

<h1>MEAC Board of Directors Meeting</h1>	Date: October 27, 2014
	Time Convened: 9:11am CDT Time Adjourned: 9:15pm CDT
	Type of Meeting: in-person
Attendees:	Board members: Kristi Ridd-Young; Henci Goer; Stephanie Mills; Nichole Reding; Ana Vollmar; Heidi Fillmore; Mary Yglesia; Sora Colvin; Abigail Aiyepola; Nellie Eshleman; Andrea Ferroni Staff: Jessica Kelly-Shaieb; Karin Borgerson; Sandra Bitonti Stewart
Absent:	
Notes taken by:	Jessica Kelly-Shaieb and Karin Borgerson

Minutes

Agenda Item:	Consent Agenda	Presenter:	Kristi Ridd-Young
Documents:	Minutes September 2014 DRAFT; School Status Report_Oct 2014; State Authorization Update; Home Birth Summit Report; Home Birth Summit Statements		
Discussion:	<ol style="list-style-type: none"> a. Minutes of September 4, 2014, Board Meeting b. School Status Report c. Update on State Authorization d. US MERA Update e. 2014 Home Birth Summit Report <p>September 4, 2014, minutes to be edited to include Nichole as making the motion to grant initial programmatic accreditation to SWTC Midwifery Program.</p> <p>Staff provides review of School Status Report, orientation to organization of list, and answers to board questions regarding specific schools.</p> <p>Board expresses interest in future training on state authorization. Sandra agrees to present webinar on state authorization at future meeting.</p> <p>Kristi Ridd Young proposes to review in depth the US MERA materials at a later time. Remove from consent agenda and defer acceptance.</p> <p>Nichole orients board to parts of Home Birth Summit Report, including graphics, questions, and consensus statement. Board agrees to return to questions posed in Homebirth Summit summary during later session.</p> <p>Motion to accept consent agenda, omitting the US MERA Update (d): Sora</p>		

Colvin. Second: Andrea Ferroni. Opposed: None. Abstain: None.		
Conclusions:		
Action Items	Person Responsible	Deadline
✓ Edit 9/4/14 minutes to reflect Nichole's motion.	Jessica Kelly-Shaieb	10/27/14
Change to P+P ?	Change to Handbook?	Notify public or schools?

Agenda Item:	Edits to MEAC Curriculum Checklist	Presenter:	Kristi Ridd-Young
Documents:	3 MEAC Curriculum Checklist _Heidi's rev based on ICM updates- with 2014 edits as adopted by BOD		
Discussion:	<p>Sandra provides background to origination and modifications of the curriculum checklist. She notes that the board has previously approved all changes with exception of Competency #4, 46, a skill to “conduct active management of the 3rd stage of labor, following the most current evidence-based protocol.”</p> <p>Henci and Sora discuss their positions on inclusion of the skill in the curriculum checklist. Board discusses options and agrees to the following language: “Assess the need for, and conduct, active management of the 3rd stage of labor, following the most current evidence-based protocol.”</p> <p>Board discusses how to inform schools and require inclusion of new language in requirements. Board agrees to defer to staff on these questions. Staff agree to request guidance if needed.</p> <p>Motion to accept the competencies as a whole with the proposed edit: Nichole. Second: Henci. Opposed: None. Abstain: Nellie</p>		
Conclusions:			
Action Items	Person Responsible	Deadline	
✓ Update Curriculum Checklist	Staff	January 2015	
Change to P+P ?	Change to Handbook? Yes	Notify public or schools? yes	

Agenda Item:	Committee Work	Presenter:	
Documents:			
Discussion:	<p>Board separates into 4 groups to conduct committee work.</p> <ol style="list-style-type: none"> 1. Policies and Procedures (Henci, Ana, Andrea, Sora, Karin) 2. Complaint Investigative Committee (Stephanie, Nichole, Mary) 3. Direct Assessment/CBE Workgroup (Heidi, Kristi, Sandra) 4. New Board Member Training/Orientation (Abigail, Nellie, Jessica) 		
Conclusions:			
Action Items	Person Responsible	Deadline	
✓			
Change to P+P ?	Change to Handbook?	Notify public or schools?	

