

MEAC Board of Directors Meeting	Date: 12/15/2016
	Time: Convened 10:02 AM PST Adjourned 12:36 PM PST
	Type of Meeting ie. In Person, Call: Teleconference
Attendees:	Board members: Nichole Reding, Courtney Everson, Cassuandra Jah, Andrea Ferroni , Henci Goer, Abigail Aiyepola, Stephanie Mills, Ana Vollmar (partial attendance) Staff: Trixi Packmohr, Julia Reid, Karin Borgerson
Absent:	Kristi Ridd-Young, Heidi Fillmore, Karen Ehrlich
Notes taken by:	Karin Borgerson

Minutes

Agenda Item:	Consent Agenda	Presenter:	Nichole Reding
Documents:	Cashflow Statements 2016-2017.xlsx November 2016 P&L.pdf School Status Report_ 2016-12-07.pdf		
Discussion:	Prior to consideration of consent agenda, those on the call took a few minutes to thank departing members Andrea Ferroni and Stephanie Mills.		
Conclusions:	Henci Goer moves to accept the financial reports and school status report. Abigail Aiyepola seconds. No recusals. No abstentions. None opposed. Motion passes.		
Action Items		Person Responsible	Deadline
Change to P+P ?	Change to Handbook?	Notify public or schools?	

Agenda Item:	Meeting Minutes	Presenter:	Abigail Aiyepola
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Documents: FINAL DRAFT Day 1 BOD minutes 2016-10-17.docx
FINAL DRAFT Day 2 BOD minutes 2016-10-18.docx
FINAL DRAFT Day 3 BOD minutes 2016-10-19.docx
FINAL DRAFT 2016-11-16 BOD Minutes.docx
DRAFT 2016-11-29 BOD Minutes.docx

Discussion:

Overarching discussion:

Abigail notes: Our minutes –how detailed do we want them to be? We don't want absent board members to be disadvantaged by non-detailed minutes.

Greater need for oversight over tasks. Double-checking action items, who is supposed to do what, and by when. Desire for an internal document (a project management system, like Basecamp or SmartSheet) to track what has been accomplished, who's done it, so the entire board knows what MEAC business we decided on as a group has been accomplished.

Proposal: Trixi and Abigail to create to-do list in SmartSheet from each meeting. Appreciation for Trixi's list of accomplishments sent after board retreat.

Discussion:

Pros and cons of streamlined public minutes with accompanying staff notes. What are we legally obliged to as a non-profit institution to make public? It's a board member's fiduciary responsibility as a board member to know what's going on and if things are being accomplished. Have overarching board actions in some sort of format like we have for our school status report. Reminder: It's a board member's responsibility to attend board meetings; if I miss a board meeting, I meet a board meeting. I can go to a staff member or the president or another board member to get filled in.

We have to be publicly accountable. We have an obligation to present certain information. Their evidentiary—if audited by IRS, by USDE—we can present them. Are we subject to FOIA requests? We're not a government agency, but we're authorized by them.

How do we protect confidentiality of detailed records (i.e. staff notes)?

Trixi notes that the auditor asks for minutes each year.

Reminder to everyone we have a gap because we don't have an ED right now. Keep in mind that crucial role for management of outstanding tasks.

One of the gaps of the ED—that person doing that does not relieve me of my responsibility to know what's going on.

Time check. For now, we do have a process, it's not perfect—table this until we can present a formal proposal for the board to consider. We do have multiple sets of minutes to consider. We are missing four board members, whether or not we take a vote. Vote on them on 1/12.

Henci: My concern is that I and others had comments during the process that

have not been addressed. I can't vote with those issues un-addressed.

Stephanie: should we have some discussion on that?

Henci: I don't think we have the time. We have a whole agenda with other issues on it.

Abi: I'm in a similar place as Henci—I don't want my concerns to hold up the process. I would like motion passed with my reservations noted.

Nicole: my anxiety—missing 3 members—missing 4—don't feel confident that approval, whether or not we take a vote. Vote on them on 1/12.

Conclusions: 11/29 BOD meeting minutes:
Stephanie Mills moves to accept. Andrea Ferroni seconds. Abstain: None.
Opposed: None. Motion passes.

11/16 minutes:
Andrea Ferroni moves to accept November 16th minutes. Stephanie Mills
seconds. Abstain: None. Opposed: None. Motion passes.

In-person meetings by day:
Day one (10/17):
Stephanie Mills moves to accept.
No second

Henci Goer moves that we table the minutes of the in-person meeting until
questions raised in approval process have been addressed and that we take up
the minutes again at the January 12 meeting. Abigail Aiyepola seconds.
Abstain: None. Opposed: None. Motion passes.

Action Items		Person Responsible	Deadline
Change to P+P ?	Change to Handbook?	Notify public or schools?	

