

VTAA BOD Meeting Minutes
10/25/2021, 6:30-8 PM EST

Meeting called to order at 6:38 PM.

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

Presiding officer: Deirdre Kelley

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

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

MOTION: Montana made a motion to approve the last BOD meeting minutes from 8/30/21. Catherine seconded. There was no discussion, and 6 out of 7 members voted yes. Charles abstained from voting because he was absent at the 8/30 meeting.

MOTION: Montana made a motion to approve the last BOD meeting minutes from 9/27/21. Charles seconded. There was no discussion, and 4 out of 7 members voted yes. Scott, Christina & April abstained from voting because they were absent at the 9/27 meeting.

Montana also reported that as of today we have 86 paid and active members. As of the annual meeting last year there were only 61. Four other people have just had their membership expire so she has sent them reminder emails to renew. Our highest number of members this year was 91, with only one leaving because she moved out of state. This might be a record?! Last year's was a high of 90. Overall, we had a great year for renewals, new engagement, and retention, which was one of our goals. There are 8 new members according to our membership list. Montana will forward those names to Deirdre so she can welcome them.

- 2) Treasurer's report

April emailed everyone prior to the meeting with a snapshot of our finances since our last meeting on 9/27:

INCOME: We took in \$701 via pay pal in dues (\$1 from our webhost as a test)
EXPENSES: Necrason: \$1,000, One year web hosting: \$100.

Cash on hand:
TD Bank: \$13,101.58
PayPal: \$ 5,307.60
Total: \$18,409.18

Deirdre reported that PayPal on our website is officially working again. Eren and Beth fixed it with April and Dianne Barclay's help. Deirdre asked April if we could transfer the money from our PayPal account to our TD Bank account with more frequency because she was not clear if PayPal was insured. Scott asked if we needed any money to be left in that PayPal account. Catherine suggested that we keep no more than \$1000 in the PayPal account at any given time. Montana thought that maybe we transfer the PayPal money to our TD Bank account monthly or right before each BOD meeting if that was a helpful reminder. April agreed to transfer that money over to our TD Bank account.

Montana asked if our D & O insurance invoice was received for this year. The due date is upcoming on 11/3/21. Charles received a letter in the mail (from our PO Box) regarding it, but it was not an invoice and did not have clear instructions. He scanned it and emailed it to April. Deirdre asked for contact information and policy number so she could contact them directly to set up payment before 11/3. Our policy number is #F13793724, the company is RST Specialty LLC and their phone # is 816-842-8222. Deirdre will try to set up payment online or set up an automatic renewal with our debit card and offer our VTAA email address (vermontacupuncture@gmail.com) as the future point of contact. She will contact April to coordinate the on-time payment.

Montana gave a friendly reminder to April that she would like to be reimbursed for the \$264.39 spent for the annual meeting mailer that she paid for out of pocket. She sent itemized receipts for the postage, envelopes, labels, and printing to April directly. April said she would send out a check soon.

3) Annual meeting prep (RSVPs, bylaws update overview, election protocol and applications, & dues restructuring)

The annual meeting will take place over Zoom this year on Saturday, November 6th from 9 AM – 12 PM, with a free CEU class from 1 PM – 4 PM. Scott will run the Zoom meeting through the VTAA account and make the BOD members who need to screen share co-hosts. We have received 11 RSVPs from the membership and assuming that the entire BOD is attending we have confirmed 16 people will be present. In the past we usually have 30-35 present and only 8 voting members are needed to fulfill a quorum. Montana already created the Zoom link and has sent it to the BOD and members who have RSVP'd, but the link could also be sent the morning of the meeting to the listserv for easy access. Scott recommended that the President's address should include a summary of our past year, hopes for the year ahead and thank you to our departing BOD member Christina, our VP. Deirdre also thought it might be nice to welcome all our new members by name.

Catherine and Montana worked on a google document which was shared with the BOD re: the bylaw updates. Four changes were made which included, adding “/or” to “and” USPS so that it would read “and/or USPS”, an update re: the roles of the secretary and VP positions, an addition for director roles and an update to the committee's section. The entire BOD went through the document together and edited it. Catherine suggested that we create a clean word document to present at the annual meeting and offered to help

Montana complete those finishing touches. That will be emailed to the BOD when it is done. Any vote to change the bylaws needs a 2/3 majority to pass according to our bylaws.

See google document for more details: <https://docs.google.com/document/d/1GKyQ-vBdLoMlBkRw9wGI21ft8LrU0KMsBxPF39lcz4k/edit?usp=gmail>

We still have not heard from any of the committee members after Deirdre sent her email calling for volunteers to speak at the annual meeting. Montana recommended again that we the BOD facilitates the committees as a default and if other members want to take on that role they can (e.g., Montana gives the fundraising update, Scott gives the legislative update, Deirdre gives the membership update, Charles gives the outreach update and Catherine gives the ethics update). These updates should be about 1-3 minutes long. Deirdre recommended that we reach out to our committees one last time before the meeting to elicit any engagement or volunteers to provide the updates.

There are three seats available for election are VP, Secretary & Board Director. Two members have already submitted the biographies for the elections. Catherine intends to run again for her Director's seat and Montana intends to run for Vice President. Montana will gather any other possible biographies provided by members interested in running for the BOD and share those with the board members via email, but she also mentioned that people can announce their candidacy at the meeting and not provide a biography. Also, the officers need to be voted on before the director position according to our bylaws.

Christina suggested that she write an email to the membership to let them know the position of secretary is also up for election explaining that Montana was stepping down from the secretary role and that we are hoping to create more balance between the BOD positions with our bylaw updates. Everyone agreed that was a good idea.

After looking at the bylaws, those biographies need to be sent to the membership prior to the election. Perhaps that could happen with the proposed bylaw changes or meeting reminder with Zoom link. Deirdre agreed to send this out to the membership.

Montana wanted to review the names of our membership levels in our proposal to restructure the dues. Our current membership levels are described on our website as:

- 1) annual/basic professional membership (\$100)
- 2) supporting professional membership (\$200)
- 3) sustaining professional membership (\$300)

After discussion the BOD concluded that these could be the updated levels:

- 1) reduced professional membership (\$100) for first year members, retired, part-time or members with financial need
- 2) professional membership (\$200) for most members

3) supporting professional membership (\$300) if you can and want to help sponsor another member

There could be an option over \$300 for those who wish to donate more. An option already exists on our VTAA website to donate at any amount at any time, but we could call attention to that at our annual meeting. Deirdre thought it would be nice if she as the President wrote thank you notes to anyone that donates over the basic amount. Montana agreed to forward her the names of our high donors so she could do that. Deirdre also recommended that Montana email the Fundraising committee for any input on these changes.

4) PO Box check in with Charles

Charles updated us via email that he has been checking the box and we received ten returned annual meeting invitations (which he emailed all ten names to the BOD) and one change of address letter from Abigail P. which he will forward to Montana to update it in our address book. He forwarded April the letter from our D & O insurance and will keep us posted if any membership dues or other important mail is received.

5) NCCAOM CEU status

Montana explained that the approval process for our CEU class after the annual meeting takes 6-8 weeks. We still have not received final approval but expect to before 11/6. The application was filed on time in early September. Li helped Montana with the process, and it should be all set. Montana will email the BOD when final approval is confirmed.

There was no further new business.

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

Meeting adjourned at 8:03 PM.

Respectfully submitted by Montana Burns, VTAA Secretary.