

**MWACSM Board Meeting**  
**March 27-28, 2009**

Attendance: K. Pfeiffer, L. Darby, J. Lemmer, E. Betts, C. Broeder, M. Godard, A. Coughlin, L. Mudd, A. Salacinski, P. Nagelkirk, T. Washington, and B. Reaves

Friday, March 27, 2009

Approval of the meets from the February 3<sup>rd</sup>, 2009 meeting

- Elaine moved to approve
- Change wording to say “get non-winner involved”
- Minutes were approved pending changes

President Report

- Continue with what C. Broeder started by making things more standardized.
  - A two day format for meetings, constant with what other chapters are doing.
  - Template for future meetings
  - Ask for nominations for elections before meeting
- C. Broeder
  - Template for all meetings
    - observe how things go this upcoming meeting
    - introduce who was nominated/running
    - easy to fill-in blanks on template for those running next meeting’
    - template will make it easy to plan if attending meeting
  - Members will have duties
  - Add to MWACSM timeline

-Suggested to review policies and procedures for the chapter and to have a strategic plan.

Budget Report – L. Darby

- Reports for last year was sent to board members.
  - L. Darby will send to new board members
- Make sure all members have board documents, such as, strategic plan, policies and procedure documents, and management plan.
- List of things:
  1. Web-site updated
  2. Logo
  3. Teleconferencing
  4. Keeping committees up to date
- Numbers for budget
  - Last year ended \$1,500 to \$2,000 in the hole for 2008
  - Annual meeting earned \$360
  - Expenses will be reimbursed for board meeting

Conference calls to coordinate every two weeks- C. Broeder, L. Darby, K. Pfeiffer

K. Pfeiffer – In order make transition better, the president elect before their “year” starts, having them get involved as the Chair of Committee Chairs.

### Committee Reports:

#### Awards Committee

- Awards granted and presented in the newsletter
  - Outstanding Research Award - \$500
  - Outstanding Undergrad Student Award - \$200
- No applications for the Outstanding Graduate Student Award
- Announcements of awards at the social in May
- Awards committee fall meeting changes in timeline. May need to add to policies and procedures.
- If we want to include winners at the National conference, we need to contact Heather for recognition, by April 24<sup>th</sup>, and give the name, abstract title, and award received. Posters will have a ribbon on, indicating award and region.
- Rule changes for abstracts
  - only students could present the same abstract at regional and national
  - now anyone can present the same abstract at regional and national
- Action item, is to look at proposed changes and discuss.  
What changes need to be voted on? Constitution changes are separate from policies and procedures changes, therefore we will need to have a separate vote.

#### Communication Committee- K. Pfeiffer reports for T.Munce

- December newsletter did not go out.
- T. Munce, Chair of Communication Committee, sent out the March newsletter.
  - Objectives to pursue
    - Planning recording of future meeting session and posting material on the websites, for example Podcasts.  
Benefits: Extra benefit for members, and if not a member, maybe enter for extra money.
    - ipod universities
    - social networking sites
    - assist with planning and marketing meeting
  - Add T. Munce to conference call before Craig leaves to discuss
  - Consider a Technology Committee. A sub-group of the communication committee.
  - Have representatives from each state give a report.
    - Have a state rep from each state on the Board. If so, we need to make a constitution change.
      - 6 members at-large
      - 6 states (missing Iowa and Wisconsin)
  - Try to including before the board makes constitutional changes
  - Mass emails for members to list articles or grants coming

in to write about in the newsletters. Rotate, for each state rep sends a little blurb to publish about a workshop, program, or grants awarded.

-Way to get those who suggested for nominations, to get involved.

-Facebook, blogs, or communication sites

#### Membership Committee – M.Godard

-M. Godard spoke with D.Marquez, and suggested ways to get clinical, non-faculty, professionals more involved in the chapter.

-M.Kaufmann (owner of Athletico) involved for a symposium. They also need continuing education credits.

-If increase credits for them, and coordinate with state meetings that are close.

-Take advantage of the Chicago, since the company is big and it is in their backyard.

-Gathering contact information for all National members who are not regional members as well from Heather.

-Minority scholarship within the regional chapter.

-Initiate for national to fund a regional travel scholarship (a travel award for attending the regional meeting)

-E. Bettes would have to submit budget and propose as the Regional Rep.

-More of the awards committee, but way to increase the diversification of membership.

#### Nomination Committee

-Statement of how to help chapter.

-Timeline

-December 30<sup>th</sup>, autobiography deadline. When vote?

-Suggested to change voting to during the actual meeting itself

-Not in constitution, so change can be made. Talk with Heather to prepare for the year 2010.

Saturday, March 28, 2009 -8:30am

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#### Reginal Chapter Committee (RCC) Representative – E.Betts

-Reminder that May is Exercise is Medicine Month

-National wants regional chapters to contact each state's governor. Need to speak with Heather, because need more time to do this.

-Contact Bob for Iowa

- M.Godard to contact IL
- Michigan? Did anyone contact Michigan?
- Bring technology ideas to the RCC meeting.

