

NASEMSO Board of Directors Meeting
Wednesday, October 14, 2015
Meeting Record



PRESENT

Chris Bell (VT), East Region
Gary Brown (VA), Treasurer
Jim DeTienne (MT), Immed Past President
Joe Ferrell (IA), EPSC
Andy Gienapp (WY), West Region
Joe House (KS), North Central Region
Paul Patrick (UT), President
Carolina Roberts Santana MD (RI), PEC
Chair-elect
Rob Seesholtz (TN), Past Trauma Chair
Paul Sharpe (VA), Data Managers
Peter Taillac MD (UT) Medical Directors
Kyle Thornton (NM), Secretary
Keith Wages (GA), President-elect
Alisa Williams (MS), South Central Region

ALSO PRESENT

Lindsay Narloch (ND), Data Chair-elect
Joe Schmider (TX), Domestic Preparedness

Ken Williams M.D. (RI), Medical Directors
Chair-elect
Dennis Roe, NAEMT President
Donna Tidwell (TN)
Tony Specter (MN)
Michelle Reese (CO)
Dale Adkerson (OK)
Susan McHenry, NHTSA
Drew Dawson, NHTSA
Ernie Daws (GA), Deputy Director

STAFF PRESENT

Rachael Alter, Program Manager
Beth Armstrong, EVP
Sue Denston, Program Manager
Dia Gainor, Executive Director
Mary Hedges, Program Manager
Kevin McGinnis, Program Manager
Kathy Robinson, Program Manager
Leslee Stein-Spencer, Program Manager

CALL TO ORDER / AGENDA REVIEW / ROLL CALL

President Paul Patrick (UT) called the meeting to order at 5:09 p.m. ET and Kyle Thornton called roll; a quorum was present. The agenda was reviewed and approved at the motion of Andy Gienapp and second of Joe House

SECRETARY'S REPORT

Secretary Kyle Thornton (NM) presented the August 13, 2015 Meeting Record.

ACTION: Joe House moved, seconded by Paul Sharpe to approve the Record as corrected. The motion carried.

TREASURER'S REPORT

Financial Performance – Treasurer Gary Brown reported that as of September 30, the total income from operations is \$604,571 with expenses of \$563,391 resulting in a net excess of 41,180. We have net assets of \$845,016 in cash and investments.

2015-16 Proposed Budget Amendments – Gary reminded that the current fiscal year budget was adopted October 9, 2014. Since then, NASEMSO has undertaken significant new projects that impact financial activity including NIST and Fatigue in EMS projects, as

well as extensions of the periods of performance for CAP-6 and EBG. The net result is projected to be a 12-months excess of \$ 154,094. See Attachment 1 for complete updates.

ACTION: Keith Wages moved, seconded by Andy Gienapp to present these amendments to the membership. The vote was unanimous and the motion carried.

2016-17 Draft Budget – Gary explained that this projects a current deficit budget of (\$82,096). This swing reflects conservative projections for exhibitor/sponsor receipts, and expenses previously covered under our CAP-1 award from NHTSA. While the proposed budget is a deficit the Association realizes a net excess over the two-year period.

ACTION: Alisa Williams moved, seconded by Kyle Thornton to present this budget to the membership for adoption. The vote was unanimous and the motion carried.

PRESIDENT’S REPORT

Paul Patrick expressed his sincere thanks and gratitude to the Board for their effort and work on behalf of NASEMSO. He acknowledged Keith Wages’ work to staff all activities with NASEMSO representatives, and Alisa Williams’ work to help regions with their activities.

SPECIAL GUEST BRIEFING

Colmon Eldridge of the Council of State Governments Center for Interstate Compacts addressed the NASEMSO Board. He expressed optimism for NASEMSO’s REPLICA. He spoke about what happens once REPLICA is adopted by a threshold number of states. Eldridge will staff the inaugural meeting of the Interstate Medical Licensure Commission later this week.

