:

VII. NEW BUSINESS

ADD:  B NBCE / FCLB relationship: the board had an extensive discussion about the
      Federation’s financial and governance relationship with the NBCE.

3. To approve the audit of the 2007 fiscal year as provided by Watkins & Schommer,
   Inc., Certified Public Accountants

4.A. To reaffirm the board’s policy on attendance and participation at FCLB Board of
      Directors meetings.

4.B. To reaffirm the board’s policy on conference spokespersons.

4.C. To reaffirm the board’s policy regarding the registration of delegates and alternates
      for official business meetings of the FCLB.

5. To reaffirm the FCLB Committee Appointment Protocols as presented.

III. BUSINESS

1. Finance Report

   A. General Finance Report
      Dr. O’Connor presented the finance report detailing the 2007 year end status, technology
      development project, and the grants received from NBCE and NCMIC.

      Dr. O’Connor showed the finance Power Point presentation which will be shown to the
      attendees at the annual meeting. He thanked Donna Liewer, Joan Carl, and the rest of the
      staff for their work in preparing the presentation.

      The board agreed that the intent is to be completely transparent in the presentation of the
      finances, and that the historical aspects of the presentation are valuable as many
      members are new.

      The consensus of the board was to approve the Treasurer’s Financial Report to the
      membership as presented.
B. NBCE Task Force on Federation Funding
Drs. Smith and Saint-Germain joined the meeting following attendance at the NBCE meeting.

M/S Tripp / O’Connor to go into executive session to discuss legal matters. Passed, no opposition

M/S Baker / Davis to come out of executive session. Passed, no opposition

No actions were taken in executive session. NBCE has agreed in principle to a 25 year funding contract with FCLB. Final details are in process. Dr. Smith will coordinate the dissemination of this information to the membership with Dr. Temple, NBCE president. Drs. Smith, Saint-Germain Weathersby, and Dale Atkinson were thanked for their extraordinary efforts on FCLB’s behalf.

M/S Jafari / Grossman to support the terms and conditions discussed and to authorize the officers to complete the negotiations for a 25 year agreement between the FCLB and NBCE, with final details to be approved by the board. Passed, no opposition

C. Conference Finances
Joan Carl reported on the conference finances to date noting that attendance is down slightly. NBCE graciously granted $10,000 to cover the entire welcome reception. Total conference supporter income from all sources was $27,000 compared to $28,000 in 2007.

D. Financial Policies
Board of Director per diem and director fees were discussed, noting that these modest amounts do not fully compensate directors for the financial impact of serving on the board. No changes to the current structure were made at this time.

The Finance Committee will meet Wednesday at 3:30 p.m.

2. Membership Roster

A. Dues
Joan Carl reported that all but two member boards with delegates registered have paid dues. The two outstanding boards have made arrangements to pay prior to the beginning of the Annual Business Meeting.

B. Dues Resolution
The proposed dues resolution #3-08 was discussed, with a recommendation to change the wording for clarity.

M/S Tripp / Grossman to amend the resolution to read “Further Resolved, that each boards FCLB membership dues be increased to include ...” Passed, no opposition

3. Atlanta Conference

A. Program Overview
Donna Liewer reviewed the conference agenda, noting times when board members need to be available. The Wednesday night welcome reception is being supported by NBCE and is dedicated to Dr. Earl Wiley. Full tribute to Dr. Wiley will be Friday at the NBCE
luncheon, when Mrs. Wiley will be in attendance. Parker and FCLB are co-supporting the Friday night event at the Georgia Aquarium. The first recipient of the Dr. Wayne C. Wolfson student scholarship award, Matt Westheimer, will be announced on Thursday morning. This award has been personally funded by Dr. Wolfson, and the board plans to highlight the program on Saturday at the awards ceremony. District I & II will be having elections for director and alternate.

