

VTAA Meeting Minutes

November 8th, 2024

Pre-meeting Fun Facts

4/7 Majority – What's needed to start meeting, hold a vote etc

*Maddy – Corrected in annual meeting minutes

*DeFuria – Corrected in annual meeting minutes

VTAA BOD Meeting Agenda Items

1. Wrapping up Annual Meeting: approving minutes (see attached), elections and transfer of roles, email list additions / subtractions, etc.

- Montana: Motioned to approve, Hanna seconded
- Confirmed future meeting dates – Second Friday of every month, 12:30PM
 - **Next meeting Jan 10th, 12:30** – no meeting in December
 - **Take June off**
 - Put on shared calendar, new website will display - Beth and Maddy will address

2. CEU proposal from member

- Pamela Bys asked about a 5 E provider coming out from CA to do a class
- She wants to use our provider account to make this happen.
- Concerns: allowing members to use our credentialing with NCCAOM? Liability? Financial partnership boundaries? Other?
 - Montana: We hired Diedre's connection to do a 5E face diagnosis, Steve Cena but for VTAA event. Lots of paperwork involved in getting a course approved, getting certificates to practitioners after, costs \$175 each time
 - Captain: Events are generally free for our members, do we want to offer more CEU's, or in conjunction with the pain conference?
 - Maddy: Can we offer a discount to our members in order to better incentivize? Confirmed this was done in the past
 - Captain: We'd also have to front money for airfare, hotel, etc in order to teach their lecture. We'd need someone to play point person with Pam to determine expenses and logistics
 - Montana: Not volunteering herself for managing this guest lecture. We've never spent more than \$500 on speakers historically, they were always done to fundraise for the VTAA - not the other way around
 - Greg: Willing to reach out to The White Pine Collective to see if we can get a discount for our local members, or invite them to VT
 - Maddy: In the next year, would like to prioritize as many discounts as possible, explore swag for giveaway or raffle, work to increase benefits for members
 - Montana: October 25th, 2025 for next meeting?
 - Captain: Should we consider a safety and Ethics course? Most of us need those 4 credits. Could expand Semi Annual Event (April 5th) and offer Safety and Ethics in afternoon. Need to extend use of room at hotel VT into afternoon. History of events: 2020 oppression with Captain, 2021

research with montana, 5E class in 2022, tui na in 2023, Brendan in 2024
– we want to keep the diversity in courses

- Montana: Back to Pam - keep \$500 cap, create more concrete limitations if we move forward
- Maddy: Maybe we create grant process with written proposal, google doc survey with limited window, then we can award them the grant to use as desired
- Captain: We know what NCCAOM requires, we offer a \$500 speaker fee, so if the course is approved the speaker is given \$500, but members have access for free. Pam's proposal feels very different from past practices
- Maddy: "We do not currently have the infrastructure to sponsor events, but would love to have someone on the board to help with that in the future. The board is new and we need to get more comfort before we can create space and the ability to offer more"
- Captain: Likes the idea of members speaking. Gives members an opportunity to up their game and present to colleagues. It's not about getting paid, but taking care of our community first, and then we can work toward more advanced level offerings in the future. We don't have an education committee, we just don't have the infrastructure yet.
- Maddy: It seems we have come to a conclusion?
- Captain: The need for access to NCCAOM is likely due to the expense, time and education that is required for certification, but we don't have the capacity to take on what is required in this instance, at this time
- Beth joined meeting, discussed new website. Asked that we troubleshoot website before the rest of community finds issues

3. 2025 BOD Goals: these are draft thoughts from the annual meeting discussions, but please rewrite / configure / put intention toward / consider the HOW of these for the board as a whole (ie, not just for your position):

What is your role, and what can you do to support your fellow board members, can you contribute to annual meeting, what is your identity on board, let's flesh out what we do and how we can do it better/lean into our strengths to benefit each other and the board

- President – vision statement (5 – 10 year goals), DEI, increase social media, engage neighboring states, push for membership initiatives
 - Agenda: President and VP discuss ahead of time and then send to everyone to add if desired
 - Beth: Vision statement vs mission statement, adjust language on website? Asked we try to "break" website ahead of others
 - Points to fact that website currently says "our vision," knows Captain mentioned vision vs philosophy from past publication, wants to be sure we're all on the same page
 - Captain wants to replace "our vision"
 - Montana: Shared past philosophy because it's so similar to a vision statement

- Beth: Did we get them backwards? Happy to adjust verbiage
 - Greg: Likes how ASA is so integrated, banner etc
- VP – membership solicitation / outreach, strategies / methods?
 - Agenda: President and VP discuss ahead of time and then send to everyone to add if desired
 - Montana: Offered Maddy and Hanna further support if needed
- Treasurer – paypal transaction accounting, instructional manual, budget & projections (5 – 10 year goals), high yield accounts
- Secretary – Save-the-Date mailers for April and annual meeting events sent months ahead (fyi: Greg knows about shipping, Maddy and Beth have member addresses, and OPR has addresses for all LAc's)
 - \$5 a member, renewal fee, VP Beth and secretary count number of members and Mitya writes a check to ASA in Jan, dues to national org
- Director Greg – monitor ASA, PO Box check, provide mailing / event / other support?
- Director Beth – website management, provide other support?
 - Beth: Ownership on paypal account, they have upped their security requirements, as an organization we want to be good to board members and use a named executive board member, they'd need to provide SSN (pres or Mitya likely), this would allow us to get new documentation and better organize, we could switch to Square but similar documentation will be required
 - Montana: Mitya has been thinking about this for sometime, check in with her?
 - Maddy: Square seems to be somewhat cheaper, most aspects are comparable, we could use business EIN and avoid personal info/particular member for “person of record”
 - Beth: Not married to either, but Square will likely want a point person because of likelihood of fraud, Square will require reorientation after all the time invested into paypal, we need to move fast so we can get it up and working
 - Captain: Moved toward motion; Beth Mitya and Captain will make this call and set up payment process online
 - Maddy motioned, seconded by Beth, vote was unanimous
- Director Montana – mentor VP and Secretary, coordinate April event, provide other support?
 - Montana: Repeated generous offer to support any inquires for new members. Did Mitya pay for renewal? We don't want lapse.
 - Maddy: Sees copy of renewal, active to 2025
- Deirdre (member) will be continuing social media engagement... anything we can ask her for?

4. Retirement gift for Deirdre

- Looking at a Plaque to honor 7+ years of service
- Draft Text for approval: “In honor of seven years of service on the VTAA Board of Directors helping build community and strengthen our organization. 2017 – 2024”
- Need to confirm dates

- Captain: Lets acknowledge the great effort Deirdre put forth on our behalf, would like to present a plaque to show appreciation. Was it 7 or 8 years of service?
- Montana: If a board member serves 5+ years, we offer a plaque moving forward?
- Maddy: Likes the idea, offered the idea of planting a tree in someone's honor
- Captain: A plaque feels like the deserved acknowledgment of efforts made within a professional organization, can hang accolade in office. Will look into a vendor for the job
- Captain: \$50-100 for budget regarding plaque. Someone needs to motion the budget line item for 5+ years of service
- Montana: Moved to approve \$100 limit on 5+ years of service, Hanna seconded, vote was unanimous
- **Need logo**
 - Montana: Will send logos to everyone

MISCELLANEOUS

Burlington Social - April 5th

Annual Meeting - Saturday, between mid Oct - mid Nov, waiting for PCOM to announce their conference, won't be Nov 1st day after halloween

New members should send Beth a photo and bio - look at website for example, include pronounces, refer to current practice location for context