EXECUTIVE DIRECTOR’S REPORT

Dia Gainor briefed the Board on current projects:

New Projects

- **Fatigue in EMS** – NASEMSO received this award September 30 for two-years in partnership with Carolinas Health Services.
- **Ambulance Safety Online Compendium** – NIST awarded NASEMSO a \$50,000 grant to summarize the various ambulance design and ambulance testing resources that have been released in recent past and package the information in an electronic interactive format.
- **Potential Projects** – Dia shared that staff has been working on various funding applications.
 - An EMS health IT project that may be awarded by ONCHIT to define the electronic equivalent of the “short form” that EMS personnel might leave on paper at an ED and conversely the data that a hospital (presumably ED) would provide back to the EMS agency.
 - A cooperative agreement specific to state EMS office and tribal EMS relationships and promising practices.

- Transport of highly infectious patients – a proposal was submitted to ASTHO last month.
- EMSC for Children Innovation & Improvement Center – NASEMSO awaits the RFP announcement.
- REPLICA – NASEMSO will approach NREMT for support of operation of the Compact.
- **CAP 1** – this funding supports NASEMSO’s core activities. The Executive Committee met September 10-11 to begin planning for potential scope of work for the next arrangement. They focused on capabilities and functions unique to the Association with in-house expertise and demonstrating national leadership. Proposed tasks include technical assistance to state EMS offices, NASEMSO infrastructure support needs and EMS Compass sustainability.
- **CAP 5** – deliverables largely have been completed.
- **CAP 6** – deliverables largely have been completed.
- **CAP 7** – EMS Compass Town Hall meeting will occur tomorrow and will include a general project update.
- **CAP X** – draft documents to implement evidence-based guidelines has been circulated. WY, AZ and TN have rolled out training.

ACTION ITEMS

- **Annual Management Recommendations and Disclosures** – Beth Armstrong explained that Association and Society Management International is one of 75 accredited firms under an ANSI standard specific to association management companies. It requires ASMI to make a series of recommendations and disclosures annually. These are as follows:
 - **Annual Performance Evaluation** – according to the contracted scope of work. NASEMSO does this each year in conjunction with their Board Retreat.
 - The **management agreement was renewed** in May for another five-year period. The scope of work is for full-service not-for-profit and association management covering administrative, provision of personnel and headquarters, meetings management, communications, membership, financial and projects management.
 - ASMI recommends that NASEMSO have an **annual work plan** – NASEMSO accomplishes this at the Board Retreat.
 - **Disclosure of all income** for the preceding fiscal year from hotel and other commissioners, finder’s fees and any other sources – ASMI earned \$17,198 from various hotels that hosted NASEMSO meetings during the past year – these commissions are paid from major hotel chain budgets for firms with an ITAN (International Travel Agency Network) accredited number. These fees do not impact client room rates or other negotiated arrangements.
 - ASMI recommends an **annual independent review or audit** of all financial transactions and records by a qualified third party – NASEMSO’s records are subject to an OMB A-133 audit that is undertaken each year and filed with the U.S. Federal Audit Clearinghouse. Field work is being completed this month by Sarfino & Rhoads for the 2014-15 fiscal year.

- ASMI recommends **NASEMSO maintain General Liability and Association Professional Liability Insurance** Policies – NASEMSO does this.
- Separately, each year each board member will receive a copy of the **NASEMSO IRS 990 report** for review prior to submission to the IRS.

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

- **Vision Statement on Mobile Integrated Healthcare (MIH) and Community Paramedicine (CP)** – Jim DeTienne presented the document.

ACTION: Jim DeTienne moved, seconded by Alisa Williams to endorse the vision statement. The vote was unanimous and the motion carried.

- **Defining the Role of EMS in our Nation’s Health Care Transformation: The New EMS Value Proposition** – Jim shared that Kevin McGinnis compiled input from five national EMS organizations.

ACTION: Gary Brown moved, seconded by Andy Gienapp to adopt the document. The motion passed with two abstentions (Ferrell and Sharpe).

- **Response to National Association of Athletic Trainers on Appropriate Care of the Spine Injured Athlete** – Peter Taillac presented a statement to be sent to NAAT expressing general support but objecting to use of rigid immobilization devices and to the blanket use of rigid cervical immobilization devices.

ACTION: Peter Taillac moved, seconded by Paul Sharpe to approve the statement. The motion carried by unanimous vote.

