

MEAC Board of Directors Meeting	Date: 5/24/2016
	Time: Convened 10:03 PDT
	Adjourned 1:09 PDT
	Type of Meeting: Teleconference
Attendees:	Board members: Nichole Reding, Kristi Ridd-Young, Sora Colvin, Stephanie Mills (here until 2:15 PDT), Ana Vollmar, Henci Goer, Heidi Fillmore, Karen Ehrlich, Andrea Ferroni (10:08 AM) Staff: Tracy Gartenmann, Karin Borgerson, Julia Reid, Trixi Packmohr
Absent:	Cassandra Jah, Abigail Aiyepola
Notes taken by:	Karin Borgerson

Minutes

Agenda Item:	US MERA report	Presenter:	Kristi Ridd-Young
Documents:	2.a Team USMERA! 5.2016.png Report to MEAC Board of US MERA SC Planning Meeting April 15.docx		
Discussion:	<p>Kristi reported on the meeting; JoAnne unable to be present. The document shared with the board is confidential.</p> <p>Key updates include: the hired facilitator's contract is over, and US MERA is hoping to hire a part-time administrative assistant; Transforming Birth Fund still supports travel to and from in person meetings, but continued support is uncertain; in an informal meeting beforehand, past-president of ACOG, John Jennings, reiterated how valuable ACOG thinks US MERA's work is, but new president may not prioritize the work as highly; ICTC reported feeling welcomed and integrated in their first meeting as a full member organization; general revisiting of mission/vision, and refocusing of work.</p> <p>Especially relevant to MEAC, Kristi, Mary, and Carol will meet with Charla Long in June to discuss USDE developments in accreditation of direct assessment programs.</p>		
Conclusions:			
	Action Items	Person Responsible	Deadline
✓	Report to board on direct assessment meeting	Kristi	July?

Agenda Item:	Consent Agenda	Presenter:	Nichole Reding
Documents:	3.a Minutes of Previous Meetings. MEAC BOD Minutes_2016-03-23_DRAFT.doc 3.a Minutes of Previous Meetings. MEAC BOD Minutes_2016-03-29 DRAFT.docx 3.a Minutes of Previous Meetings. MEAC BOD Minutes_2016-04-12_DRAFT.doc 3.b. Balance Sheet.xls 3.b. Budget vs Actuals FY 2015_FY 16 P and L.xls 3.b. Profit and Loss.xls 3.c. School Status Report_2016-05-18.pdf 3.c Addendum to school status report.pdf 3.d MEAC Staff quarterly summary report for 5.24.16 BOD meeting.docx		
Discussion:	Nichole presented consent agenda.		

Ana asked about follow-up on items mentioned in prior meeting minutes, including recruitment of new board members (Tracy will be emailing member schools soon with full job description, would still like additional nominations from board members), strategic planning (deadline has been extended for working on this, responses still need to be compiled), and standards revision committee (to be discussed later in meeting). Noted that the balance and profit and loss sheets are in Euros, not dollars.

Document outlining options for timing of review of annual reports was briefly discussed and removed from the consent agenda. There will be an electronic vote of the options within the next few weeks.

Andrea found new staff report summary helpful.

Henci reminded board of 3/29 discussion regarding the possibility of having separate accreditation and governance boards; would like to revisit this theme (will be reviewed by the EC sooner with report to full board after). Asked about resource sharing with ACME (Tracy requested ASPA for a shared registration fee for the two organizations, and has a meeting scheduled with ACME and ASPA on 6/1; she will also be meeting with ACME ED Heather Maurer in the summer to discuss more complex resource sharing like shared technology, CPAs, site visit cost-sharing).

Discussion that issues often come up for discussion but are not resolved, in part because of large volume of accreditation work. Nichole noted importance of listing action items on minutes.

School status report: Karen requested that schools be grouped as currently accredited and applicant schools for clarity, rather than combined.

Conclusions: Remove addendum. Update financials to be in Dollars rather than Euros.

Karen moves to accept the consent agenda, and Kristi seconds. No recusals. No abstentions. None opposed. Motion passes.

Action Items	Person Responsible	Deadline
✓ Re-organize school status report to separate currently accredited from applicant schools.	Karin	July
✓ Update financials to dollars.	Trixi	July

Agenda Item: Annual report timing	Presenter: Nichole Reding	
Documents: 3.c Addendum to school status report.pdf		
Discussion: Pulled from consent agenda. Decisions needed regarding annual report review schedule.		
Conclusions: Will be discussed via email and voted on electronically.		
Action Items	Person Responsible	Deadline
✓ Electronic vote on schedule for annual report reviews.	Karin	ASAP

Agenda Item: BUDM Remonstrations	Presenter: Nichole Reding
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Documents: 4.a BUDM remonstrations for BOD response.docx

Discussion:

Nichole reviewed BUDM’s concerns that the accreditation process is not progressing according to the original schedule (it has been more than a year since their site visit, and they are concerned the program being evaluated in the SER has a whole over the past two years), and noted this is not the only school to have these concerns. The program has not registered a formal complaint but would like a response from the board. Nichole spoke at length on the phone with Suzy Myers yesterday morning about their frustrations, and recommends that staff time is prioritized for completing this accreditation review.

Heidi asks how this issue has been discussed by the EC/board in the past (it has been on the school status report and discussed by the board and EC). Notes that keeping up with accreditation work has been a chronic problem – we need a solution. Recommends that Tracy's email to BUDM should be short and professional, without mention of internal MEAC challenges. Emphasizes importance of professional public presentation to member schools.

