

Texas Oral Health Coalition
Post Summit Committee Minutes
DATE: Saturday, November 8, 2014 12:25

Members:

Erik Harrington, D.D.S. Chair
 Beth Stewart, R.D.H., Immediate Past Chair
 Sharon Dickinson, R.D.A., C.D.A., Vice Chair
 McHenry Lee, D.D.S. Treasurer
 Michelle Landrum, R.D.H., M.Ed.
 Nancy Cline, R.D.H., M.P.H.
 Christina Murphey, R.N., PhD.
 Pamela Myers, R.D.H., Secretary
 Cathy Blunck, R.D.H.
 Sherdeana Owens, D.D.S., M.P.A.
 David Cappelli, D.M.D., M.P.H., P.h.D.

Present

X
 X
 X
 X
 X
 X
 X
 X
 X
 X

Absent

X
 X

Staff:

Jessica Stewart

X

Guests:

Shirley Miranda, B.D.S., C.A.G.S., MscD, outgoing treasurer

X

Secretary/Recorder: Pamela J. Myers, R.D.H.

AGENDA ITEM	DISCUSSION	ACTION TAKEN
I. Call to Order 12:25	Roll Call and verbal confirmation of quorum. Beth Stewart turned the meeting over to Dr. Harrington who called the meeting to order. Pre-Summit minutes will be approved at the next Board of Directors Meeting. Annual Meeting Minutes are reviewed and approved at the next annual meeting.	

AGENDA ITEM	DISCUSSION	ACTION TAKEN
II. Appoint minutes review committee	Nancy Cline and Michelle Landrum will review the drafts of the Board of Directors meeting minutes.	
Policy and Bylaws Volunteers	Nancy Cline and Cathy Blunck volunteered.	

AGENDA ITEM	DISCUSSION	ACTION TAKEN
III. Treasurer's Report	Proposed budget was postponed until after the Summit.	Nancy Cline made a motion to table until next conference call and Cathey Blunck seconded the motion. Unanimously approved.
Collection of membership dues	Dr. Cappelli inquired about collecting membership dues. Beth Stewart responded by citing the downside for non-profit organizations to join. There would need to be a sliding scale	

AGENDA ITEM	DISCUSSION	ACTION TAKEN
	<p>of dues for members (Individuals, non-profits, and corporations). Each would pay a different amount. Currently we have 200 individual members. A suggestion of \$50.00 per year was made. Beth has a spreadsheet that was developed in the past to analyze charging member ship dues. She will provide this to the group so that the information can be utilized to make a final decision.</p> <p>Sharon suggested that the BOD have a longer meeting in the future to discuss finance, budget, and membership dues.</p> <p>Michelle commented on the administrative issues with membership dues. She cited the possible difficulty in recruiting non-oral health members due to other membership costs.</p> <p>Beth stated that the survey from 2013 was favorable regarding dues.</p> <p>Dr. Cappelli commented that TxOHC should consider scaled membership.</p> <p>Michelle commented that TxOHC should offer a student membership rate.</p> <p>Dr. Cappelli stated that Proctor and Gamble sponsors students and the students could work during the Annual Summit. Dr. Owens agreed.</p> <p>Dr. Harrington requested that Beth send out the power point presentation on membership dues to all prior to the meeting in January.</p> <p>Dr. Harrington requested that the discussion be tabled until one of the upcoming meetings next year.</p>	
AGENDA ITEM	DISCUSSION	ACTION TAKEN
IV. Dispense BOD Member's Administrative Manuals		Dispensed

AGENDA ITEM	DISCUSSION	ACTION TAKEN
V. Election and Finance Committee	<p>Michelle suggested that there be a budget line item for a part time paid administrative position. A suggestion was also made for a paid Executive Director. Sustainable organizations have paid staff. Cathy agreed.</p> <p>Dr. Harrington stated that the organization needed a paid Executive Director and commented that Beth Stewart cannot keep doing the job for free. Dr. Harrington inquired from Beth if she would continue doing the job of Executive Director if it were a paid position with a specified salary. Beth Stewart responded in the affirmative.</p> <p>Dr. Harrington commented that the grant writer should pursue monies that would aid in keeping TxOHC sustainable. He asked if the group thought that Sandy Tesch would assist the organization in acquiring grant funding for an Executive Director.</p> <p>The main concern of the organization in this Legislative year</p>	

AGENDA ITEM	DISCUSSION	ACTION TAKEN
	<p>is sustainability. Currently TxOHC has two paid positions. Jessica Stewart is paid 200.00 monthly for administrative duties. Jessica maintains the website in HTML. Dr. Miranda recommended that the contract for Jessica Stewart be re-negotiated prior to December 31st. Josefine Wolfe is paid 200.00 per month as a grant writer intern through the end of December. Beth inquired if TxOHC wanted to re-negotiate the contract for Josefine Wolfe. Beth reminded the group that Ms. Wolfe drafted the “concept paper”. Sharon suggested that Josefine fulfill her contract and that the BOD perform a formal evaluation prior to renewing her contract or retaining another grant writer in January 2015. Cathy Blunck suggested that we ask Sandy Tesch about grant writing. Michelle commented that she did research grants. Dr. Cappelli inquired if we had asked Josefine to look into foundation money and had we asked St David’s for administrative funding. Beth stated that we need a promotional packet and asked for help in developing such a packet.</p> <p>Dr. Harrington asked if there were any other budgetary issues and Beth responded that the TxOHC had insurance due in January. David Cappelli made the motion to renew the insurance and Sharon Dickinson seconded.</p> <p>Approval to file taxes when completed by CPA Motion to approve the filing of taxes was made by Sharon Dickinson and seconded by Michelle Landrum</p> <p>Dr. Cappelli requested Beth to provide an historical perspective for the TxOHC.</p>	<p>Tabled until January 2015</p> <p>Unanimously approved.</p> <p>Unanimously approved.</p>

AGENDA ITEM	DISCUSSION	ACTION TAKEN
VI. Conflict of Interest	Beth issued the conflict of interest forms and asked all present to complete and sign the form.	

AGENDA ITEM	DISCUSSION	ACTION TAKEN
VII. New Business	<p>Election of Budget and Finance Committee Dr. McHenry Lee, Chair Dr. Erik Harrington, Ex Officio Member Sharon nominated David Cappelli Beth nominated Sharon Dickinson Motion to approve Cathy Blunck Seconded by Nancy Cline</p> <p>Beth will post a doodle poll for the January 2015 Board</p>	Unanimously approved.

AGENDA ITEM	DISCUSSION	ACTION TAKEN
	meeting by November 15 th with the responses due by November 21 st . Beth requested Dr. Harrington's available dates for January.	

AGENDA ITEM	DISCUSSION	ACTION TAKEN
VIII. Unfinished Business	Meeting in Austin due to central location. TxOHC has two face-to-face meetings per year. The Pre-Summit counts as one of those meetings. Early February or late January 2015 would be best for all. Another meeting could be the summer of 2015.	
	Dr. Harrington reiterated the importance of sustainability. Dr. Harrington suggested we increase the BOD by 4 members to include a chair elect to be voted on annually. Beth commented that would need to be addressed in the bylaws.	

AGENDA ITEM	DISCUSSION	ACTION TAKEN
IX. Announcements		

X. Adjournment
Motion to adjourn made by: Dr. Sherdeana Owens
Seconded by:
Meeting adjourned at 2:05pm
Next Meeting: To be announced

Approved By: _____

_____ Date