



**Minutes from Board of Directors Meeting
Wyndham Garden Hotel in Austin
Friday, February 1, 2013**

Present: Beth Stewart, Sharon Dickinson, Dr. Angela Barnes, Dr. Shirley Miranda, Michelle Landrum, Dr. Whitney Payne, Jr., Cathy Blunck, Daniel Snare, Dr. Sarah Dirks, Nancy Cline

Absent: Rex Law

Call to Order

The meeting was called to order at 8:30 am by Chairperson, Beth Stewart.

Welcome and Introductions

Beth Stewart welcomed the new Board of Directors and a roll call sign in sheet was passed around for the 2013 Texas Oral Health Coalition Board of Directors. After members signed in, individual pictures were taken of Board members for placement on the TxOHC website.

Approval of the Agenda

The agenda of the meeting was approved unanimously by the board with no corrections.

Minutes from annual meeting and elections, November 30, 2012

The board unanimously approved the minutes for November 30, 2012.

Post-summmit Board meeting November 30, 2012

The board unanimously approved the minutes with the correction that Dr. Bolin nominated Dr. Shirley Miranda to be Treasurer for the TxOHC Board of Directors.

Board conference call December 28, 2012

Cathy Blunck and Michelle Landrum need to be removed from minutes review for this board conference call. With this correction, the minutes for December 28, 2012 conference call was approved unanimously.

Board conference call January 18, 2013

The minutes from the board conference call January 18, 2013 were unanimously approved.

Appointment of Minutes Review Committee

Beth Stewart appointed Dr. Sarah Dirks and Nancy Cline to review the minutes for this meeting.

Treasurer's Report

Dr. Shirley Miranda discussed that Chase bank accounts and CPA balance sheets do not match. There is a \$16.21 difference. Going forward, the board is looking to purchase Quick books and other tools to monthly reconcile the bank account for accuracy. We did switch from Chase Bank to Wells Fargo. Dan Snare recommended we approve the minutes with the above implementations. The board unanimously approved to accept the treasurer's report with the recommendations for monthly reconciliation of the account at Wells Fargo Bank.

Budget & Finance Committee Report

Beth Stewart reviewed the proposed budget for 2013 and the B&F committee recommended it for adoption. It was unanimously agreed upon by the Board of Directors to increase the Accounting fee compilation report budget to \$400.00 as opposed to \$350.00. Beth also shared the letter of engagement from our current CPA (Niswander Comer and Associates, PLLC).

Currently there is no budget to hire an Oral Health Coordinator. Beth Stewart has been performing these duties and will continue to work in this capacity but is not getting paid. It was motioned by Dr. Shirley Miranda and unanimously agreed that when funds with TxOHC are available, the budget will be amended to include compensation for Beth Stewart, as the Coordinator.

We received only one application regarding contracting to maintain the TxOHC website. The applicant is from Beth's daughter, Jessica Stewart and after distributing her resume to the board members, Beth left the room so we could discuss further. Having reviewed Jessica's resume detailing her skill and knowledge in this area, the board unanimously agreed to hire Jessica to maintain our website for 200.00 a month. After voting unanimously on this, Beth Stewart was brought back into the conference room where we shared our decision with her and she signed off on the contract between TxOHC and Jessica Stewart. Beth also disclosed and signed this on her conflict of interest.

Approval of Committee Members

Bylaws – Nancy Cline, Chair recommended Dan Snare and Cathy Blunck be added to her committee

Planning – Sharon Dickinson, Chair recommended Scott Reinecke, DDS, Rosie Perez, Jacqueline Floyd and Donna Morris be added to her committee. A motion was made by Nancy Cline to ratify all of them and they were approved unanimously by the board.

Bylaws Committee Report

Nancy Cline presented 3 standing rule documents on behalf of the Bylaws committee for adoption. Standing rules relate to policy and administration and provide clarification to the bylaws. Rules presented were for Budget and Finance, Nominations, Reimbursement Policy and all were approved unanimously.

Planning Committee Report

Sharon Dickinson shared the planning for November 2013 Oral Health Summit is underway. She asked that all recommendations and ideas for the conference be emailed to her.

Katy Avenson, CPA

Katy Avenson gave a presentation to the board entitled: "A Practical Guide To Nonprofit Taxes" In this presentation, she discussed the 990 form in detail and recommended the Board of Directors collectively review the document before filing annually.

Kate Konkle, Strategic Planning

Via phone conferencing, Kate Konkle conducted the strategic planning session with the board Members where we utilized the County Health Ranking and Roadmaps Action Plan Worksheet. The Board discussed at great length three action items to focus on this year:

- I. Goal: ORAL HEALTH LITERACY
Change perceptions regarding oral health and oral disease so that oral health becomes an integral component of health policies and programs in Texas by informing, educating, and empowering community partners, public officials, policymakers, and the public

- II. Goal: TO FACILITATE ORAL HEALTHCARE INTO VULNERABLE ELDER- CARE SERVICES AND FACILITIES

For the essence of time, only the above goals were worked on and under each the board decided on various objectives and action plans. Dr. Angela Barnes agreed to take the lead on the Oral Health Literacy Goal and Dr. Sarah Dirks agreed to take the lead on Oral Health in Elder Care services/facilities Goal.

Board Orientation

Dan Snare gave a presentation orienting the TxOHC Board of Directors on responsibilities and duties as a board member.

Old Business

Beth Stewart and other Board members provided an oral history of the State Oral Health Plan and addressed the public health list serve comments recently made. Beth also communicated verbal information received in her meeting yesterday with Dr. Altenhoff who said the CDC told them our SOHP was unacceptable. TxOHC has never received anything in writing from the DSHS OHP or the CDC about the SOHP that was submitted to the DSHS OHP in August 2012. Beth requested Dr. Altenhoff provide a written statement from the CDC reflecting their findings for the TxOHC Board. Dr. Altenhoff said she would communicate that request to them. The DSHS OHP is in the process of rewriting the SOHP and is due the end of July 2013.

Due to the controversial nature of the current TxOHC Board approved SOHP; Dan Snare moved that we remove the SOHP from our website. The motion was seconded and approved unanimously.

After discussing the hotel contract for the summit the Planning Committee recommended TxOHC wait to sign until the summit schedule is firmed up a little more.

New Business

Michelle Landrum reviewed the “Oral Health During Pregnancy: A National Consensus Statement” document with board members and requested that it be something the board supports based on its findings.

The board agreed unanimously having reviewed the document to advocate its findings that oral health care should be rendered throughout pregnancy.

Announcements

Next board meeting tentatively set for Friday, July 12, 2013 in Austin.

Adjourn

The meeting was adjourned at 4:45 pm

Signature: _____
Angela F Barnes, DDS (Secretary)

Signature

Sarah Dirks, DDS (Minutes Review)

Signature

Nancy Cline, (Minutes Review)

Signature

Date approved: ____April 26, 2013_____