Agenda Item:	FAM Grant Project	Presenter:	Sandra Stewart
Documents:	FAM Grant 2014 revised Budget; 2014 FAM Grant; MEAC BOD Survey Support Request		
Discussion:	<p>We requested \$14,000 but were awarded \$4,000 in grant money last year. Sandra shares idea for a proposal for using that money to research the needs of midwifery education and the barriers to accreditation. Sandra shares Julia Reid's report, including suggestions for how MEAC Board can assist with the project.</p> <p>Board brainstorm ideas on project.</p>		
Conclusions:			
	Action Items	Person Responsible	Deadline
✓			
Change to P+P ?	Change to Handbook?	Notify public or schools?	

Agenda Item:	Standards, Policies, and Procedures	Presenter:	Mary Yglesia
Documents:	<p>OOO Report from Chair to Board; OOC Clinical Training Sites Paper_Delorme_2013_10; OOC Concerns and possible standards edits; OOC Email compilation 10-7-14; OOC Subgroup report_Impact on MEAC Schools_2014_09; OOC Subgroup Report_Accountability Paper 2014_09; OOC Subgroup Report_Ethics of OOC Training report_2014_9; OOC Survey of ASPA Members_2014_06; OOC Survey of MEAC Schools_2014_08; OOC Survey of Workgroup Members_2010_9; OOC Themes_Final_2014</p>		
Discussion:	<p>Mary presents history of discussion and decisions about out-of-country clinical training for midwifery students that prompted MEAC to take on this project. She reviews the materials provided for Board review but expresses the importance of confidentiality of the committee members.</p> <p>Transparency on the decision-making regarding the OOC decision is important.</p> <p>Sora presents workgroup reports on impact and accountability. Mary presents workgroup report on ethics.</p> <p>Board is tasked with private reflection/journaling and preparation for Wednesday's continued discussion.</p>		
Conclusions:			
	Action Items	Person Responsible	Deadline
✓			
Change to P+P ?	Change to Handbook?	Notify public or schools?	

Agenda Item:	Board Training and Professional Development – ACCAHC	Presenter:	Nichole Reding
Documents:			
Discussion:	<p>Nichole presents a report on the latest work of the Academic Consortium for Complementary and Alternative Health Care (ACCAHC).</p> <p>Board discusses whether a liaison to ACCAHC becomes a permanent Board member responsibility and budget item vs. prioritizing other efforts and expenses.</p> <p>Karin to sit on accreditation Special Interest Workgroup.</p> <p>Nichole will prepare a proposal for the work groups (clinical, research, and education) that MEAC should consider seating a representative.</p>		
Conclusions:			
	Action Items	Person Responsible	Deadline
	✓		
	Change to P+P ?	Change to Handbook?	Notify public or schools?

Agenda Item:	US MERA Update	Presenter:	Kristi Ridd-Young
Documents:	Letter from ICTC to USMERA; Report on USMERA Activities 2014-10; USMERA Response to ICTC_final; USMERA MOU DRAFT (v9a) 09Oct14;		
Discussion:	<p>Kristi recaps the US Midwifery Education, Regulation, and Association (US MERA) meeting with regard to the communication with International Center for Traditional Childbearing (ICTC) regarding organizational membership and recommendations for continuing education for long-time CPMs.</p> <p>Board reads, reviews, and responds to the <i>Addition of New Membership Organizations to US MERA</i> section, remembering that the Association of Midwifery Organizations (AMO) agreed in fall 2013 that ICTC is the third professional association within AMO.</p> <p>Board considers next steps for input to US MERA regarding decision-making process and offer to ICTC to join US MERA.</p>		
Conclusions:			
	Action Items	Person Responsible	Deadline
	✓ Share MEAC suggested edits to the MOU	Kristi	November 2014
	Change to P+P ?	Change to Handbook?	Notify public or schools?

MEAC Board of Directors Meeting	Date: October 28, 2014
	Time Convened: 9:08 am CDT Time Adjourned: 9:00 pm CDT
	Type of Meeting: in-person
Attendees:	Board members: Kristi Ridd-Young; Henci Goer; Stephanie Mills; Nichole Reding; Ana Vollmar; Heidi Fillmore; Mary Yglesia; Sora Colvin; Abigail Aiyepola; Nellie Eshleman; Andrea Ferroni Staff: Jessica Kelly-Shaieb; Karin Borgerson; Sandra Bitonti Stewart
Absent:	
Notes taken by:	Jessica Kelly-Shaieb and Karin Borgerson