B. Conference Committee Appointments

M/S O’Connor /Tripp to offer courtesy approval of the president’s committee appointments related to the conference. Passed, no opposition

4. Committees

A. Nominating Committee
Dr. Kirk Shilts (MA) was slated by e-mail ballot of the current nominating committee. Delegates must nominate at least three additional candidates from the floor.

B. Resolutions and Bylaws Committee

M/S O’Connor /Jafari to reapprove Resolutions 1-08 and 2-08 as modified. Passed, no opposition.

Dr. William Rademacher (IL) will discuss the resolution he is submitting. It was distributed to the delegates at one time and then withdrawn and not voted upon.

Dr. Tripp and Donna Liewer reported on the progress and issues being discussed in the bylaws revision process. The committee is seeking feedback on core governance issues.

C. Uniform Evaluative Processes for Treatments and Devices
The decision to distribute the task force’s work product was tabled until Wed., April 30th, when the following motion was adopted:

M/S O’Connor /Jafari to distribute the task force’s document to the attendees as submitted. Passed, no opposition

D. Review of Committee Structure, Function
It was agreed the FCLB vice president and the board chair will contact all committee chairs quarterly on Mar 1, Jun 1, Sep 1, and Nov 1 for progress reports, to encourage the volunteers, and to offer support or information as needed.

Dr. O’Connor suggested the Government Affairs and Legal Advisory committee name be changed to Government Affairs. Since this is a task force, the president will make the final decision on this issue.

5. PACE
Dr. Davis reported that there are 22 jurisdictions accepting PACE and would like suggestions for PR efforts to encourage more participation.
6. **FCLB Information Management & Technology**
   Donna Liewer reported all source code is now in the hands of FCLB. The upgrading is continuing. Kelly Webb showcased the directors’ website, explaining its benefits and use.

7. **Disciplinary Databanks**
   Bridget Seader reported on the current CIN-BAD/HIPDB status.

8. **Chiropractic Assistants / Chiropractic Therapy Assistants**
   Postgraduate deans are developing a model curriculum for training chiropractic therapy assistants. It was noted that Florida has 3500 chiropractic assistants and charges $25 per licensee to register them. Florida is interested in having all CA’s registered whether in patient contact or not.

9. **Medicare Documentation Issue**
   The ACA Coding Manual has been well received and the ACC has mailed one manual to each US state regulatory board. ICA convened a legislative conference to discuss who sets rules to be used for Medicare.

10. **Report of Other Chiropractic Regulators**
    A. **CFCREAB and other Canadian Issues**
       Dr. Saint-Germain reported Dr. Robert Kitchen (SK) is the new president; Dr. Lisa Richard (NS), vice president; and Dr. Saint-Germain (PQ), secretary/treasurer. An information packet has been sent to all provinces not currently holding membership with FCLB to invite them to join.

    B. **European Chiropractors Union**
       Drs. Weathersby and Martin Kollasch (NBCE) have been traveling internationally on behalf of NBCE. World Federation of Chiropractic Vice President Dr. Stathis Papadopoulos was asked by Dr. Weathersby to present the FCLB PowerPoint on CIN-BAD at the March meeting of the European Chiropractors Union in Egypt. FCLB has the opportunity to help countries get started in chiropractic regulation. There is interest in having a registry of all chiropractors in Europe included in CIN-BAD.

    C. **Association of Chiropractic Board Administrators**
       Mr. Baker reported on the ACBA meeting scheduled for Wednesday, April 30th. The president’s office is open for elections. ACBA’s first scholarship recipient, Sondra Stephenson of South Carolina, will be in attendance for both the ACBA and FCLB meetings.

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*The meeting was recessed at 5:25 p.m. until Wednesday morning, April 30, 2008.*

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MINUTES - Board of Directors Tuesday & Wednesday, April 29-30, 2008 - Atlanta, Georgia
Dr. Otto called the meeting to order at 8:35 a.m. Board members, legal counsel, and staff continued to be present as listed the previous day. It was noted that Mr. Baker would be attending both the ACBA and FCLB meeting as possible.

