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| ***MEETING MINUTES***  2013 Annual Board of Director Meeting Minutes  Date: October 5, 2013 Location: Meridian Institute of Surgical Assisting 1507 County Hospital Rd  Nashville, TN 37218    Meeting was called to order by President VanHoose @ 11:15 am (central time)    The TNAST Board of Directors expressed there appreciation to Meridian Institute for allowing this meeting to be held there.      Secretary Neighbors called the roll; Members present were- **Vickie VanHoose, president/ / Twyla Anderson, Treasurer/ Jackie Neighbors, Secretary/ Board of Directors, Elizabeth May, Jeffery Cortese, Brooke Oliver, Marcia** **McMahan, and Becca McKinney**. With at least five members of the State Assembly Board of Directors, at least two of whom were officers, a quorum was established.    Not present: **Rhonda Castleman, vice president, BOD,** could not get off from working    Guest attendees:  **Steven Noyce**, Ed Committee                                                                 **Donna Henderson**, Convention Plan Committee    **Secretary Report** by **Jackie Neighbors**:    Copies of minutes from October 27, 2012 and March 16-17, 2013 were passed out and discussed. Being no additions minutes were approved as written. Motion was by, **Vickie.** 2nd was by, **Twyla**. Motion carried.                               .  Secretary Neighbors passed out to board members a list from AST that states when reports are due to them every year and an update was passed out on **yearly must do and date submitted**. He stated this should be part of the secretary’s duties to see these reports are filed on time.  **Treasurer Report** by **Twyla Anderson**: Balance as of **9-30-13** was **$28,718.29**.    Twyla stated she had not been able to send in mid-year bank statements due to still gathering receipts from previous treasurer. She had tried to contact previous treasurer for assistance. The TNAST account has been switched to Vickie and Twyla.  The BOD will take up budget proposal prior to Dec. 31st. Board members are to print off financial statements from AST web site to help with discussion during budget phase. This will be discussed by email and phone conference call if necessary.    **Education committee report:** Jackie Neighbors, Ed Committee member.    A copy of all meeting post program reports for 2013 was presented to BOD.    **Jackie** reported that the State Assembly Annual report on meetings/ workshops will be submitted to AST in December 2013. It is due by January 31st each year. This report is a breakdown of the attendees for each meeting. A copy of this report was being supplied to the BOD. The annual report form to AST shall be sent by Jackie by December 31st.This form documents all meetings the TNAST has had during 2013.    **Jackie** also suggested that the contact persons for the regional meetings make copies of all the paperwork and send originals to the education committee chairperson. The reason that there would be another copy if something were to happen in mailing or to the Ed committee files in the future. As per AST policy, these papers are kept on file for 3 years.  **Jackie** asked for Discussion on Nashville Regional Meeting-After Rhonda contacted AST and getting a response that meeting could go forward if papers were submitted by Sept. 30. In assisting Ms Reese with the Nashville meeting, after initially contacting her to offer assistance, she was not informed that there was a process for applying for credits. In a phone conversation, we went over the application step by step. On providing break/lunch, her hospital does not allow outside food/beverage to come in. Cafeteria would be used for lunch but break was going to be paid by her. A **Motion was made by Vickie** to reimburse Stacie any expense that she occurs and **2nd by Beth**. **Motion Carried.**    **Steven** reported that the meeting application was ready to send to AST for the meeting to be held in Tullahoma on Oct. 19th. **Marcia** reported that meeting request date for Knoxville was approved for Nov. 16th. The meeting application would be sent to AST at least 10 days prior to meeting.    The BOD then discussed that any member wanting to put on a regional meeting, would be asked **to contact the** **TNAST Ed Committee**. This would allow proper guidance in getting meeting application submitted to AST.    Secretary Neighbors stated our assembly in the past has waived the registration fee for the main contact person for regional meetings. Because of the work they put into the meeting, he would like to see the TNAST make this a policy.  