Minutes

Agenda Item:	Board Training and Professional Development	Presenter:	Jessica Kelly-Shaieb
Documents:	Benchmark Scoring Rubric		
Discussion:	Jessica presents the work of the MEAC P&P Committee to develop a rubric for assessing benchmarks and demonstrations. The board asks for clarification and approves dissemination of the tools to ARC members and schools.		
Conclusions:			
	Action Items	Person Responsible	Deadline
✓	Disseminate tools to ARC members and schools	Karin, Jessica	January 2015
Change to P+P ?	Change to Handbook?	Notify public or schools?	yes

Agenda Item:	Accreditation Activity – Presentation of 2013 Annual Reports	Presenter:	Karin Borgerson
Documents:	2013 Annual Report Handout		
Discussion:	Karin presents the summary of 2013 Annual Reports and provides clarification to Board questions. Board suggests that MEAC clarify the definition of a disabled student based on USDE regulations. Motion to request that MEAC staff continue with research and analysis and report back at a future meeting: Mary. Second: Sora. Opposed: None. Abstain: None.		

Motion to refer all suggested issues to the respective ARCs: Henci. Second: Ana. Opposed: None. Abstain: None.		
Conclusions:		
	Person Responsible	Deadline
✓ Review USDE definition of disabled student	Staff	
✓ Refer all suggested issues to ARCs	Staff	January 2015
Change to P+P ?	Change to Handbook?	Notify public or schools?

Agenda Item:	Accreditation Activity – Midwives College of Utah Reaccreditation	Presenter:	Ana Vollmar
Documents:	ARC Report		
Discussion:	<p>Kristi Ridd-Young recuses herself from the conversation and leaves the room.</p> <p>ARC Member Holly Scholles joins the meeting via speaker phone.</p> <p>Ana Vollmar summarizes the ARC Report and presents her independent findings in Standards 1-10.</p> <p>Board is invited to ask questions and provide comment regarding all benchmarks. Board holds specific discussion about the findings on Benchmarks 2-F, 3-A, 3-C, 3-F, 4-C, 7-C, 9-A, 9-B</p> <p>Motion to change Benchmark 3-C from Met-3 to Met-2: Sora. Second: Abigail. Opposed: None. Abstain: Kristi Ridd-Young was recused.</p> <p>Motion to change Benchmark 3-F from Met-1 to Met-2: Heidi. Second: Sora. Opposed: None. Abstain: Kristi Ridd-Young was recused.</p> <p>Motion to change Benchmark 9-A from Met-2 to Met-1: Heidi. Second: Mary. Opposed: None. Abstain: Andrea Ferroni, Kristi Ridd-Young was recused.</p> <p>Motion to accept the ARC Report with the changes to Benchmark Scores on 3-C, 3-F, and 9-A: Nichole. Second: Henci. Opposed: None. Abstain: Kristi Ridd-Young was recused.</p> <p>Motion to grant institutional reaccreditation to the Midwives College of Utah covering the programs of ASM, BSM, and MSM for a period of 5 years with interim reports as listed in the ARC Report: Heidi. Second: Nichole. Opposed: None. Abstain: Kristi Ridd-Young was recused.</p>		

Conclusions:			
	Action Items	Person Responsible	Deadline
✓			
Change to P+P ?	Change to Handbook?	Notify public or schools?	yes

Agenda Item:	Accreditation Activity – Nizhoni Institute of Midwifery	Presenter:	Heidi Fillmore
Documents:	ARC Report		
Discussion:	<p>Heidi summarizes the ARC Report and presents her independent findings.</p> <p>The staff notes that NIZ submitted the Fire Marshall report required by Benchmark IV.A3.1. The ARC and IBRs agree to change the findings of IV.A3.1 to reflect the receipt of that report.</p> <p>Motion to accept the ARC Report: Sora. Second: Mary. Opposed: None. Abstain: None.</p>		
Conclusions:			
Action Items		Person Responsible	Deadline
✓			
Change to P+P ?	Change to Handbook?	Notify public or schools?	yes

Agenda Item:	Finance	Presenter:	Mary Yglesia, Sandra Bitonti Stewart
Documents:	Profit and Loss 2014_10_13; Balance Sheet 2014_10_13; 2014 Annual Fundraising campaign		
Discussion:	<p>Mary presents the budget vs. actual figures on the Profit and Loss report and answers questions presented by the Board.</p> <p>Board brainstorms ideas for 2014 fundraising appeal and commits to personalizing the appeal and thank you letters to donors.</p>		
Conclusions:			
Action Items		Person Responsible	Deadline
✓	Staff to draft fundraising appeal.	Sandra Stewart	November 2014
Change to P+P ?	Change to Handbook?	Notify public or schools?	

