

VTAA BOD Meeting Minutes
3/1/2021, 6:30-8 PM EST

Meeting called to order at 6:37 PM.

In attendance: Deirdre Kelley, Christina Ducharme, Scott Moylan, Charles Murdock, Catherine Lumenello, April Brumson & Montana Burns

Presiding officer: Deirdre Kelley

Absent: None

The session meets quorum requirements. Seven out of the seven members are present.

- 1) Approve meeting minutes from previous BOD meeting and post the meeting minutes to the membership.

MOTION: Scott made a motion to approve the last BOD meeting minutes from 1/25/21. Charles seconded. There was no discussion, and it was unanimously approved. Montana will email our webmaster Beth the minutes to be posted on the members only section of the VTAA website.

- 2) Treasurer's report (update from April re: January & February statements). Please see report titled "VTAA Financial Activity January and February 2021" at end of this document.

The ending balance in the VTAA TD Bank account was \$14,586.63 and our PayPal account has a balance of \$8,623.95. April successfully initiated the transferring of that money from PayPal to our bank account. Deirdre suggested transferring \$10,000 into a money market or higher interest savings account. However, that \$10,000 is not required to be withheld after the membership vote at our 2020 annual meeting. It would just be in our savings account until needed. Montana suggested Ally Bank which is completely online with no fees and easy to transfer money electronically. In February, VTAA paid Necrason \$2,000.00 for both January & February contract payments of \$1,000 each and just \$9.60 in PayPal payments. In both January & February, we generated \$700 each for a total of \$1400 from membership renewals.

Montana suggested that it might be time to consider increasing our membership dues to pay for our estimated yearly operating costs of approximately \$15,000 per year. Those costs have varied primarily due to hosting large CEU fundraisers in the past, but usually it is around \$15,000 per year without booking a large in person event. Considering that we have 81 members, if dues were \$200 each that would generate approximately \$16,000 per year which would cover all of our costs. Membership benefits include our lobbyist for as long as we continue to vote to pay for one as an organization. Costs have not increased at least in the last seven years or maybe even longer, and perhaps it is time to bring this up to the membership for feedback and potentially vote on an increase of our dues at our

annual meeting in November 2021. Deirdre mentioned having at least one CEU fundraiser per year is a goal. Catherine suggested increasing the dues up to \$175 so it was not a doubling of fees and perhaps a tiered system based on full time or part time working status. Christina mentioned that those prices can be prohibitive and a barrier for practitioners just starting their practices. Montana thought offering \$100 fee for a first-year member might be a potential way to support new members. She also has a list of 175 active acupuncturists (including our 81 members) in Vermont for us to potentially reach out to and recruit to the VTAA. Increased membership would generate more income. More discussion on this item is needed in the future and hopefully we can get some feedback from the membership. Deirdre suggested that perhaps the membership committee could consider these items. That committee could even organize the emailing or calling of those 94 non-VTAA affiliated acupuncturists.

3) Committee update.

MOTION: April made a motion to schedule our mid-year VTAA committee meeting (which qualifies as a Special General Meeting per our bylaws) on Saturday, 5/22/21 with a start time of 10am (end time TBD based on content). Montana seconded. There was no discussion, and it was unanimously approved.

Scott reminded everyone that there is a 45-day membership notice to let members know about the meeting. That would be 4/7/21. There was some discussion about our obligation to potentially notify members by USPS. It was suggested that we could vote at the annual meeting to amend that provision so that email notice alone will suffice in the future. We will firm up our announcement to the membership at our next meeting and inform everyone by April 7th. *Upon review, our current bylaws state that we need to both email and mail the notice.* This will be an item for discussion at the next meeting. See current bylaws below:

ARTICLE IV

MEETINGS OF MEMBERS

Section 3. Notice. Written notice of the Annual Meeting shall be made no less than forty-five (45) days prior to the meeting. This notice shall be deemed delivered upon posting with the United States Postal Service and via VTAA group email.

Section 4. Special General Meetings. Upon call of two-thirds (2/3) majority of the Board of Directors or at least three-quarters (3/4) of the general voting membership, a special meeting may be convened for the body of the membership and notification provided in accordance with the provisions of Section 3 of this article.