#### Introduction of Tom Spring

#### Bowl Committee

- Winners are receiving \$100 from National.
- Is regional committee giving money or support to winners?
  - Pay registration fee?
  - Would National be willing to wave or reimburse registration fee.
  - Bring to RCC to discuss for all regions.

#### MWACSM Minute 2009

Budget for both groups, \$22,000

- Their portion \$5,400
- Our portion \$16,300
- Cost analysis, \$60/person if have 250 people attend
- Tom thinks estimates 75-100 people will attend
  - Cost analysis is roughly \$72.49/person, but asking for \$100
- Web-page
  - add satellite
  - add bios for all keynote speakers
- Check sheet with \$10 option to add for the opposite group
  - How control who pays the extra \$10?
    - Our non-members fee must equal AACVPR fee of \$65 and \$100 for non-members.
    - Suggested to increase \$5 for all.
  - Only advertise afternoon on Saturday to MWACSM and only Friday evening for the cardiovascular group.
- No extra cost for extra sessions. Just stress the added value for the increase in \$5 to general meeting fee.
- Fees last year
  - Early registration - \$60 for professionals
    - \$25 for students
    - \$90 for non-members
  - Late registration - \$80 for professionals
    - \$35 for students
    - \$110 for non-members
  - Single day rate - \$30 for professionals, early registration
    - \$35 for professionals, regular registration dates
    - \$20 for students, early registration
    - \$30 for students, regular registration dates
  - Last year attendance = 62 professionals, 225 students, 347 total
- How much brought in as conference fees - \$12,000 included luncheon.

- therefore, \$30 short a person
- \$2,650 last year from sponsors
- \$15,000/350 = \$42.85 each for last year
- About \$30 short a person (without money from sponsorship), so what can we do to break even.
  - Non-members start at \$100 to match the other non-membership Fees.
  - Increase student fees by \$5 in every category and increase \$10 in every category for the professionals.
- Discussions of discounts given to groups, especially local universities.
- Grant from IL. C. Broeder discussed an award, legal kickback, to generate local income from the county.
- Need to stress that this is not an AACVPR sanctioned event
- Motion passed to increase student fees by \$5 in every category and increase \$10 in every category for the professionals.

#### Standardized Template

- Board meeting the night before the meeting starts
- Poster session is increased and cut down to one session instead of two.
- Rearrangement of template:
  - Student session to opening time slot 1:30-2:45
  - Tutorials then move for 3 hrs and move to 2-5pm
- Can we bring in pizza or pasta? Substantial food to get them to stay?
- Move everything up one hour early. Start at 12:30 to allow for an hour break.
- Drinks at jeopardy and “beef up” social. Therefore, switch food from jeopardy to social.

#### Video Conferences – P.Nagelkirk

- Find available speakers
- Checklist made

#### Strategic Plan

- Large document to review, running out of time, how handle to get this in place for 2010
  - Set date for everyone to review and post comments
  - Wiki
  - MWACSM site, K.Pfeiffer will see if Matt can set that up.
  - Discussed first between KP, LD, and CB on their conference call, then discuss with the board.
- Discuss at National meeting

#### Deadlines:

- Include deadlines in newsletter
- August 10<sup>th</sup> for posters for MWACSM
- May 1<sup>st</sup> for symposium deadline
  - Hit students with emails to remind all summer

- Suggest to have all deadlines due May 1<sup>st</sup>.
- Advertise starting May 1<sup>st</sup> but deadline is August 10<sup>th</sup>
- Discuss at annual meeting
- Revise abstracts (mean  $\pm$  SD = automatically out of National)

#### Risk Management

Job descriptions for officers and duties

- Email affiliations of chair and members and send to L. Darby by April 17<sup>th</sup>

We two people need to sign-off on all documents. Need to be geographical close and a board member. L. Darby will volunteer to be one person.

- L.Darby will talk to Heather about email stamp and faxing.
- Documents need to be in two places, one other than the executive office.

#### Committee Members and Chairs

Communications Committee

- Chair: T. Munce
- Members: Craig, and add one?

Membership Committee

- Chair: M.Godard
- Members: D.Marquez, B. Reeves (send Bob a thank you note-K.Pfeiffer)

Nominations Committee

- Chair: A. Coughlin
- Members: add one more

Awards Committee

- Chair: P. Nagelkirk
- Members: ask Roop and Mike if they would like to stay on  
T. Washington

Graduate Fair Committee (an employer sites)

- Chair: A. Coughlin

Quiz Bowl Committee

- Chair: S. Levine
- Members: A. Salacinski

-J. Lemmer will email committee duties and see who is interested for the committees that need members.

-J. Lemmer recommends for amendments for election process for the nominating committee. Constitutional change, so we need to vote at National meeting. C. Broeder favors, but will be absent at meeting.

Tour of Resort

**Meeting for the MWACSM Board meeting at National Conference is Thursday, May 28<sup>th</sup>, 2009 form 11:30-1:30.**

Meeting adjourned at 11:39am