Agenda Item:	Standards, Policies, and Procedures	Presenter:	Sandra Bitonti Stewart
Documents:	USDE Notice to Agencies Focus Review; USDE Petition and Standards Revision Timelines and Process_Report to Board_2014_10		
Discussion:	<p>Sandra presents the plan for the upcoming USDE Petition. Board discusses budget, human resources, and timeline implications.</p> <p>Sandra presents the plan for the upcoming MEAC Standards revisions. Board discusses the requirements for standards revisions, as well as the budget, human resources, and timeline implications.</p>		
Conclusions:			
Action Items		Person Responsible	Deadline

✓		
Change to P+P ?	Change to Handbook?	Notify public or schools?

Agenda Item: Accreditation Activity – Presentation of 2013 Compliance Reports	Presenter: Karin Borgerson
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Documents: 2013 Compliance Plan Handout
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Discussion: Karin presents the summary of 2013 Compliance Reports and provides clarification to Board questions. Motion to accept the compliance report and staff evaluation and require further reporting in 2015: Nichole. Second: Heidi. Opposed: None. Abstain: None. Abstain: Andrea Ferroni.
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Conclusions:

Action Items	Person Responsible	Deadline
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Change to P+P ?	Change to Handbook?	Notify public or schools?
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MEAC Board of Directors Meeting	Date: October 29, 2014
	Time: Convened 9:00 am CST
	Adjourned 6:00 pm CST
	Type of Meeting
Attendees:	Board members: Kristi Ridd-Young; Henci Goer; Stephanie Mills; Nichole Reding; Ana Vollmar; Heidi Fillmore; Mary Yglesia; Sora Colvin; Abigail Aiyepola; Nellie Eshleman; Andrea Ferroni Staff: Jessica Kelly-Shaieb; Karin Borgerson; Sandra Bitonti Stewart
Absent:	
Notes taken by:	Karin Borgerson

Minutes

Agenda Item:	Further discussion of OOC	Presenter:	Kristi Ridd-Young
Documents:			
Discussion:	<ul style="list-style-type: none"> • Board engaged in brainstorming of potential solutions. • This included five-step process for MEAC (see below) • Second major discussion area was around formation of an (outside of MEAC) group for certifying (providing designation to?) clinical training sites (possible model: Mother-Baby Friendly Hospitals)—workgroup forms to discuss further (Kristi, Abigail, Sora, Ana(?), Andrea(?)) <ul style="list-style-type: none"> ○ Scope would be domestic and OOC, and from large institutions (hospitals/birth centers) to small individual homebirth practices. ○ Approved sites might be basis for recertification CEUs ○ Cultural & clinical relationships among mother-baby, preceptor, and student ○ Are there others out there doing closely-related work who we could tap—e.g. WEIGHT (Working Group on Ethics Guidelines for Global Health Training), physiologic birth. ○ School directors/clinical directors can use their working groups to pilot reciprocity of preceptor approval ○ Getting ethnographic feedback from moms, preceptors—Robbie Davis-Floyd? Local ethnographers? Start with literature review—there’s a lot out there. ○ ICM might already be working on this—reach out to them to see what’s already going on. ○ Subscription to the body could be model for financial support. 		
Conclusions:	<ul style="list-style-type: none"> • Board developed a proposal for a five-step process (see attached document, as amended during board discussion). <ul style="list-style-type: none"> ○ Mary moves that we embrace the five-step plan of action as presented. Second: Abigail. Sora notes some ongoing reservations about MEAC imposing a moratorium as it may exceed our scope, but given the exceptions we have listed and due process we are including, she is 		

<p>willing to vote for it. Motion carries unanimously.</p> <ul style="list-style-type: none"> • Workgroup forms for further work on discussing clinical site certifying body. Members are Kristi, Abigail, Sora, Ana, Andrea. Will take this idea to US MERA. 		
Action Items	Person Responsible	Deadline
<ul style="list-style-type: none"> ✓ Workgroup will fine-tune step 1 & step 2 letters and bring to board for approval ✓ MEAC will initiate stakeholder engagement process on moratorium 	Sora, Abigail, Stephanie, Karin Staff	October 29, 2014 for Step 1, November 4 for Step 2 TBD