Motion made by **Marcia**, 2nd by **Brooke** to adopt this. **Motion carried**.      There was a **motion by Becca** and **2nd by Brooke** to accept the committee reports as written. **Motion carried.**  Business cards were passed out the BOD members present.  Product sales for the 2013 AST conference was reported at **$1,400.00**  Report by Vickie that TNAST delegates did attend the things they were supposed to. The TNAST did participate in the Habitat for Humanity event in building a house.  It looked like 7 credits would need to be requested for the March 7, 2014 workshop as it will be an all day session . AST would then need to be contacted as only 6 had been requested previously. **Donna or Vickie as contact persons** would need to ask for this amendment. Vickie stated she would handle it.    **Web site**: Steven Noyce has been added as an administrator to help with placing information on the TNAST website.    **Convention Committee Report**: **Donna Henderson**, chairperson  2014 Holiday Inn Select Memphis TN. Regonline is up and running (meeting and exhibit registrations), TNAST web site has information regarding meeting and workshop, all board members are asked to register now, password to Regonline changed to secure money and payments, costs will remain the same as last year, bottled water and granola bars are again recommended for bags at registration, suture workshop will be an all day event. Matt Kilburn CST in Memphis has offered to help secure speakers.    **2015 Convention Nashville**-working with The Inn at Opryland (old Radisson), 1st weekend  In March    **2016 Convention Chattanooga** Downtown Marriott      **Ways & Means committee report:** Products have been ordered and paid for per **Twyla**. These products were displayed for all to see! **Steven Noyce** stated that we can possibly put an online store on the web site. The BOD will further discuss this. There was discussion on adding an on-line store page for TNAST on the web site. The Ways and Means committee are to see if it possible and get back to rest of the BOD.  **Legislative Committee: Glen Mullins,** chairperson  Copy of his report was supplied to each BOD member.  **New Business:**  Copies’ of both the **State Assembly Handbook** and **Policy Manual** were passed out to the BOD members.  Secretary Neighbors stated he was concerned with the BOD lack of participation as a whole when it came to the 2013 educational meetings sponsored by the TNAST. There will be 4 regional meetings in 2013, Chattanooga, Knoxville, Nashville and Tullahoma. Mr. Neighbors brought it to the attention of the board members present, that he thought it our responsibility to see that these meetings take place especially in their home town areas. Jackie stated in his opinion, with the new law that all techs **maintain 15 ceu a year**; these regional meetings would become imperative to its TN members hoping that members not certified will do so. He stated this was evident at the Chattanooga meeting. Members then discussed ways for better participation.  Discussion was held on board members being asked to go to facilities to answer questions on legislation. It was decided by the board that if a BOD member wanted to go and speak on this subject they could or to have them contact us so that we can answer these questions as best we can or provide someone who can.      **Face Book page**.   Need to keep in professional manner. If a member has personal problem, they need to privately contact the board. **Trey Wiseman** is appointed as new Administrator for the Facebook page.  As mandated by AST, each state assembly must set up a PO BOX account to handle correspondence. Secretary Neighbors suggest that this be placed under the president. This was done per Vickie. The TNAST mainlining address is **PO Box 1341, Crossville, TN 38557**  2014 Convention-**Senator Norris** will be presented a plaque as outstanding state legislator and allowed to speak at 2014 convention for helping in getting law passed in 2013. His part will take place at end of Glen’s talk on the 2013 surgical tech law. The BOD will recognize Glen for his contribution towards the legislative effort. **Motion was by** **Marcia and 2nd by Beth** to recognize Glen with a certificate for his legislative leadership effort. **Motion carried.**  Discussion took place **on inviting** **the 5 past national AST presidents to the 2014 state convention from the state** **of TN**. Convention planning committee will check and get back with BOD. They would be asked to take part in the opening ceremony.    