

NASEMSO Board of Directors Meeting
Monday, September 16, 2013
Gaylord Opryland Hotel, Nashville, TN

Meeting Record

PRESENT

Chris Bell (VT), East Region
Dennis Blair (AL), Secretary
Gary Brown (VA), Treasurer
Jim DeTienne (MT), President
Dave Edwards (VA), Pediatric Emerg Care
Brett Hart (TX), Educ & Professional Stds
Randy Kuykendall (CO), Past President
Joe Nelson M.D. (FL), Medical Directors
Rob Seesholtz (TN), Trauma Managers
Steve Sutton (KS), North Central Alt.
Kyle Thornton (NM), West Region
Keith Wages (GA), South Central

ABSENT

Dean Cole (NE), North Central Region

ALSO PRESENT

Rachael Alter, Program Manager
Beth Armstrong, Executive Vice Pres
Bob Bass M.D. (MD)
Pam Bilodeaux (MN)
Drew Dawson, NHTSA
Dia Gainor, Executive Director
Katherine Hert (AL)
Jack Hill (___)
Pat Irwin (NV)
Brian Litza (WI), AVL Chair
Derrick Longdon, Burlington, MA
Susan McHenry, NHTSA
Tom Nehring (ND), Rural EMS
Kathy Robinson, Program Manager
Joe Schmider (TX), Domestic Prep
Paul Sharpe (VA), Data Managers
Leslee Stein-Spencer, Program Advisor
Donna Tidwell (TN)

CALL TO ORDER / AGENDA REVIEW

President Jim DeTienne called the meeting to order at 5:03 pm and self-introductions were made with a quorum present.

ACTION: Dennis Blair moved, seconded by Randy Kuykendall to accept the agenda. The vote was unanimous and the motion carried.

SECRETARY'S REPORT

ACTION: Dave Edwards moved, seconded by Steve Sutton to approve the August 8, 2013 Meeting Record. The vote was unanimous and the motion carried.

TREASURER'S REPORT

- **2012-13 12 Month's Report** - Treasurer Gary Brown presented the 12 months statement of activity noting \$1,521,221 in receipts, \$1,273,195 in expenses yielding a net excess of \$266,347.
- **2013-14 2 Month's Report** – Brown summarized July-August 2013 activity including \$218,563 in receipts, \$219,819 in expenses yielding a 2-months net deficit of (\$1,256). The NASEMSO fund balance as of August 31, 2013 is \$840,944.

- **2014-15 Draft Budget** – Gary pointed out that at this time, projected receipts from federal contracts are lower than previous years: \$701,961 for 2014-15 versus \$1,008,635 anticipated in 2013-14. Current projections are for a net deficit of (\$92,427) unless additional receipts are secured, most likely through additional contracted projects.
- **Member Dues and Rights** – Brown noted the insert in the meeting packets summarizing dues and rights.

ACTION: Dennis Blair moved, seconded by Brett Hart to accept the 2014-15 budget as presented (see Attachment 1). The vote was unanimous and the motion carried.

ACTION: Dennis Blair moved, seconded by Joe Nelson to maintain the current dues levels and member rights. The vote was unanimous and the motion carried.

ACTION: Steve Sutton and Brett Hart moved and seconded respectively to accept the 2012-13 Report and the 2013-14 Report without objection. The vote was unanimous and the motion carried.

PRESIDENT'S REPORT

President DeTienne shared that he has introduced templates this year to help document the Association's Strategic Plan and work of councils and committees.

He noted that the Data Managers Council has invited other councils and committees to propose uses of data so that the Data Managers can help them.

Jim indicated that he met with the Emergency Nurses Association this morning and discussed areas for closer collaboration. They invited editorial contributions to their publications to help make their members more aware of EMS matters.

He drew the groups' attention to an Advocates for EMS planning document on the meeting thumb-drives which includes 10 focus areas.

ACTION: President DeTienne asked leadership to review AEMS plans and progress, and consider whether NASEMSO should retain AEMS membership next year.

DeTienne reminded board members that resolutions are due to Ray Barishansky (CT) and Jay Bradshaw (ME) by Thursday morning. Kyle Thornton (NM) volunteered to assist.

Jim invited Board members to his suite C6028 following this meeting.

ANNUAL DISCLOSURES AND RECOMMENDATIONS FROM MANAGEMENT FIRM

Beth Armstrong reported that Association and Society Management International is applying for accreditation by the AMC Institute this year. The ANSI standards require that

management firms document certain disclosures and recommendations. Armstrong made the following recommendations for NASEMSO leadership consideration:

- Conduct an annual evaluation of ASMI according to the contracted scope of work (*Secretary Dennis Blair was assigned to coordinate this; President Jim DeTienne has drafted a SurveyMonkey online form to facilitate*).
- Review an annual work plan (*it was noted that this will occur during the Board Retreat*).
- Support the chief staff executive and chief elected official participating in a leadership symposium as desired to maintain current awareness of non-profit organization strategic planning best practices.
- Secure an independent review or audit of all financial transactions and records by a qualified third party (*it was noted that an A-133 audit is conducted each year due to NASEMSO receipt of federal funds in excess of \$500,000*).
- Secure General Liability and Association Professional Liability Insurance Policies (*it was noted that NASEMSO maintains this insurance*).

Armstrong made the following disclosure of all income the preceding fiscal year from hotel and other commissions, finder's fees and any other sources:

- \$8,500 was received from hotel room commissions for the 2012 Annual Meeting in Boise, ID; \$1,200 is anticipated for the 2014 Mid-Year Meeting.

