

HTMA-SC Meeting Minutes



Project Name	HTMA-SC Board Meeting	President	Andrew Stiles
Purpose	Board updates and discussion	Vice President	Dan Paladino
Date/Time	February 21, 2018 / 12:00 to 12:56 PM	Treasurer	Mary Coker
Location	Teleconference	Secretary	Howard Scarver
Conference/Web Number		Corporate Liaison	Pat Lynch
Members Present	Andrew Stiles Dan Paladino Mary Coker Howard Scarver Pat Lynch Nathan Tucker Kevin Mattice Justin Miller		
Members Absent	Paul Mundy Joe Howe Benjamin Archambaut		

Minutes

Topic	Desired Outcomes	Facilitator	Minutes
Financial	Updates	Mary C.	Account balance \$11,545.10. Monthly obligation for Wild Apricot (website) \$130.00, price increase May 1 st to \$160.00; recommendation to inquire about annual payment to save money over monthly. Motion carries to keep Wild Apricot
Training	Company partnership	Dan P.	Open item, in discussion with Companies to bring 4-8 hour training sessions at reduced rates. No update.
Community Service	Giving back to the HTMA community	Andrew S. Pat L.	The board approved the donations of \$500 to both organizations www.mymeta.org and https://makehtmgreatagain.wildapricot.org/ , via email voting. Awaiting non-profit paperwork to send checks.
Policy Manual review	Update	Howard S.	Stated, removed section that do not pertain to HTM-SC
Scholarships	Opportunities for improvement	Andrew S. Pat L.	Motion carries for HTM-SC to donate the first \$300.00 scholarship on a first come certification after the May conference. The winner and sponsor will be announce on HTM-SC websites.
Recruitment	Increase HTMA numbers		This spot is a placeholder for discussion on ways to increase the HTM profession. Will follow up with Pat on the conversation.

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Vendor Sign up form	Update form	Pat L. Andrew S.	Revise on-line form. Schedule time with Pat for discussion. Completed and posted
Training CEU for training at the convention	Information on what is needed to award CEUs	Mary C.	<ol style="list-style-type: none"> 1. How to receive credit through AAMI for CEU credits for training provided during open session during the Symposium. Need to check online for AAMI application for the criteria for preapprove program.
	Old business		<ol style="list-style-type: none"> 1. Board Dinner motion and approved to include plus one and designated guests 2. Looking for suggestion to fill afternoon 2 hours and 15 minute training slot for the May conference. 3. Concern for Keynote speaker's time during lunch, need to find out how long to allow membership to get food.
	New business	Open Discussion	<ol style="list-style-type: none"> 1. To send out email blast to member informing them about scholarship 2. Evaluate giveaway at the next meeting 3. Consider moving the 2019 conference date to either week before or after to allow for greater participation from military member

Action Items

Who	What	When	Progress
<i>Person Responsible</i>	<i>What was discussed</i>	<i>Completion date</i>	<i>Ongoing/Completed</i>
Howard S.	Policy manual revision		ongoing
Pat L	Vendor sign up form revision	2/21/18	completed
Andrew S.	Types of scholarship and who will fund	2/07/18	Completed
Career Day subcommittee Mary, Pat, Nathan and Paul	Toolkit for career days		Ongoing
Andrew S.	Open item, in discussion with Companies to bring 4-8 hour training sessions at reduced rates.		Ongoing