Agenda Item:	Status update on potential new board members	Presenter:	Nichole Reding
Documents:	4.a Potential MEAC Board Members 2017.docx		
Discussion:	<p>Trixi and I have been working on developing a slate of new BOD members. Some board members provided names. Trixi has found a candidate who sent info almost a year ago. Excited because losing Stephanie’s legal mind—having someone with that lens would be great. Also asked for nominations at member school meeting. Haven’t heard anything.</p> <p>Nichole will be developing a slate by mid-February for election by mid-late March.</p> <p>Stephanie is a public member, leaving only one public member. We will ensure that a public member candidate will be voted on separately from the other folks. We have potentially 4 candidates on our slate.</p>		
Conclusions:			

Action Items		Person Responsible	Deadline
Change to P+P ?	Change to Handbook?	Notify public or schools?	

Agenda Item: AC and ED search update	Presenter: Nichole Reding
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Documents:

Discussion:	<p>Forward movement on AC position. Interviews will be happening early next week. Kristi is chairing that committee. Brought Suzy Myer (Bastyr University) as a support person to that committee, along with Karen Ehrlich. Julia staff support.</p> <p>Forward movement on ED search: Courtney, Heidi, Nichole, Abigail as committee members. Sent a request for additional volunteers—have some names I’ll be calling on later this week. We’d love to have one more person on that process. Timeline as sent to BOD—target hire by end of March. Heidi is working on position description; goal to post by end of year.</p> <p>Courtney: A personal plea for committee- I have to wear 2 hats—search advocate and full committee member. That’s why we’re desperately asking for another person—create a more diverse perspective and helping balance my workload.</p> <p>Nichole reiterated request: If we have 4, can split the work and have perfect balance plus Courtney as search advocate.</p>
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Conclusions:

Action Items		Person Responsible	Deadline
Change to P+P ?	Change to Handbook?	Notify public or schools?	

Agenda Item: P&P action item: “pre-accreditation” issue	Presenter: Julia Reid
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Documents: 4. c. P&P Committee Update.pdf
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Discussion: Julia: could we defer this to next meeting to support current agenda? Asks committee to weigh in. Henci: I prefer to defer it—I made a recent proposal that the committee hasn't had a chance to consider.		
Conclusions: Deferred to future meeting. Julia requests BOD members to come prepared to discuss.		
Action Items		Person Responsible
Change to P+P ?	Change to Handbook?	Notify public or schools?

Agenda Item: Member Meeting summary		Presenter: Nichole Reding
Documents:		
Discussion: Had meeting, good attendance but a couple schools missing. Mostly updates, a few questions. Asked for BOD nominations.		
Conclusions:		
Action Items		Person Responsible
Change to P+P ?	Change to Handbook?	Notify public or schools?

Agenda Item: Committee updates and discussion		Presenter: Nichole Reding
Documents: 4.e MEAC Committees_2016.docx		
Discussion:		
Conclusions: Deferred to end of this meeting if time, or to future meeting. In PDX meeting 2012: Increased BOD size and created committees. New document reflects what we approved at that meeting. Hasn't been fully realized. Revisit?		
Action Items		Person Responsible
Change to P+P ?	Change to Handbook?	Notify public or schools?

Agenda Item: Standard/benchmark “methodology” revisions regarding completion/retention update	Presenter: Courtney Everson
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Documents:

Discussion: Last meeting: agreed to talk further re: methodology. Incorporated feedback and sent to Rachael Schulz. Rachael made clear that we, as an agency, have the right to change methodology with justification at any time.

Heidi and I talked further re: guidance on implementation. Courtney spoke with Herman Bounds, director of accreditation group at USDE. He understood everything in terms of our situation, and trying to correct technical issue. He gave great feedback—what does it mean to really talk about retention and completion—as long as we can justify our changes, it’s fine.

Questions remain on implementation timeline. He’s going to a staff meeting to discuss with his staff and get back to us with clear guidance.

Timeline-wise: we’re making recommendation to go forward with sending to stakeholders –30 day comment period. Incorporate that and bring proposal and discussion to board, probably in February. Then hopefully finalize decision at that time. Still some unknowns, but moving forward. Establishing dialogue was a smart choice.

Discussion: going to stakeholders in next day or two? I believe so—Heidi sent to EC & staff—no blocking concerns—asking Trixi to get it out as soon as possible.

Conclusions:

Action Items	Person Responsible	Deadline
✓ Make proposed changes available to all interested parties with mechanism for feedback	Trixi Packmohr	ASAP
Change to P+P ?	Change to Handbook?	Notify public or schools?

Agenda Item: 2016 Annual Report Key Indicators	Presenter:
Documents: 6. MEAC 2016 Annual Reporting Key Indicators PROPOSED.docx	

Discussion: Ana Vollmar joined the call during this discussion.

Question about timeframe.