2014 Convention  **Post cards** will be mailed to ALL TNAST Members listed on its roster 60 days prior to March 7, 2014. Those members listed in Memphis area will be asked for assistance in securing speakers for the event. The BOD will try to send out between Thanksgiving and Christmas to beat holiday rush in mail system          **Yearly audit:** Vickie is to contact the past TNAST president and treasurer as to how this was dome in the past couple of years. Jackie will help to follow up on this.    **Jackie** brought up and discussed with BOD members the confusion to me on sometimes when talking about different subjects under a topic on emails. Example- March Ready to GO RegOnline and then talking about possible Nashville meeting and Ed committee under same heading. BOD members stated was good idea to keep subjects separated and will try to do better.    **Discussion was held on scrub bowl**. The TNAST BOD had previously voted not to have in 2013 due to lack of participation the last couple of years. Other members talked about ideas to get the students in wanting to come to the state convention. Topics included having an Olympics type competition instead of a quiz type format. (Time in setting up mayo, etc)  A proposal was discussed on funding each (CAAHEP) accredited school with $100 (could go towards registration) to help fund in sending one of their students to the TNAST state convention. The student and/ or school would then be responsible for all other expenses. The BOD will check if could be added to budget.  Another discussion was held on having students **design a T-shirt** for TNAST. Winner would get registration covered for state convention.  Check to the AST Foundation-$500 usually prior to national conference. The BOD will see if can be budgeted for in 2014.There was also discussion of funding a student scholarship to be designated to a student in our state. Criteria would need to be set. This has been done in the past.    The TNAST has also given to the America Red Cross as its charity. Again the BOD will see if can be budgeted.    **Resolution #1**  The TNAST BOD adopted a resolution to ask that any **outgoing officer or board member have a period of transition to help the incoming member** better to understand the position in which they are assuming. This could take up to a couple of months. This would be extremely helpful in concerns of the officer positions. Note: Office of treasurer is the one that would most benefit.    **Resolution #2**  The TNAST BOD adopted a resolution to have all **outgoing board members to file a summary report as to what they have done (their duties) during their term in this office.** This is to help the member coming into a new position.    Meeting was adjourned @ 3:15 pm (central time)  Submitted by    Jackie Neighbors, CST, CSFA, FAST  TNAST Secretary        TNAST BUSINESS MINUTES  March 16-17, 2013  Edgewater Hotel  Gatlinburg, TN    **Business Session I**    Business Session I was called into session at 8:05 am, EST by Glen Mullins, TNAST President.    Quorum was established with ­­**\_\_121\_\_\_** total attendees and **\_\_82\_\_\_** active members in attendance.    All board members were present and introduced by President Mullins. Special guests in attendance were introduced.AST Vice President **Georgia Carter**, ASA President **Dennis Stover**, NBSTSA **Crit Fisher**, Past AST President **Donna Henderson**, Past AST President **Richard Blackwell**, GSA Treasurer **Kathy Demetrius**, and GSA BOD **Jenny McNeely**    President advised the members that copies of all board and committee reports were included in their registration package.   Committee and board reports were accepted as written by the majority of the active members that were in attendance.  The credentials committee consisting of Glen Mullins, Jackie Neighbors and Donna Henderson                                                                                                         had received the proper paperwork and cleared the following people to run for office:  President-**Vicki VanHoose**    Vice President- **Rhonda Castleman**    Treasurer- **Twyla Anderson**    Board of Directors- **Jeffery Cortese, Martha Howard, Becca McKinney, Marcia McMahan, and Michiba Pendergrass**    The following house members submitted papers as Delegate‘s to the AST national conference:  **Steven Noyce, Dennis Stover, Stacie Reese, Hugh Clem**    Nominations for President, Vice President, Treasurer, board of directors and delegates were open to the house floor. Nominations were closed by President Mullins as there were none.      **Donna Henderson**, the board liaison with the hotel, spoke to the members present to ask that they contact her with any issues with the hotel.    