Questions from Sora, Andrea, Ana about what other urgent work is on Karin’s plate to determine how this reaccreditation can be prioritized. Concerns noted from Sora and Henci about work like scanning taking up staff time.

Stephanie would like the board to be more closely kept in the loop about complaints from schools, including informal ones period.

Discussion of how to do all the work MEAC needs to do without enough resources, including importance of stakeholder support, not using grant money to support core operating costs. To be continued during budget discussion.

Board consensus that the BUDM reaccreditation must be prioritized in Karin’s workflow, with support from staff/board for nonessential tasks as necessary, and that the deadlines outlined in Tracy's March email should be kept as much as possible.

Conclusions:

Action Items	Person Responsible	Deadline
✓ Respond to Suzy Myers	Tracy	ASAP
✓ Complete draft ARC report, return to school	Karin	June 9

Agenda Item: SWTC Monitoring Report	Presenter: Henci Goer
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Documents: N/A

Discussion: SWTC was directed to produce a monitoring report due 3/31/2016 on I.C5 with information on student achievement evaluation in terms of retention, completion, certification, and job placement. IBRs received irrelevant information that did not pertain to the benchmark. The IBR requests guidance from the board about their scope of action when receiving inadequate information for a monitoring report.

Discussion of impact on staff workload; the importance of clarifying with schools when they have

clearly misunderstood the requested materials; need for a fee structure for incomplete submissions.

Conclusions: Board consensus is that IBRs have the authority to ask for more information, just as ARCs do in comparable situations.

Action Items	Person Responsible	Deadline
✓ Add Monitoring Report process and IBR role to P&P committee agenda	Karin	ASAP

Agenda Item: Educational Standards and P&P Meeting Scheduling	Presenter: Nichole Reding	
Documents: n/a		
Discussion: The policies and procedures committee met on 2/29, but will be on hold until the new BUDM reaccreditation is meeting its deadlines. The educational standards committee will convene a first meeting in June, and is seeking additional members (school representatives, members of the clinical training task force, ARC members, ACME/nurse midwifery stakeholders). Request for a chair of the committee. Heidi offers to convene first meeting.		
Conclusions:		
Action Items	Person Responsible	Deadline
✓ Convene first meeting after June 9	Heidi	ASAP
✓ Send potential members to Heidi	Nichole	ASAP
✓ Recruit more members to the committee	All board members	ASAP

Agenda Item: FY 2016-2017 Budget	Presenter: Nichole Reding.	
Documents: 5.a MEAC 2016-2017 draft operating budget for 5.24 BOD meeting.xlsx 5.b Draft FY 16-17 Budget. Comparison Chart of Sustaining Fee increases.docx 5.c. FY 2016_2017 Budget Narrative for 5.24.16 BOD meeting.docx		
Discussion: Andrea (treasurer) leaves to go to a birth. Nichole presents budget. Nichole reviews the three budget options. The finance committee recommends the column T budget, a fiscally conservative best-case scenario with no loss of schools <i>and</i> expenses cut. Discussion of the use of restricted board reserve funds in cases of, for example, loss of schools and a deficit. The finance committee believes this is the kind of situation the USDE had in mind when it required MEAC to develop a reserve fund. Discussion of retained earnings versus restricted board reserve funds. Tracy notes retained earnings are not typical of nonprofit accounting practices. Funds rolling over from the previous fiscal year are typically allocated to expenses or added to the board reserve fund. Tracy notes this is a difficult situation, with hard decisions, and that in ideal world the reserve fund would be at least 25% of the annual budget. Review of revenue assumptions:		

- All sustaining fees increase by 5%. This policy is scheduled to end this year, so the board will need to decide whether or not to continue increasing sustaining fees. An increase of even more would provide additional revenue. Heidi advocates that we find other ways to balance the budget since schools are already paying so much.
- CEU fees are hard to predict
- Tracy has reached out to NACPM and other midwifery organizations for their increased support of MEAC
- Tracy projects increasing new funding considerably in future fiscal years.
- MEAC may need to work on the assumption that it will lose a school and revenue will decrease in the near future.

Discussion of budget and staff salaries, importance of maintaining cost-of-living adjustments benefits because of MEAC culture, while not the norm in non profit management. Tracy underscores time spent analyzing current staffing structure and whether it best fit for MEAC currently, e.g. only one full-time staff (Associate ED), one accreditation and training coordinator at only 20hours/week and part-time ED. She reflects that while it was a significant organizational development milestone, MEAC may not be ready to support a full-time executive director and is exploring whether financially she can work 35 hours per week.

Discussion of what a sustainable business model means for MEAC. Tracy describes potential areas for change from her perspective, including changing/increasing accreditation cycle length, re-examining the structures, making large "asks" from donors with whom she is cultivating relationships (her time to do this has been limited), identifying new funding sources, examining potential partnerships with e.g. universities.

Board members express desire to discuss these issues of budget and business model in more depth at the October board meeting. In the meantime, the EC will prepare proposals to bring to the October meeting for the board's consideration.

Collective concern with needing to pass the budget today given major discussions. Henci moves to accept the finance committee recommendation of the column T model budget. Sora seconds. Abstentions: Heidi, Ana. Opposed: none. Absent: Abigail, Stephanie, Andrea. The motion does not pass and Henci withdraws it.

Sora moves to have an electronic ballot on the budget in two weeks (June 7) with discussion via email in the interim. Henci seconds. Abstentions: none. Opposed: none. Absent: Abigail, Stephanie, Andrea. The motion passes.

Conclusions: Electronic ballot on FY16/17 budget to be held within two weeks

Action Items	Person Responsible	Deadline
✓ Electronic ballot on budget proposal, including sustaining fee increases	Tracy	June 7, 2016