- **NASEMSO Future Meeting Planning** – Paul Patrick shared that the Executive Committee proposes three locations be selected from among six options, for two meetings per location. The membership will be asked to pick the three. Suggested options include San Antonio, Grand Rapids, Savannah, Orlando, Reno, Long Beach.

ACTION: Gary Brown moved, seconded by Keith Wages to implement this approach. The motion carried by a vote of 10-4 (Bell, Gienapp, House, Sharpe opposed).

ADJOURNMENT

There being no further business, the meeting concluded at 7:00 pm ET.

Meeting Record respectfully submitted by NASEMSO Executive Vice President Beth Armstrong and Secretary Kyle Thornton (NM).

Attachment 1: NASEMSO Financial Performance Report / Budget

NASEMSO Shared Drive:\Board of Directors\Meeting Records Monthly Board Calls\2015 Meeting Records\NASEMSO Board Minutes 10-15-2015.doc

Attachment 1: NASEMSO Financial Performance and Budgets @09-30-2015

	2015-16 BUDGET proposed amendments	2016-17 BUDGET draft @ 09-11-2015	2015-16 ACTUALS 30-Sep-15	2015-16 BUDGET adopted 10-09-2014
INCOME FROM OPERATIONS				
Dues - Associate Member (\$250)	6,000	7,500	2,500	6,000
Dues - Corporate Member (\$2,000)	18,000	18,000	6,000	18,000
Dues - State Ofc Package (\$1,500+250)	78,750	70,500	42,625	78,750
MD Council RegFees	0	1,350	-	-
Fall Meeting	90,000	100,000	65,145	90,000
Exhibit	50,000	35,000	24,250	50,000
Mtg Sponsorships	15,000	12,500	6,667	15,000
Spring Meeting	25,000	25,000	240	25,000
Labels/Monograph/Other	500	500	-	500
Federal Contracts/Projects Receipts	2,306,686	1,115,444	457,144	1,063,374
State Travel Funds	0	-	-	-
Total Income from Operations	2,589,936	1,385,794	604,571	1,346,624
OTHER INCOME				
Interest/Dividend	15,000	17,500	3,059	15,000
Realized Gain/Loss on Investments	0	-	-	-
Unrealized Gain/Loss	0	-	(38,407)	-
Total Other Income	15,000	17,500	(35,348)	15,000
TOTAL INCOME	2,604,936	1,403,294	569,223	1,361,624
ADMIN / OPS EXPENSES				
Management Fee	250,395	262,915	62,599	250,395
Management Incentive	20,000	15,000	25,934	20,000
Insurance	500	500	-	500
Accounting Fee	2,000	2,000	430	2,000
Investment Fees	7,500	5,700	2,428	7,500
Office Supplies	1,000	1,000	82	1,000
Telephone/fax	3,000	2,000	387	3,000
Postage	500	500	263	500

Printing/copying	500	500	-	500
Membership Mktg	500	1,500	350	500
Committee/Liaison Support	9,000	12,000	-	9,000
Exp. For State Travel Funds	0	-	-	-
Board Retreat	11,729	25,000	(133)	11,729
Credit Card Process Fees	6,000	6,000	2,301	6,000
Donation - EMS Mem Svc	1,000	1,000	-	1,000
Web Site	12,000	20,000	1,375	12,000
Staff Travel	5,000	8,500	1,885	5,000
Miscellaneous/monograph/list prod.	<u>1,000</u>	<u>500</u>	<u>1,240</u>	<u>1,000</u>
Admin/Ops Subtotal	331,624	364,615	99,141	331,624
Federal Contracts/Projects Expenses	2,014,218	1,010,775	458,235	925,000
Fall Meeting Expense	75,000	80,000	6,014	75,000
Fall Meeting Member Travel	10,000	10,000	-	10,000
Spring Meeting Expense	20,000	<u>20,000</u>	<u>-</u>	<u>20,000</u>
TOTAL EXPENSES	2,450,842	1,485,390	563,391	1,361,624
NET INCOME FROM OPERATIONS	139,094	(99,596)	41,180	(15,000)
EXCESS/(DEFICIT)	<u>154,094</u>	<u>(82,096)</u>	<u>5,832</u>	<u>-</u>
Net Assets Beginning of Year			839,184	839,184
Change in Net Assets			5,832	-
Net Assets End of Year			845,016	839,184