President Mullins spoke on the TNAST participation in the **Habitat for Humanity** build this year in New Orleans at AST national conference. The TNAST has paid for 4 members to be part of this. It is the day before the conference starts. Members interested are to contact President Mullins or Donna Henderson.    President Mullins asked that pictures be taken and placed on the social network. Please friend the **TNAST on Facebook**.      Old Business    **Legislation**  It has long been the desire of the TNAST to strengthening our current surgical technology law by adding continuing education language that was removed during original negotiations. President announced with pride that **House Bill 0615 by Shipley and Senate Bill 0623 by Norris** was filed in February 2013.There have been no objections to these bills thus far. We will still need a good grass roots effort on contacting your local state representatives and going to the state capital to meet with our representatives. Watch both the TNAST web site and TNAST Facebook page for updates. Bill summary **“ As introduced, specifies that persons employed as surgical technologists earn 60 continuing education credits to meet national certification established by the National Board of Surgical Technology and surgical Assisting (NBSTSA)”**    Business session I placed in recess at    8:30am           .      Business Session II Sunday  Quorum was established with   62   active members present.    Called back into order at    1:30    pm    Old Business  Teller’s committee consisting of Kevin Lovette, Glen Mullins, Jackie Neighbors-chair, and students (Mindi Meyers, Christy Sampsel, Dax Rosenbalm, and Kaleesha Welch, all from TN Technology Center @ Knoxville   ) announced the election results as follows:    **PRESIDENT (vote for one) (circle name)**  Vicki VanHoose\_\_\_56\_\_\_\_\_\_  **VICE PRESIDENT (vote for one) (circle name)**  Rhonda Castleman\_\_\_56\_\_\_\_\_\_  **TREASURER (vote for one) (circle name)**  Twyla Anderson\_\_\_\_\_56\_\_\_\_\_  **Board of Directors (vote for three) (circle names)**  \*\* Note: 3rd highest vote is for a one year  term  Jeffery Cortese\_\_\_\_33\_\_\_\_\_\_  Martha Howard\_\_\_\_\_32\_\_\_\_  Becca McKinney\_\_\_\_46\_\_\_\_\_  Marcia McMahan\_\_\_\_\_36\_\_\_\_  Michiba Pendergrass\_\_\_\_21\_\_\_\_\_  **At-Large Delegates to AST National Convention**  **(Vote for 3) (Circle names)**  Steven Noyce\_\_42\_\_\_\_\_\_\_  Dennis Stover\_\_\_\_­50\_\_\_\_\_  Stacie Reese\_\_\_\_42\_\_\_\_\_\_  Hugh Clem\_\_\_\_\_34\_\_\_\_\_\_\_  President Mullins then presented the newly elected board members: Vickie VanHoose-President, Rhonda Castleman-Vice president, Twyla Anderson-treasurer, Becca McKinney BOD (2 yr term),Marcia McMahan BOD (2 yr term), and Jeffery Cortese BOD ( 1 yr term).    New Business  2014 State Convention, Location and dates to be announced. Please check us out on Facebook and [www.tnast.org](http://tn.ast.org/) for information.    Meeting Adjourned at 2:20 pm    Submitted by  Jackie Neighbors, CST/CSFA  TNAST, Secretary  TNAST BOD MEETING MINUTES  Date: Saturday October 27, 2012  Location: TN Technology Center          1313 Old Fort Rd            Murfreesboro, TN      The TNAST 2012 annual board of directors meeting was called to order by President Mullins @ 12:00 pm (central time).    Condolences were given to Kevin Lovette on the recent passing of his mother.    Roll call was conducted by secretary Neighbors: Members present were- Glen Mullins-president, Rhonda Castleman-BOD, Twyla Anderson-BOD, Brooke Oliver (Murphy)-BOD and Vicki Van House-BOD, Elizabeth May-BOD. Not present: Kevin Lovette-treasure (excused family matter), Trey Wiseman-vice president (not excused),    Guest attendees: Martha Howard,    **Secretary Report** by Jackie Neighbors:   Previous minutes from October 15, 2011 were read. There were no further discussions or amendments. A motion was made by Rhonda to accept the minutes as written. Motion seconded by Vicki. Motion carried.    **Treasurer Report** by Kevin Lovette: There was no report as Kevin was not present. When the proposed budget is finalized, Kevin will send the proposed budget to AST in January 2013. Will be part of board conference call later in 2012. An addendum will be added to minutes after proposed budget for 2013 is agreed upon before sending on to AST. **Addendum: The proposed budget for 2013 was voted on an approved by the board in December 2012. Kevin is to submit to AST by January 31, 2013.