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| **MEAC Board of Directors Meeting Minutes** | **Date: 8/1/2013** |
| **Time: Convened: 12:03 PM****Adjourned: 1:11 PM** |
| **Type of Meeting: Conference Call** |
| **Attendees:** | Board members: Kristi Ridd-Young, Henci Goer, Jeanne Madrid, Kathryn Montgomery, Mary Yglesia, Nichole Reding, Andrea Ferroni, Heidi FillmoreStaff: Sandra Bitonti Stewart, Karin Borgerson |
| **Absent:** | Sheila Simms Watson |
| **Notes taken by:** | Karin Borgerson |
| ***Minutes*** |
| **Agenda Item:**  | Minutes July 8 2013 Board Meeting | **Presenter:**  | Kristi Ridd-Young |
| **Documents:** | 2013-07-08 MEAC BOD Meeting minutes DRAFT.docx |
| **Discussion:**  | Revisions to outreach section reviewed by board. |
| **Conclusions:** | Andrea Ferroni moves to approve. Second: Henci Goer. Passed unanimously. |
| **Action Items** | **Person Responsible** | **Deadline** |
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| Change to P+P ? | Change to Handbook? | Notify public or schools? |

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| **Agenda Item:**  | June 30, 2013 Profit and Loss Statement  | **Presenter:**  | Mary Yglesia |
| **Documents:** | 2013\_06\_30 MEAC Profit and Loss Statement.pdf |
| **Discussion:**  | At FY 2012-13 year end, total income ~$10k greater than budget, mostly due to increased student enrollment. Expenses less than expected (lower by ~$15k)—greatest savings in insurance (D&O) and in programmatic expenses—travel, site visits, board meetings, site visit travel, staff travel. We had anticipated loss of ~$17k, ended up with surplus of $8.7k.MEAC’s Accountant has taken our annual bookkeeping for final review. As soon as she gives the green light, we bring in the auditor to review the books and then our Accountant will prepare the IRS 990 for filing. Sandra will present audited financial statements as well as 990 for board review in the fall. This June 30, 2013 P&L is unaudited.Henci asked about whether some expenses (e.g. site visits) are expenses that will move to next year. Sandra stated that current year budget accounts for this. Fewer board members participated in fall meeting last year, which saved money, but reduced participation.  |
| **Conclusions:** | Motion to approve the P&L. Mary Yglesia moves, second: Heidi Fillmore. Motion carries unanimously. |
| **Action Items** | **Person Responsible** | **Deadline** |
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| **Agenda Item:**  | Signers on bank account | **Presenter:**  | Mary Yglesia |
| **Documents:** |  |
| **Discussion:**  | Sandra has contacted Mary and requested that we update our approved signers on bank account. Remove Jo Anne, Nasima, and Anana. That would leave only Sandra, which is not good—we need to add extra signers. They discussed, in context of geographical distribution. Mary recommends Jessica be added, as she is in the Ann Arbor office, so she would be able to step up in an interim situation if Sandra is unavailable. Mary also recommends that the board president be a signer and that treasurer have oversight responsibility. Does our bank allow this to happen by fax? Per Sandra, they will adjust signers based on board minutes indicating that this is the will of the board. Can sign card in front of a notary or via reciprocal arrangement with another bank, if necessary.Motion: remove JoAnne Myers-Ciecko, Nasima Pfaffl, and Anana Integre as signers on MEAC Key Bank Account. Add Jessica Kelly-Shaieb and Kristi Ridd-Young . |
| **Conclusions:** | Mary moves as above. Kathryn seconds. Motion passes with Kristi abstains.  |
| **Action Items** | **Person Responsible** | **Deadline** |
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| **Agenda Item:**  | FY 2013-14 Budget update | **Presenter:**  | Sandra |
| **Documents:** |  |
| **Discussion:**  | Sandra presented an update on FY 2013-14 student enrollment data. We approve budget before we have student enrollment figures. We have a 21% increase in overall student enrollment. Increases in enrollment at all MEAC-accredited schools. Approved FY 13-14 budget had projected deficit. With these adjusted enrollment numbers, instead we are projecting a ~10k surplus. Will be discussed in more detail in October. No action required.How does this compare to PEP applications, CNM school enrollments? Board interested in comparing this data in the future. Possible workgroup?  |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
| * Consider appointment of a workgroup to begin collecting data on midwifery education trends.
 | Sandra, Karin, Kristi | October 2013 |
| Change to P+P ? | Change to Handbook? | Notify public or schools? |

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| **Agenda Item:**  | Executive Director Report | **Presenter:**  | Sandra |
| **Documents:** |  |
| **Discussion:**  | Sandra shared written report.-Staff researching electronic submission of reports. This may cost more than the FAM grant—may come back to board for further discussion. Goal is to minimize frustration for schools and reviewers. -Board terms: Kristi has submitted names for nomination committee records.-Historically we have had 9 members, including 2 public members; bylaws have a range. If we ever considered increasing board size, associated costs for travel increase accordingly. Have to maintain ratios of professional and public members. Member schools, not board, elect new board members.-October meeting—please RSVP & book travel ASAP. Trixi from staff will be providing support with meals and other.-Joseph Vibert, ASPA Executive Director will present on the upcoming Reauthorization of the Higher Education Act, including possibility of separating Title IV from accreditation. -Feedback on new standards has been positive. -Implementation and compliance with new standards is customized per school depending on where they are in their reaccreditation cycle. Each school received a customized letter went along with PDF of new standards outlining how that school needs to come into compliance. Anticipating questions and further effort required. -NARM: Staff will draft new “Dear Member Schools” letters clarifying NARM procedures to help schools support students in submitting applications properly; Staff also working to meet with NARM applications people in Portland to build training for schools to support staff in how they need to help students.  |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
| * Distribute programmatic standards to board members
* Kristi will distribute history & future of US-MERA document.
 | SandraKristi | September 9, 2013 |
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| **Agenda Item:**  | School Status Report | **Presenter:**  | Karin |
| **Documents:** | PDF – School Status Report  |
| **Discussion:**  | Karin provided an overview of the current status on each of our accredited and applicant schools using new Smartsheet program. She also provided overview of our new project planning tool.  |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
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| **Agenda Item:**  | Upcoming calendar | **Presenter:**  |  |
| **Documents:** |  |
| **Discussion:**  | Make sure these dates are on your calendar.Is there a plan for gathering Sunday evening, or convening Monday morning?The house is ours beginning noon on Sunday. No formal gathering on the 20th. Those who arrive early get some social time and a meal together. We’ll send out travel schedules ahead of time. A small group may get together ahead of time. Nichole offered to help plan a gathering on Sunday evening for those who arrive early since she lives in Portland area. |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
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