

NCSEMSTC Executive Committee Meeting Thursday, September 19, 2002

Meeting Record

Executive Committee Members Present

Russ Crowley, Parliamentarian
Dwight Corning, Chairman
John Gosford, Secretary
Heidi Hooper, Associate Executive Director
Edward J. Kalinowski, Past Chairman
Steve Mercer – Vice Chairman
Tawni Newton, Treasurer
Michael O'Keefe, Past Parliamentarian

Call to Order

Dwight Corning called the meeting to order at 9:00 p.m. Mountain Time.

Paul Smith invited Executive Committee members to attend a conference hosted by the EMS Educational Seminar Foundation, Inc., entitled “EMS – You Are a Heartbeat Away” – scheduled for March 14-15, 2003. All expenses would be covered by the foundation. In exchange, the NCSEMSTC Executive Committee attendees would need to present on three separate topics, presenting each topic twice. If interested, the EC would need to provide the session topics soon. The EC noted that participating in this conference would provide them with the opportunity to have mid-year face-to-face meeting.

The Executive Committee discussed the following issues:

- Dwight asked Heidi to send out the complete minutes from the 2002 NCSEMSTC Annual Meeting (completed) and the motions document to the members.
- Discussed need to select new NAEMSE liaison. Steve volunteered to take over this role.
- Dwight asked Steve to begin drafting the agenda for next year's Annual Meeting, and provided the following suggestions:
 - Include time for Roll Call and acceptance of the previous year's minutes on the Monday agenda.
 - Include time for announcements on each day.
 - Increase the time allotted for reports given on Monday.
 - Clean up the committee reports section. Request that each committee provide their report in writing prior to the meeting, to be included in the notebook.
 - Debated the addition/inclusion of various topics.
- Discussed the need to clarify the role of the Board of Directors and to identify the regional chairs.
- The EC updated the NCSEMSTC Committee list. Dwight asked Heidi to update the electronic document reflecting the changes discussed, and send to him prior to distributing to the Council (completed).
- Dwight announced that Virginia Williams, Arkansas, has resigned her position.

- Dwight announced that he will probably be unable to attend the NASEMSD Conference. Mike O'Keefe may be able to attend the conference on his behalf. Dwight will also ask Liza Burrill if she is able to attend. Heidi reported that she had booked a room at the conference hotel in case it is needed. The room is currently listed under Mike O'Keefe's name. Dwight asked Heidi to verify whether the NCSEMSTC representative will be able to attend the Leadership Camp prior to the NASEMSD Conference (completed – Yes, the NCSEMSTC can attend the Leadership Camp).
- Dwight requested that ASMI provide (to be sent to Dwight and Tawni) the detailed expense/ledger reports, in addition to the general financial statements each month.
- Dwight discussed the importance of ASMI providing a detailed presentation during the 2003 Annual Meeting – approximately 30 minutes.
- The EC discussed the importance of having more vendors exhibit during the Annual Meeting. Ed, John and Tawni will help to enlist more vendors for the 2003 Annual Meeting. The EC provided the following suggestions:
 - Shorten the exhibiting times.
 - Include speaker sponsors.
 - Develop a more detailed brochure – include overview of the NCSEMSTC.
- Dwight changed the time of the monthly Executive Committee conference calls to 3:00pm ET (instead of 3:30pm ET). The call will still be held on the 2nd Tuesday of each month. John offered to look into providing an 800 number hosted by the Florida Dept. of State.
- John will draft Thank You letters for vendors and speakers, and send to Heidi to be sent out on letterhead.
- Dwight will draft a letter to national organizations informing them of the new NCSEMSTC Executive Committee. Dwight will send an electronic version of his signature to Heidi.
- Dwight asked Heidi to provide the EC with an updated electronic copy of the bylaws (completed).
- Dwight will ask Liza Burrill if she has an electronic copy of the Policies & Procedures Manual.
- The EC asked Heidi to find out if the money from the EMS Scope of Practice Project will be pure profit, or whether a portion will be needed for travel (completed – money is pure profit). The EC decided that the money for this project should be placed in an escrow account. Steve asked Heidi to find out the procedures for setting up such an account.
- The EC asked Heidi to create a task list/timeline/to do list, based on the assignments included in these minutes (also add the following: positions committee report, membership committee, bylaws committee, and “the council as an accrediting organization”). The EC will then fill in the due dates.
- Dwight asked Heidi to check with Beth Armstrong about the cost of hiring a professional parliamentarian.
- Dwight asked Heidi to print the resolutions from the 2002 Annual Meeting (format similar to last year) and send to John.
- Dwight will look into drafting a letter of introduction on behalf of Don Whiteley to CECBEMS. Don is interested in participating as a CECBEMS reviewer. Steve mentioned that he believed there was an online process for persons interested in being reviewers.
- Dwight will draft a new member welcome letter.
- Dwight will need to select a representative to attend the Core Content Meeting. Ed suggested asking Liza Burrill because of her location. Dwight will follow-up with both Liza and Ken Threet on their availability to attend.
- Steve will research cost of purchasing new nameplates for each state.

- Staff will draft letter detailing ASMI's activities during the past year, for distribution to the membership.
- John will research possibility of going on an underground tour of Disney World for the 2003 Annual Meeting outing.

Adjournment

There being no further business, the call concluded.

Meeting Record submitted by NCSEMSTC Associate Executive Director, Heidi S. Hooper.

as:c/my documents/heidi/ncsemstc/meeting records/EC September 91-2002