**    **Education committee report:** Jackie Neighbors-chair  Jackie reported that the State Assembly Annual report on meetings/ workshops will be submitted to AST in December 2012. It is due by January 31st each year. This report is a breakdown of the attendees for each meeting. A copy of this report was being supplied to the BOD. The annual report form to AST shall be sent by Jackie by December 31st.This form documents all meetings the TNAST has had during 2012.    Mr. Neighbors thanked all those that helped in putting on the regional meetings that were held across the state. Memphis-Shirley Abram, Glen Mullins, Rhonda Castleman/ Nashville- Toren Bell, Kevin Lovette.  Mr. Neighbors stated the he had hoped better communication had been opened between the Ed committee, BOD members, and those helping to put on our meetings. He once again summarized what must be submitted to AST and the time line in which it must be done. Once again Mr. Neighbors stated that the TNAST must keep of all meeting records for a period of 3 years. Previously, the TNAST BOD had previously voted to go back for 5 years on the meeting records.  Discussion was held on putting guidelines in place for regional education sessions. This is to help the TNAST Ed committee keep better track of paperwork that is submitted to AST for meeting approval. Board members are to go over these guideline proposals and get back to the Ed committee.  Glen brought up that board members should be attending these regional meetings when possible.  **Web site**:Jackie reported that “Quick Links” had been added to the home page to help members better navigate our web site. He also stated that other board members need to be trained on how to access the web site to place information.  **Ways & Means committee report:** Trey Wiseman-chair; no report as Trey was not present  **Legislative committee:** Glen Mullins, Legislative chair-see new business  Board members were asked by Glen to check and see what office supplies they may have and email him by January. This is for 2013 state convention.    **New Business:**  **President Mullins announced that the Charter Agreement between AST and TNAST had been signed. This agreement is good from 2012 to 2017.**  A review of surgical tech week **included proclamations from Shelby County Commission and Mayor of Chattanooga. On Sept. 21st TN US Representative read a resolution on the congressional floor thanking surgical techs in state of TN as to their dedication and professionalism.**  **There will be a conference call before the year’s end due to treasurer and 2013 convention reports not available.**  **Proposed legislation**: President Mullins reported on legislation that will be proposed in 2013. Since there was no continuing education requirement in the 2004 law, a continuing education “rider” is the proposal. This will be ‘to continue to be employed as a surgical tech in TN, your employer must show continuing education credits over a 4 year period. A sponsor in both the state senate and house has been obtained. AST reported to us they would require us to hire a lobbyist. They also would like us to gather people from ACS, AORN etc to show that this legislation passage is possible. Once elections are over on November 6th, members will be asked to contact their local legislatures as some point once amendment is drafted.  **Positions that are up for election in 2013**: President, Vice-president, Treasurer and 2 Boards of Directors. Glen stated he hoped that other board members would step up and run for the officer positions that will be elected in 2013.  Please have those interested in running for office, submit their CV and consent to serve to President Mullins. There are 2-3 candidates expressing interest in running for the board member positions. **Glen asked the board to start aggressively recruiting people to run for positions on the board.**  **Discussion was on Habitat for Humanity at 2013 national conference.**  **Motion for the TNAST** to cover cost of one room for 4 participants the night for the event or project for Habitat for Humanity. Price will be determined later. Motion by Rhonda, 2nd by Vicki. Motion carried!  **Election 3 board delegates and 3 at large delegates**  3 board members will be in Habitat event  One at large member will be chosen for Habitat event    **A motion was made to reduce regional meeting fees to $20 for members/ non members. Student fee would remain at $10. Motion made by Beth. 2nd was by Vicki. Motion carried.**  **Rhonda will now head the scrub bowl committee for the 2013 state convention. Team cost will remain at $200. This fee pays for that team member for one day to the state convention. If they would come the next day, the cost would be extra. Rhonda is to start recruiting teams and get back to the BOD.