Deirdre offered again to write a template that we can all adapt to our specific assigned committees. Montana and Catherine drafted a general membership email encouraging people to sign up for the committees. Montana will finalize that email draft, share it with the BOD before it goes out to the general membership. It will include some more details

of committee ideas and Catherine's edits. Charles suggested we use the words, "facilitated by insert BOD member" instead of "led by" so that we can still have membership volunteer to be chairs of the committees. The goal will be to send out an email recruiting participation from the membership and each committee before our next BOD meeting on 3/29/21.

4) Newsletter discussion

In planning our every other month newsletter, the next one would be scheduled for April. Deirdre would like to focus on a spring theme/wood element with a recipe for detox. Scott suggested an herbal soup idea, Deirdre had an herbal tea idea and Christina suggested a recipe with local, seasonal foods. Catherine suggested it could have all three options and we could also include a mid-year committee meeting save-the-date for May 22nd. Christina will find a photo with a spring/nature theme. Deirdre will work with the formatting and keep it to the same length as last time. It will include those 3 spring recipes, membership benefits, committee save-the-date and potential ideas, and include information about the UVM Pain Conference and our participation. Montana will share the google document of committee ideas for everyone to access and add to it. We will review our draft of the newsletter at our next meeting before sending it to the membership.

5) UVM Pain Conference support decision

It is \$375 to sign up for the 'Silver Level Membership' which includes 2 free registrations (valued at \$200 each), our logo, company profile/video and promotions on the Integrative Pain Management Conference website, and two dedicated social media recognition posts. Per an email from Li Ming to Cara (the UVM coordinator) there was discussion about whether or not to pursue NCCAOM provider certification and course registration which would cost a total of \$600. UVM was reluctant to make that financial commitment without guarantee that our members would attend. Scott volunteered to potentially facilitate that CEU process as he had past history setting that up for the VTAA. We decided as a group not to pursue that at the moment. *Update, Deirdre emailed Cara and UVM committed to getting the NCCAOM certification so acupuncture CEUs will be available for the conference.* Montana thought we could do a giveaway for one free registration for the membership. Catherine suggested we could do a raffle to fundraise. After discussion, the group decided on \$20 per entry and \$100 for six entries for the raffle. Deirdre asked if anyone on the BOD was willing to step forward to coordinate our participation in the conference. April volunteered to set up the raffle and a way for members to pay. While some members were interested in helping no one made a solid commitment to take it over. Deirdre offered to email Cara, the event coordinator.

MOTION: Scott made a motion to sponsor the UVM Pain Conference at \$375. Deirdre seconded. There was no discussion, and it was unanimously approved. Deirdre will email Cara to register, Montana will forward Deirdre her email, and April will coordinate the payment.

6) BOD updates and unfinished business.

Charles successfully obtained the VTAA mailbox key from Diana in Shelburne. He checked for mail and there was nothing present. He offered to continue to check once or twice a month for us.

Christina has not updated the bylaws yet and there will be an ethics committee meeting to finalize the member approved edits from the annual meeting. Catherine might have the word document instead of the pdf format. Once that is completed, it will be published on our members only section of the VTAA website.

Please see financial document below for April's treasurer report.

There was no further new business.

Next VTAA BOD meeting is scheduled for Monday, March 29th, 2021 from 6:30-8:00 PM.

Meeting adjourned at 8:07 PM.

Respectfully submitted by Montana Burns, VTAA Secretary.

VTAA Financial Activity January and February 2021

JANUARY:

Beginning Balances

TD Bank \$17,221.63
Pay Pal: \$ 7,558.85

Payments:

Secretary of State: \$ 295
ASA: \$ 840
Paypal fees \$ 22.10
Total payments: \$1,157.10

Income:

Dues: \$700.00

Ending balances:

TD Bank: \$16,086.63
Pay Pal: \$ 8,236.75
Total funds: \$24,323.38

FEBRUARY:

Beginning Balances

TD Bank \$16,086.63
Pay Pal: \$ 8236.75

Payments:

Necrasson
(January and February payments): \$2,000
Pay Pal fees: \$ 9.6
Total payments: \$2,009.60

Income:

Dues: \$700
Total income: \$700

Ending balances:

TD Bank: \$14,586.63
Pay Pal: \$ 8,623.95
Total funds: \$23,210.58

\$8,623.95 transferred from Pay Pal to TD Bank on March 1 (finally!). Takes up to 3 business days to go through.