Agenda Item:	Standards, Policies and Procedures - MEAC institutional accreditation of non-midwifery programs	Presenter:	Sandra Bitonti Stewart Karin Borgerson
Documents:	MEAC Institutional Accreditation and Non-Midwifery Programs		
Discussion:	<p>Sandra and Karin provide background to the issue of institutional accreditation of non-midwifery programs.</p> <p>Nichole Reding, MEAC Board member and representative of Birthingway College of Midwifery (BCM), which offers a certificate for lactation consultants accredited by MEAC, provides background to the history and purpose of the lactation consultant program at BCM.</p> <p>Board discusses issues of non-midwifery education and accreditation, including third-party accreditors, definition of peer review, timeline for decision-making, appropriateness of MEAC accreditation for non-midwifery education, guidance provided by ICM and USDE,</p> <p>Nichole Reding recuses herself from portions of the conversation. She leaves and reenters the room.</p> <p>Board tasked with reviewing the report provided by staff on this topic and prepare to discuss points 3 and 4 (programs beyond entry level midwifery) at a later date.</p>		
Conclusions:			
Action Items	Person Responsible	Deadline	
<ul style="list-style-type: none"> ✓ Research USDE regulations and origin of MEAC P&P on accreditation of non-midwifery programs to determine how much flexibility MEAC has. 	Sandra Bitonti Stewart	December 2014	

Agenda Item:	Due Process, Fiduciary Duties, and MEAC Board Responsibilities	Presenter:	Jessica Kelly-Shaieb
Documents:			
Discussion:	Jessica delivered presentation.		
Conclusions:			
Action Items	Person Responsible	Deadline	

✓ Update records retention process to cover IBR return or destruction of materials after decisions	Staff	TBD
✓ Share list of “what does an engaged board look like” with current and prospective board members in nominations materials	Nominations Committee	TBD
✓ Competition vs. peer review—how are those differentiated—staff to research	Staff	TBD

Agenda Item: Case Review	Presenter: Stephanie Mills	
Documents:		
Discussion: Stephanie presented a case from the district court between Professional Massage Training Center against Accreditation Alliance of Career Schools and Colleges. Discussion: What does it mean that we don’t visit clinical sites routinely? Our standards don’t specify that.		
Conclusions:		
	Action Items	Person Responsible
✓		Deadline

Agenda Item: Insurance review	Presenter: Sandra Bitonti Stewart	
Documents:		
Discussion: Sandra presented on our D&O policy, workers compensation policy, and accident insurance for volunteers.		
Conclusions:		
	Action Items	Person Responsible
✓		Deadline

Agenda Item: Nominations Committee report	Presenter: Sandra Bitonti Stewart & Heidi Fillmore	
Documents:		
Discussion: Open seats for secretary, president-elect role. Nomination for President-Elect (one-year term, then President beginning Fall 2015 for two years): Nichole Reding accepted nomination. Nomination for Secretary (two-year term): Ana Vollmar accepted nomination. Discussion of ongoing executive committee membership with new President-Elect system. Candidates recused themselves and left the room for their respective motions, discussions, and votes.		
Conclusions:		
	• Stephanie moves to elect Nichole Reding as President Elect for one year,	

<p>followed by a two-year term as President. Henci seconds. Passes unanimously.</p> <ul style="list-style-type: none"> • Sora moves that we elect Ana Vollmar as Secretary for two years effective immediately. Abigail seconds. Passes unanimously. 		
Action Items	Person Responsible	Deadline
✓ Review executive committee projected membership under current bylaws	Sandra	TBD

Agenda Item: New Business	Presenter: Sora Colvin	
Documents:		
Discussion: Sora expressed that two school directors had approached her with concerns this week at the MANA conference: <ul style="list-style-type: none"> • Lack of professionalism and organization in performing our duties. • Long delays in communication from MEAC • Concern that communications were adversarial • Concern that board members may not be objective because of affiliations with member schools. • Lack of transparency <p>Henci shared that a school had shared concerns with her in the spring. In consultation with MEAC's Executive Director, Henci documented and responded to the school's complaints in a written report submitted to the complainants.</p> <p>Board discussed opportunities for member and applicant schools to provide evaluation of and feedback to MEAC (potentially as part of annual report, end of year—importance of anonymity), as well as opportunities for more and clearer communication to the schools. More education to schools about what happens, for example, after SER submission.</p>		
Conclusions: <ul style="list-style-type: none"> • Board will seek opportunities for soliciting and considering feedback from schools and will look for patterns. 		
Action Items	Person Responsible	Deadline
✓		