

VTAA BOD Meeting Minutes
5/3/2021, 6:30-8 PM EST

Meeting called to order at 6:38 PM.

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

Presiding officer: Deirdre Kelley

Absent: April Brumson

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 3/29/21. Christina 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 was not present, but Montana updated the group that Dianne Barclay did our non-profit 990-eCard filing for our 2020 taxes before the May 15th deadline, so our taxes are all set for last year.

- 3) Mid-Year Committee Meeting

Deirdre asked if each facilitator could email their respective committees this week to ask for RSVPs from the groups for our meeting on Saturday, 5/22 from 10am-12:30pm. 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

An email reminder will be sent by Deirdre again the Friday before the meeting (5/21). The zoom link will be set up by Scott and will be posted to the VTAA member's only website for easy access. An email link will also be sent the morning of the meeting to the

listserv for easy access as well. The BOD reviewed the structure of the meeting. The whole group over Zoom initially for approximately 15 minutes in which the BOD (and specifically Deirdre as our presiding officer) 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 last time 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. Montana updated the google document to include those timelines. So far there is a healthy list of ideas so hopefully that our focus day of the meeting will be more on next steps and delegation of action. Scott asked Montana for a list of all the respective members in each committee. She will send it to him this week and the facilitators will keep Scott posted on who RSVPs to the meeting. There was some discussion regarding lack of members participating in certain groups. Catherine explained that different committees might be needed at different times for the organization. Right now, it appears that a focus of the membership is more on legislative and fundraising committees. Christina will send out a call to the membership to recruit more participation for the Ethics committee. The goal with this meeting is to engage the membership, assess our needs, hopefully to delegate more responsibility, and have more programming and offerings as a result.

4) Group check in

Deirdre wanted to check in with the BOD to see how everyone was feeling about the responsibilities and amount of work from the VTAA. Montana expressed that she was having difficulty with getting email responses from the BOD and would often have to resend emails to get feedback on scheduling meetings or approval for certain items. Other BOD members expressed that it had been a busy time and that there are a lot of emails to keep up with. They are easily lost/forgotten when reading in between seeing patients, etc. Charles appreciated the reminder emails. Scott recommended that we use the words "urgent" or use asterisks "***" when needing a quick response. Everyone still wants to engage in a meaningful way. It was a helpful discussion. Feedback was encouraged as well as email responsiveness.

5) ASA website update

Beth Bloomfield, our webmaster, joined the BOD meeting at 7:30pm to discuss some of the upcoming changes and new contract associated with our website which is tied to the ASA. While our website is running very smoothly, other state organizations were not. Because of those difficulties, the ASA will be changing hosting companies (and end our contract with DNP, our current company) in addition to doing security updates and implementing ADA compliance. There is going to be some work needed to get it up to snuff. Beth will try to implement any fixes and get the coding to where it needed to be. It could affect the PayPal plug in and the ASA is recommending Stripe instead. The idea is that hopefully it will make the website more user friendly. Maggie from ASA also recommended the use of a free Mail Chimp account. It could even be used for the list of

all acupuncturists in Vermont (instead of just VTAA members) for things like the newsletter, etc. We will receive a contract for a new domain company in three months so Beth wanted to let us know now so that we would be prepared and not surprised by the change.

6) ASH meeting

Scott will email Dr. Justine Greene from ASH/Cigna to set up an informational meeting. There was some discussion over if this should be relayed to the legislative committee for any consideration. Scott will start with reaching out to Dr. Greene. It would be great to ask the membership if they had any questions and Scott offered to act as our VTAA liaison for the meeting. *Update: the meeting is scheduled for Friday, 5/21 from 1-2pm.

7) Women's and cancer conference follow up

The BOD asked Scott if he knew anything about this conference in the past because he was not present at the last meeting when we discussed it. He did not have anything more to add. It will be a virtual event this year and we have a July deadline to register to participate in October. It will be a continued item for discussion.

There was no further new business.

The next VTAA BOD meeting is scheduled for Monday, June 14th from 6:30-8pm.

Meeting adjourned at 8:05 PM.

Respectfully submitted by Montana Burns, VTAA Secretary.