**  **Discussion for any upcoming state convention**: Reducing member fees, these costs will be examined on year to year basis. Possibility of having a one day meeting with elections. President Mullins will check with other state assemblies on their one day meetings. Less expensive venues will also be looked into.  **2013 State Convention: Report was not presented. It will be discussed as part of board conference call later in 2012. These minutes will be added as an addendum!**  **Addendum:TNAST BOD Conference Call for Proposed Budget for 2013**  **2013 State Convention:**  **ALL REISTRATION FOR THESE EVENTS IS ONLINE!**  Dates: Pre workshop Friday March 15, 2013                  State Convention March 16-17, 2013    Edgewater Hotel, Gatlinburg, TN  Room Rate is $89 per night (single, double, triple, quad)  Meeting adjourned @ 2:20pm (local time)  Submitted by  Jackie Neighbors  TNAST, Secretary |
|  | TNAST BOD MINUTES  March 3-4, 2012  Marriott Downtown  Chattanooga, TN    BUSINESS SESSION I Saturday  Business Session I was called into session at 8:10 am, CST by Glen Mullins, TNAST President.  All board members were present.    Quorum was established with 90 total attendees and \_\_64\_\_ active members in attendance.  President Mullins expressed our appreciation to Ms Tracy Burgess for singing our national anthem, and to the Soddy Daisy High School JROTC for providing the color guard.  President Mullins introduced the board of directors. Special guests in attendance were introduced.  President advised the members that copies of all board and committee reports were included in their registration package.   Committee and board reports were accepted as written by the majority of the members in attendance.  The credentials committee consisting of Glen Mullins and Donna Henderson                                                                                                         had received the proper paperwork and cleared the following people to run for office:  Secretary                         Jackie Neighbors  Board of director          Elizabeth May  Board of director          Brooke Murphy  Board of director           Twyla Anderson  Board of director           Selena Roney    Nominations for secretary and board of directors were open to the house floor. Nominations were closed by President Mullins as there were none.    The following house members submitted papers as Delegate‘s to the AST national conference: Twyla Anderson, Selena Roney and Martha Howard.  Nominations for delegates from the house floor were opened. Nominations were closed by President Mullins as there were none.    Donna Henderson, the board liaison with the hotel, spoke to the members present to ask that they contact her with any issues with the hotel.    Both Ms. Henderson and Mr. Neighbors were presented with plaques in recognition for the planning of the 2012 state convention.    Old Business:  The TNAST followed up with the question on TN Hospitals hiring non-qualified personnel in the surgical technologist role. Hospital was reported to the appropriate state agency. If problem persists, hospital can be reported to TN Hospital Association.    President Mullins stated that all officers and board members would be readily available during the convention as in years past. Members were asked to contact any board member with concerns, questions, etc. about the convention.    Business session I placed in recess at 8:30.    Business Session II Sunday    Quorum was established with 60 active members present    Called back into order at 1:30 pm    Teller’s committee consisting of Kevin Lovette-Chair, Rhonda McQuay, Rebeccah Walker, Stacie Reese, and Robert Frank reported the election results. Elected to the board, Secretary- Jackie Neighbors; Board of Directors – Elizabeth May, Twyla Anderson, and Brooke Murphy.    The member at-large delegates to AST national conference are Twyla Anderson, Selena Roney and Martha Howard.    President Mullins spoke to members about both the TNAST web site ([www.tnast.org](http://tn.ast.org/) ) and the TNAST Facebook page. He stated that the information will be put on both the TNAST web site and the TNAST Facebook page on how to report a non compliant facility concerning the hiring of non surgical techs.    New Business    It was announced that the 2013 TNAST state convention would be held in Gatlinburg on March 8-10, 2013 at the Edgewater Hotel. Rate for rooms were set at $85 per night. Of course details are pending at this time    Meeting was adjourned at 1:55 pm  Respectively submitted by  Jackie Neighbors  TNAST, Secretary |