Karin shared that materials to schools late jan/early feb for 3/31 reports, so finalize decisions by 1/12 meeting. Note intersection of indicators with methodology discussion.

Question and discussion about enrollment levels:

Should reductions in enrollment be considered the same way as it increases?

If we are concerned about increase in enrollment, we should also consider reduction in enrollment. Don't know how were going to navigate completion/retention issue without having a better assessment tool in place. Herman indicated that having student indicators (i.e. student achievement) must be part of the requirements

This is a grey area. How do we deal with this—waiting to hear from Herman. It's a risk to drop this.

It simply isn't logical to tell schools that we want schools to give us information about a benchmark that we agree is flawed. If we have a measurement of student achievement—we do have our justification argument. Our standard is methodologically flawed—no basis for continuing to collect data under flawed benchmark.

Ways in which midwifery education may not have the usual indicators of student success. Herman supports that we have the right and obligation to decide what our measures are.

Discussion: If we're going to drop these two, is there a third student achievement indicator we currently have in our benchmarks and standards that we could add? Julia noted I.C5. Karin noted that dropping completion and retention could increase scrutiny on pass rate and graduate placement measures. NACIQI and USDE have been closely scrutinizing how agencies track placement. MEAC currently relies on self-reporting—may need to do more in the way of auditing. Suggested an alternative to defer rather than remove completion/retention KIs pending resolution of current methodological issues.

Proposal:

Remove completion and retention key indicators. Because we're doing that major change, do we want to consider adding a key indicator of declines in enrollment? Do we agree: remove completion/retention? With rationale. Two possibilities: 1) Remove c/r from this cycle with replacement of some other key indicator—narrative. Or 2) Deferral pending resolution of methodological issue.

What is ACME is using for their Key Indicators? Herman noted that they are closest peer.

Several board members express opposition, as this will come under significant scrutiny for the reasons Karin noted. Clear lack of consensus among board members. Are we making an informed decision? Desire on the part of the majority to move this forward quickly. First we have this motion to remove the 2 existing provisions, then subsequently address adding an additional measure and what that would look like. One issue of contention was time between submission and discussion—are we really helping ourselves by getting responses if we don't have staff and board review of them timely, and before the NACIQI hearing.

Karin confirmed that USDE had concerns about time lag between report submission and review, and that changing date of submission could be one option.

Staff supports board deferral to January to ensure a complete decision.

Courtney offers to bring forth a good proposal to the board.

Conclusions: Stephanie moves to remove retention and completion from Key Indicators for 2016 annual reports and retain certification exam pass rate and placement as appropriate indicators for student success at midwifery schools. Abigail seconds.

Friendly amendment (Henci) : Defer pending resolution of interim standard revision process.

Stephanie and Abigail accept the friendly amendment.

Abstain: Ana. Opposed: Stephanie, Courtney, Henci. Cassandra. Andrea, Abigail opposes. Motion fails.

Henci moves that for the 2016 annual reports we remove KI-8, retention and KI-9 student retention, retain KI10 and KI011 as more-appropriate indicators of student achievement of midwifery schools. Stephanie seconds.

Abstain: Ana Vollmar. Opposed: Courtney. Nichole, Cassuandra. Andrea. Stephanie. Motion fails.

Tabled to January meeting.

Action Items		Person Responsible	Deadline
<ul style="list-style-type: none"> ✓ Reach out to Heather at ACME re KIs ✓ Write new proposal 		Nichole Courtney Everson	Before January BOD meeting
Change to P+P ?	Change to Handbook?	Notify public or schools?	

Agenda Item:	FSTM Compliance Report 2016-10-31	Presenter:	Henci Goer
Documents:	7.a. FSTM_2016-10-31CR_IBR_Report_Final.pdf Full set of review materials available to non-recused BOD members.		
Discussion:	Henci presented IBR findings. IBR found ample information about each required item. No further concerns. Agreed with ARC.		

Conclusions: Andrea Ferroni moves to accept IBR's recommendation on this compliance report. Courtney Everson seconds. Abstain: None. Opposed: None. Motion passes.

Action Items		Person Responsible	Deadline
✓ Notify school		Julia Reid	January 2017
Change to P+P ?	Change to Handbook?	Notify public or schools?	

Agenda Item: NCM Monitoring Report 2016-09-28 **Presenter:** Ana Vollmar

Documents: NCM MR 2016-09-28_IBR_Report_Final.pdf
Full set of review materials available to non-recused BOD members.

Discussion: Andrea Ferroni and Cassaundra Jah recused and leave the call.

SJM is willing to be part of January call if that would be useful.

AV presented briefly.

Henci: it sounds like in getting this info, you turned up a new problem. If they can't demonstrate that they're in compliance, they're not in compliance.

Losing quorum. Deferred to future meeting.

Conclusions:

Action Items		Person Responsible	Deadline
Change to P+P ?	Change to Handbook?	Notify public or schools?	