11. Examinations & Testing

A. NBCE - National Board of Chiropractic Examiners
   Dr. Vernon Temple, President of NBCE, addressed the Federation board about various topics, including growing services involving international testing.

B. CCEB - Canadian Chiropractic Examining Board
   Dr. Saint-Germain reported that CCEB has a new executive director. The CCEB and NBCE had a joint meeting exchanging ideas and concerns with a positive outcome.

12. Report of Other Organizations / Recent Meetings

A. National Chiropractic Legislative Conference of the ACA
   Dr. O’Connor attended the February meeting and spoke with the SACA students explaining the role of the FCLB. The FCLB PowerPoint presentation was well received and is available for use by other FCLB board members as they visit chiropractic schools.

B. Association of Chiropractic Colleges
   Donna Liewer attended the March ACC/RAC meeting along with Drs. Smith, Saint-Germain, and Weathersby, with the latter two directors representing NBCE. She reported there was much discussion about means of assuring that students entering chiropractic colleges are suited for the profession. Other discussions included documentation and record keeping, and chiropractic assistants.

C. Chiropractic Summit
   Donna Liewer reported that while Dr. Cole was in attendance representing NBCE, he presented the regulatory viewpoint on behalf of the FCLB.

13. Upcoming Meetings
   Dates and locations of upcoming district meetings and conferences were reviewed. The location for the 2011 District I meeting will be discussed at district breakfast on Saturday morning.

14. FCLB Trademark
   The trademark for the PACE and FCLB logo is proceeding.

15. Personnel Issues
   There was discussion about the need to add a policy on jury duty to the FCLB employee handbook.

M/S O’Connor / Tripp to adopt the addition of jury duty to FCLB employee guidelines as presented. Passed, no opposition
16. **Policy & Procedures Review**

**A. Handling Patient Complaints to FCLB**
The current procedure was reviewed. Dale Atkinson agreed that referring patients to the regulatory board was appropriate. Any materials received from the patient should be returned to the patient by certified mail and FCLB should not forward them to anyone. This avoids putting FCLB in a compromising situation.

Donna Liewer was asked to refine the language in the sample letter of response.

17. **Requests for Information By FCLB Member Boards**
The board discussed the PowerPoll request from the Alabama board about the use of C-CAT exams.

18. **Accreditation Issues**

**A. Sandra Mooney, CCE-US President, addressed the FCLB board.**

**B. CCE / CCE-I**
The proposed revisions to the CCE *Standards* are beginning to focus on applicants' professional suitability as well as academic fitness, and moral capability of handling professional responsibility.

**M/S Tripp / O’Connor to formally request CCE-I to undertake developing a reference grid that compares accrediting standards (based on the CCEI core standards) for use by regulatory agencies worldwide.**

Passed, no opposition

**IV. NEW BUSINESS**

1. **CCGPP**
Dr. Smith appointed Dr. Al Stabile (NJ) as the FCLB representative to CCGPP and has notified Dr. Taylor (MA) of the change. The board acknowledged Dr. Taylor's service in that position for a number of years.

**M/S Jafari / Tripp to grant courtesy approval of the president’s appointment to CCGPP.**
Passed, no opposition

2. **MyI Course/Cevantive University Proposal**

**M/S Davis / Jafari to table discussion until the FCLB president and legal counsel can participate.**
Passed, no opposition

3. **Model Record-Keeping Statue & Regulations**
The 4/29/08 draft language was reviewed.

**M/S Grossman / Davis to make the 4/29/08 draft available for members’ input.**
Passed, no opposition
3. **Farewell to Dr. LeRoy Otto, FCLB District II Director**

In his closing remarks, Dr. Otto suggested all FCLB resolutions be reviewed and distributed each year to bring them to the attention of regulatory board members and executive staff.

The board expressed its sincere appreciation to Dr. Otto for his ethics and contribution to chiropractic regulation.

The meeting was adjourned 1:25 p.m. until Saturday, May 3, 2008, immediately following the Annual Business meeting.

[Signature]
Donna M. Liewer
Recording Secretary