

VTAA BOD Meeting Minutes
3/29/2021, 6:30-8 PM EST

Meeting called to order at 6:39 PM.

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

Presiding officer: Deirdre Kelley

Absent: Scott Moylan

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

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

MOTION: Catherine made a motion to approve the last BOD meeting minutes from 3/1/21. April 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

April has been researching potential banks for transferring our \$10,000 in savings into a money market or higher interest savings account. Ally Bank will not work because it is only for personal accounts not business accounts. BlueVine, however, might meet our requirements for a business checking and/or savings account and has a 1% interest return rate which is significantly higher than our current TD Bank account. April discussed how we could completely change banks. Deirdre mentioned that this new account could just be for our \$10,000 in savings to take advantage of a higher interest rate. There was some concern over the ability to access that money if needed, however transfer options are most likely available. BlueVine is fully online, and April wanted to vet it properly before we made any decisions to transfer money into a new account. She will send us the link to the bank for more information and this will be an item for discussion in the future.

The raffle for the UVM Integrated Pain Management Conference generated \$700 in donations selling 40 tickets to 13 participants, 5 of which purchased the 6 tickets for \$100 option. This will cover the \$375 sponsorship amount for the conference, and we gained \$325 in donations for the organization as well. April mentioned that not everyone wrote "raffle" in the memo so it might be hard to discern the raffle versus membership dues because they are the same price. It was suggested that perhaps in the future we could charge \$99 or \$101 instead so that it is easier to tell the difference between donations and dues.

- 3) UVM Integrative Pain Management Conference

The raffle was a success and Molly Fleming was announced this morning on the listserv as our winner of one free ticket to the conference. Montana asked Deirdre if she could get in touch with the event coordinator, Cara, to see what registration information is needed to offer that free ticket to Molly. Deirdre said she would email Cara.

Li is in the process of getting NCCAOM CEU approval for the conference for up to 16 credit hours. The conference is from 9am – 4pm however if people are to watch the individual breakout sessions, they could earn up to 16 hours of CEU credit. She will keep us posted on her progress but is optimistic that it will be approved. Montana suggested to offer the other free registration to Li for her hard work on this. The board agreed and Deirdre will email Li to offer her the ticket. If Li already has a ticket, the board agreed to donate the ticket to Montana for her work in coordinating the raffle.

4) Mid-Year Committee Meeting

The general committee recruitment email was sent last Friday, 3/26 and three members responded to sign up for committees. Josh Singer volunteered for the legislative committee and both Brendan Kelly and Julie Bibleheimer volunteered for the fundraising committee. They have been added to the corresponding google groups. 4 out of 5 of the groups have over 10 members (some are overlapping as people have volunteered to multiple groups). The ethics committee has just 4 people, however it is brand new and hopefully more people opt to join soon. Montana wrote a template email for individual committee groups to start the conversation. She emailed the BODs the template and asked if each facilitator could personalize the email for their group and send it out within the next week to keep up the momentum. Everyone agreed that was an acceptable time frame. You can email your group directly from Gmail or go to Google Groups, find your group, and click “+New Conversation” at the top left corner to write an email directly from there. A reminder for the group facilitators is below:

Legislative & Dry Needling, facilitated by Scott Moylan
Membership & Website, facilitated by Deirdre Kelley
Outreach & Education, facilitated by Charles Murdock
Ethics, Conduct & Inclusion, facilitated by Christina Ducharme
Fundraising & Events, facilitated by Montana Burns

The BOD discussed the 45-day notice for any general or special meetings as outlined in the BOD manual. Initially, Montana thought that this might constitute a special meeting and therefore needed notice through USPS, however, Deirdre mentioned that it actually was a volunteer committee meeting, not a full membership meeting so it did not meet those bylaw requirements and we can just give email notice over the listserv. The board unanimously agreed, and an email will be sent out on 4/7 to give notice about the committee volunteer meeting on Saturday, May 22nd between 10 am – 12:30 pm.

The structure of the meeting was suggested by Montana to have a gathering of the whole group over Zoom initially for approximately 15 minutes in which the BOD will describe

what the meeting will look like. Then, we could go to our respective committees through break out groups (45-60 minutes) and then return to the whole group to discuss our individual committee's progress and action steps (45-60 minutes) and then wrap up/end the meeting (15 minutes). Deirdre mentioned that it would be wise to set up some structure such as designating a timekeeper, a chair and a note taker for each group as well as giving timelines such as an immediate plan, a 6-month plan and a one-year plan. The group liked those ideas. Montana thought it would be good to initiate idea generation and action plans via email prior to the meeting so that our focus day of the meeting will be more on next steps and delegation of action. She also suggested that perhaps the volunteer committee chairs could attend the following BOD meeting. Deirdre mentioned we could host a different chair each meeting or find a good rhythm with those invitations. The committee meeting will be an important item for discussion at our next BOD meeting as that will be the last time we convene before May 22nd.

5) Women Health and Cancer Conference

If the VTAA wishes to participate in this conference again the last day to enter is 7/2/21 for a virtual meeting on 10/1/21. Charles mentioned this was a great conference in the past for visibility and connection to this specific community. He had volunteered and had a great experience. We discussed as a group how it may differ this year with the pandemic being virtual. More information is needed on how we can participate or what sponsorship may look like. It was suggested that Scott or Li might have more information on this. Montana thought we could perhaps email them both to inquire about it. This will be an item for continued discussion when we know more about it.

6) NCCIH strategic plan statement

The submission date (3/12) has already passed, however both the ASA and NCCAOM have already put out statements. Considering that we are automatic members of the ASA that can be our statement. Scott may know more about this, but Li assured the VTAA via the listserv that the ASA has already done this. Nothing further was discussed.

7) Newsletter update/review draft to send out in April

Includes two recipes (one tea from Deirdre and one soup from Scott), a spring picture from Christina, UVM pain conference details (already sent to Deirdre from Li) and the Committee Meeting save the date and details, along member benefits summary. The member benefits include: 2-4 CEU credits yearly, ASA membership, 5% discount to Lhasa and Golden Needle (if you call to tell them you are in the VTAA), our lobbyist (as long as we vote for it), our listserv, our newsletter, our committees, our names and practice information on the VTAA website, sponsored events (educational and outreach), and maybe most importantly, community. Deirdre will hope to work on this Saturday and send it along to the BOD for collaboration. The goal will be to send it out sometime in April.

8) Bylaws update from Ethics Committee

The bylaws will be updated at the committee meeting on May 22nd.

9) Taxes due before May 15th (990-N ecard filing)

April will email Dianne Barclay to see if she would assist us again with this. No taxes are due because of our status, but a submission is required.

There was no further new business.

Next VTAA BOD meeting is not scheduled yet but will occur in the next 4-5 weeks.

Meeting adjourned at 8:03 PM.

Respectfully submitted by Montana Burns, VTAA Secretary.