ACTION: Keith Wages moved, seconded by Dr. Joe Nelson to accept the recommendations and disclosures. The vote was unanimous and the motion carried.

ACTION ITEMS

- **PECC Letter to AAP for the NASEMSO Board** – Cindy Wright-Johnson briefed the board about the concern about the ongoing delays in the publication of the Third Edition of the Pediatric Education for Pre-hospital Providers (PEPP) textbook and instructor resource materials over the past three years.

ACTION: Dr. Joe Nelson moved, seconded by Dennis Blair that NASEMSO send a letter voicing concern over lack of timely teaching materials. The vote was unanimous with one abstention (Hart).

- **NASEMSO Council & Committee Meeting Attendance Guidelines** – President DeTienne reviewed “NASEMSO Meeting Decorum Guidelines.” He noted that NASEMSO meetings be conducted as open meetings; they should only be closed in rare instances. It was noted that all meeting participants disclose any potential conflict of interest.

ACTION: The Board tabled this topic for further discussion.

- **ACEP Policy Statement for Endorsement** – Dr. Joe Nelson spoke on behalf of the Medical Directors Council recommendation to endorse the policy on “Transfer of Patient Care Between EMS Providers and Receiving Facilities.”

ACTION: Dr. Joe Nelson moved, seconded by Gary Brown to endorse the policy. The vote was unanimous and the motion carried.

- **Resuscitation Outcomes Consortium (ROC) Letter of Support and ROC Progress Report June 2013** –

ACTION: Dr. Joe Nelson moved, seconded by Chris Bell to support continued ROC funding. The vote was unanimous and the motion carried.

- **NASEMSO Meeting Decorum Guidelines** – President DeTienne asked leadership to review this draft policy document.

OTHER BUSINESS

- **DEA and Drug Shortage Policy** – NASEMSO will consider revisions to its Resolution on this topic.
- **Domestic Preparedness** – the Board consented for the Committee to conduct a 2-question survey.

NASEMSO FUTURE MEETING PLANNING

- **2014 Mid-Year Meeting** – Gary Brown presented options for the 2014 meeting in Baltimore, MD; Charlotte, NC; or Arlington/Alexandria, VA. The Program Committee will finalize a recommendation.

NEW MEMBER INTRODUCTION ASSIGNMENTS

President DeTienne made the following assignments:

- **Michelle Reese (CO)** – Steve Sutton
- **Jamie Pianka (MA)** – Chris Bell
- **Richard Gibbons (PA)** – Joe Schmider
- **Joe Schmider (TX)** – Richard Gibbons

ADJOURNMENT

There being no further business, the NASEMSO Board Meeting adjourned with unanimous approval at 7:00 p.m. at the motion and second of Steve Sutton (K) and Gary Brown (VA).

Attachment 1: NASEMSO 2014-15 Budget

Meeting Record respectfully submitted by NASEMSO EVP Beth Armstrong.

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Attachment 1: NASEMSO 2014-15 Budget

<i>July 1 - June 30 Fiscal Year</i>	2014-15 Budget Adopted 09/20/13	2013-14 Actual as of 08/31/2013	2013-14 Budget Adopted 09/27/12
INCOME FROM OPERATIONS			
Dues - Associate Member (\$250)	5,000	2,000	1,500
Dues - Corporate Member (\$2,000)	16,000	2,000	10,000
Dues - State Ofc Package (\$1,500)	67,500	30,265	67,500
MD Council RegFees	0	0	0
Annual Meeting	80,000	43,420	80,000
Exhibit	45,000	10,725	40,000
Mtg Sponsorships	10,000	7,895	10,000
Mid Year Meeting	20,000		20,000
Labels/Monograph/Other/Royalties	1,000		1,000
Contracts (Separate Stmt)	701,961	118,203	1,008,635
State Travel Funds	0	0	0
Total Income from Operations	946,461	214,508	1,238,635
OTHER INCOME			
Interest/Dividend	7,000	852	6,500
Realized Gain/Loss on Investments	0	0	0
Unrealized Gain/Loss	0	3,203	0
Total Other Income	7,000	4,056	6,500
TOTAL INCOME	953,461	218,563	1,245,135
ADMIN / OPS EXPENSES			
Management Fee	238,471	37,853	227,115
Management Incentive	0	0	0
Insurance	1,000	0	1,000
Accounting Fee	2,000	310	2,000
Investment Fees	5,000	1,315	0
Office Supplies	1,500	37	2,000
Telephone/fax	3,000	524	2,500
Postage	500	47	250
Printing/copying	500	0	500
Membership Mktg	750	0	2,500
Committee/Liaison Support	40,000	1,452	40,000
Exp. For State Travel Funds	30,500	0	0
Credit Card Process Fees	9,500	1,156	9,000
Donation - EMS Mem Svc	1,000	0	1,000
Web Site	12,000	2,087	10,000
Staff Travel	7,500	200	7,500
Miscellaneous/monograph/list prod.	1,000	221	750
Admin/Ops Subtotal	354,221	45,203	306,115
PROJECTS EXPENSES			
	596,667	176,367	882,080
Annual Meeting Expense	75,000	(1,750)	65,000
Annual Meeting Member Travel	0	0	0
Mid Year Meeting Expense	20,000	0	20,000
TOTAL EXPENSES	1,045,888	219,819	1,273,195
EXCESS/(DEFICIT)	(92,427)	(1,256)	(28,060)
Net Assets Beginning of Year	817,343	845,403	845,403
Change in Net Assets	(92,427)	(4,459)	(28,060)
Net Assets End of Year	724,916	840,944	817,343
Unrealized Gain/Loss		3,203	