

NMTT Executive Council Meeting Saturday, March 4, 2012

Meeting called to order by Dawne Dodson at 12:06 pm at Calhoun's Restaurant, White Bridge Rd., Nashville, Tennessee.

Members Present: Dawne Dodson, President/WT representative; Joey Forrester, Past President/ Web Manager; Mark Collins, Past President; Susan Swafford, Treasurer; Jennifer Sujdak, Historian/MT representative; Leesa Ross, STNGT representative; Dusty York, Student Affairs Chairperson; Patrick Brazan, Vendor Affairs Chairperson; Bonny Pendleton, Nominations Committee Chairperson/ET representative; Donna Mars, Student Affairs Committee; Nancy Clifton, Student Affairs Committee; Susan Dady, Kris Yarnell

Members Absent: Robert Bowen, Bylaws; Lisa Satterfield, Student Affairs Committee; Kathy Hunt, Legislative Chairperson

As defined in the bylaws, a quorum is present.

Secretary's Report –

The November 5, 2011 meeting minutes from the NMTT executive council meeting were reviewed. Motion for approval – Dusty York; 2nd - Joey Forrester; unanimous approval

Treasurer's Report - Susan Swafford

- Treasurer's report was given. Motion for approval –Dawne Dodson; 2nd – Leesa Ross; unanimous approval
- Budget for computer to managing accounts and tax information - \$900 ; motion for approval - Bonny Pendleton, 2nd – Donna Mars, unanimous approval
 - Computer
 - Microsoft office software
 - Quick Books software

Bylaws – Leilani Forrester (in for Bob Bowen)

- Adjustments to current bylaws:
 - Remove newsletter editor from council
 - Change Website Manager to IT Committee
- Changes to be sent out to voting members of the NMTT at least 30 days prior to Annual meeting
 - Voting will take place via email to ensure only members receive a vote.
- Jenn Sujdak – attached
 - Standing rule on the usage of funds by the areas and application for grants completed. Motion for approval – Bonny Pendleton, 2nd – Joey Forrester. Unanimous approval by executive committee. Information will be included in attendee folders at annual meeting.

Website –Joey Forrester

- Change title to IT committee – email vote will be sent out to all voting members of the NMTT
- Website is updated with NMTT Meeting registration for Memphis and link to hotel
- The "membership" link is shut down until after the annual meeting.
- \$500 budget to have website redesigned. Motion – Dawne Dodson, 2nd - Bonny Pendleton, unanimous approval

Old Business –

2012 NMTT Annual Meeting – 3rd Annual

Date: March 23-25, 2012

Theme: It's Getting Personal

Accommodations: Memphis, TN – Double Tree Hotel on Union

- \$119.00/night - Reservations made by 5pm CST 2/28/2012
- Parking – Valet only (daily): Hotel guests \$15.00, Conference attendee \$12.00, speaker parking passes
- Saturday night entertainment – None

- Refreshments and meals
 - Thursday student lunch - \$21.00 per person
 - Saturday – all day \$50.00 per person (breakfast, 2 breaks, lunch)
 - Sunday breakfast - \$15.00 per person

Executive Council Meeting

- Friday night dinner - TBA

Speakers:

- Goal is 12 – 13 credits with 2-3 back-ups - student presentations account for 1 CME

Brochure

- Brochure will be complete by next week.

Audio Visual

- Student affairs committee has equipment from the schools that can be utilized for the meeting.
- Glenn Hathaway may not be available run equipment. Dawne Dodson will find a back up in the event Glenn is not available.
- Volunteers with adequate knowledge to run equipment are difficult to find. NMTT may need to consider hiring someone to do this. Jenn Sujdak researched tax issues (1099) regarding paying someone to run equipment. If the amount of payment is more than \$599, a 1099 must be issued.

Registration:

- Fees:

Members:	Pre-registration - \$95.00	After February 28, 2011 - \$105.00	On site \$135.00
Non-members:	Pre-registration - \$145.00	After February 28, 2011 - \$155.00	
Students:	\$50.00 (for all students)		
- Registration area will have internet access for credit card processing and registration.
- Registration tracking: Joey will be receiving mail in registration and on-line registration.

Insurance:

- Nationwide Insurance - \$393/year
 - Fee based upon location of this year's meeting and 150 attendees
 - Insurance cannot be purchased for several years due to change in location and number of attendees anticipated.
 - Motion for approval – Jennifer Sujdak, 2nd Susan Swafford

Vendor Affairs – Patrick Brazan

- Vendor breaks for the attendees to spend in the vendor room this year will be 45 minutes.
- Vendors will receive door prize tickets to hand out, but due to their inability to provide door prizes, the tickets will all go in one big box for drawings. The NMTT and a few of the vendors will provide door prizes.

Student Affairs – Dusty York

- Student program March 22nd – 23rd (Dusty and Leesa)
- No fee for student tables
- Student poster format will remain tri-fold for 2012. The SNM format will be utilized for future posters.
- Student hotel rooms
 - Local organizations have been dissolved therefore no money is coming from those areas to assist in paying for student rooms. The NMTT is not able to absorb that cost. Possible solutions:
 - The students from one program have always raised the money to pay their own way. So, we will begin by asking each school to find funds to support their own students.
 - A silent auction and art show will also take place during the annual meeting to raise money. Nancy Clifton and Kris Yarnell will spearhead this year's auction and art show.
 - Program directors will meet Thursday to discuss ways to cover student expenses. A proposal will be ready for presentation at the Executive Council meeting Friday night.

Nominations Committee – Bonny Pendleton

- President 2012-2013 – Bonny Pendleton (east TN area representative)
- President-Elect 2012-2013 candidate – Leesa Ross (southern TN, northern GA)
- President-Elect 2013-2014 candidate – Kris Yarnell (middle TN)
- Secretary 2012-2013 candidate – Leilani Forrester
- Treasurer 2012-2013 candidate – Jennifer Sujdak (2 year term)
- Website needs to have area to enable members to nominate candidates and volunteer for committees.

New Business:

- Future meeting dates:
 - 2014 Chattanooga – March 28-30
 - 2015 Nashville – March 27-29
- Legislation – Kathy Hunt - absent
- 2013 Annual NMTT meeting
 - May 1-5, 2013
 - Hotel options:
 - Park Vista – free parking, \$99.00 room rate, \$750 set up fee
 - Glenstone Lodge – free parking, \$83.00 room rate, \$200 set up fee, free AV
- Medsolution letter (attached)
 - Our response to letter should mirror the SNM response and sent at about the same time.
- Via email discussion and vote, it was decided that a discount of \$5 will be offered on membership for 2013, if payment is made on Sunday, March 25, 2012.

Next meeting: Annual meeting – Saturday, March 24, 2012

Motion to adjourn – Mark Collins, 2nd Jennifer Sujdak

Meeting Adjourned @2:26 pm

Respectfully submitted,

Leilani K. Forrester