

WISCONSIN PERFUSION SOCIETY
Board Meeting Minutes
Saturday, January 24, 2009
Kalahari, Wisconsin Dells

Present: Scott Brown, Michael Gough, Suzanne Keuler, David Leiber, Marianne Pilger, Eric Rauch, Tom Steffens, Anna Young

Absent: Jim Bobby, Matthew Hietpas, Kevin Ireland, Nicole Michaud

1. Call To Order

The meeting was called to order by Michael at 9:07 am.

2. Approval/Additions To Agenda

There were no additions to the agenda. The agenda was approved by a motion from Michael, second by Scott, and a vote from the board.

3. Approval Of Board Meeting Minutes

The May 2nd and 3rd, 2008 board meeting minutes were approved by a motion from Michael, second from Tom, and a vote from the board.

4. Treasurer's Report (Scott Brown)

- a. See attachments.
- b. Scott reviewed the '2008 Final Budget Analysis'. The 'Total General Fund Value on 12/31/08' was \$11,012.86. The 2008 Education Meeting was on budget. Scott said he was overall pleased with the numbers for the 2008 budget.
- c. Scott reviewed the 'Scholarship Fund'. Only one scholarship was awarded in 2008. The 'Scholarship Fund Balance as of 12/31/2008' was \$5,050.00.
- d. Scott reviewed the 'Projected Budget For 2009'.
 - i. WPS will have another membership appreciation dinner at the 2009 Education Meeting. The projected budget for the dinner is \$6,000.00.
 - ii. The projected expense for the 2009 Education Meeting has been increased from \$10,000.00 (from 2008) to \$11,000.00. This is due to the increase in cost of items charged by Kalahari (see 'Wisconsin Perfusion Society's 16th Annual Spring Educational Meeting Budget').
 - iii. Scott increased the projected income for the vendor fees for the 2009 Education Meeting to \$6,000.00 in order to more accurately project our income.
 - iv. The projected balance for 12/31/2009 is healthy at \$7,462.86.
 - v. Michael addressed the issue of Scott possibly having conflicting roles of both Treasurer and 2009 Program Director in regards to increasing the meeting budget by \$1000.00. Scott reiterated that the increase was in

response to an increase in the cost of food, conference rooms, and miscellaneous items charged by Kalahari.

- e. Scott reviewed the 'Scholarship Fund Summary'. Scott would like to see more scholarships awarded. Nicole has opened up the scholarship to all perfusion schools in the nation. There has not been a lot of response from the students.
- f. Michael noted that The John Taraskiewicz Memorial Achievement Award is a separate account from the WPS Scholarship Fund as well as the WPS General Fund. It has its own bank account which is completely separate from WPS. Scott is only involved in handling the cash flow (accepting donations and depositing them in the appropriate account). Beth Moe was nominated this year by Kristen Chase at Children's Hospital of Wisconsin. A plaque and check for \$500.00 will be awarded to Beth at the 2009 Education Meeting.
- g. Scott discussed the 'Spring Education Meeting Costs' which is a comparison of the last 6 meetings. It sheds some light on the service charges paid each year. It is also helpful to compare the cost per attendee each year. Last year was \$53.93 per attendee which was very good. Both Michael and Scott feel it's important to keep in mind, that even though the total cost of the yearly meeting may increase, it is important to maintain the cost per attendee. It is also helpful in determining if the annual membership and meeting fees are sufficient.
- h. Scott discussed the 'Wisconsin Perfusion Society's 16th Annual Spring Educational Meeting Budget'. Scott is going to cut back on some of the food charges, in particularly the appetizers on Friday. He is also going to try to save on the AV costs. He also pointed out to the board that there is a 19% service fee as well as a 6% tax on all charges. Dave asked if WPS is exempt from the 6% sales tax. Scott said that WPS is not exempt from sales tax. We are exempt from income tax but we must pay all sales taxes. The budget for the 2008 and 2009 meeting has increased in part due to the service charge (19%) and especially since all the charges (ie food, AV, room, etc) have increased as well. Two large costs, which could be potentially eliminated based on a yearly decision, are the student travel grants and the appreciation dinner, if needed.
- i. The 2009 Treasurer's Report was approved by a motion from Eric, second from Dave, and a vote from the board.

5. Committee & Ad Hoc Assignee Reports

a. Membership Committee (Anna Young)

- i. Anna noted that there are approximately 40 Class A members each year who do not pay the \$10 membership fee when they are not in attendance of the meeting. This costs WPS approximately \$400 in income each year. Anna suggested sending out a reminder to try to encourage those members to pay each year. Tom mentioned that WPS is not offering the members any other services besides the meeting each year, and that it is not possible to force people to pay. Tom also noted that it may not be worth the cost to pay for postage, etc to ask for the money. Michael recommended letting the issue be and if necessary we'll increase the membership and meeting fees to cover the cost. Michael said that if the cost per attendee grows to

over \$65 per person, we would have to consider increasing meeting fees at that time.

- ii. Anna said that registration is going well and that there are no problems.
- iii. Michael asked about last year's issue with the late fees. It was agreed last year to enforce a \$10 late fee one month prior to the meeting. Tom mentioned that it is important to know the number attending the meeting in order to plan for lunches and dinner, etc. The late fee applies to all who have not paid one month prior to the meeting including those who have filled out a form but have not submitted a payment. Tom noted that there is no mention of a late fee on the website or on the registration form. The board agreed not to enforce the late fee this year due to the lack of transparency regarding the fee. The late fee information will be put on the form and website and will be enforced in 2010. Michael made a motion to set aside the late fee registration for the 2009 meeting, Tom seconded, and the board voted to pass the motion.
- iv. Michael asked if Anna would like the website closed to registration just prior to the meeting in order to avoid late enrollers. Anna would like to keep the electronic registration open up until the meeting. She is able to check, on site at Kalahari, whether or not people have paid electronically through Paypal.

b. Awards Committee (Kevin Ireland)

- i. Scott reported for Kevin on the status of the 2009 awards. Scott had asked Dave Malkow for any possible Class C Cooksey award nominees. One possible nominee is Jeff Chores. The board voted to award Dr. Downey the Young Award. The board voted to award the Ferris Award to Michael Gough. The Nicols award has not been given out since 2004. Suzanne suggested Marianne Pilger for this special merit award. The board voted to award Marianne the Nicols award.

c. Education Committee (Jim Bobby)

- i. Jim was absent. Scott has kept Jim up to date on the 2009 Education Meeting planning.

d. Nomination/Election Committee (Michael Gough)

- i. Michael reported that Eric (Vice President) is up for reelection in just one year due to the special election that was held last year. Eric will run again this year. The secretary (Suzanne Keuler) and board member at large (Tom Steffens) are also up for reelection.

e. Scholarship Committee (Nicole Michaud)

- i. Nicole was absent however she sent the following memo:

WPS 2009 Scholarship First Year Students Essay Question:

“Describe how the perfusionist's role has changed through the years beyond the operation of the heart lung machine. Explain how the additional roles

compare and/or contrast with the operation of the heart lung machine. Do you believe the additional roles have benefited or hindered the profession of perfusion? What do you foresee as the description of a “Perfusionist’s Scope of Practice” to be in five years?”

WPS 2009 Scholarship Second Year Students Essay Question:

“Pick one facet of perfusion (myocardial protection, hypothermic arrest, acid base management, oxygenation, etc.) and give a historical, scientific, and futuristic depiction of this facet in perfusion.”

Essay questions were sent to all program directors in the United States on December 8, 2008.

Students that submitted essays last year were polled with regards to when an optimal time is to receive a scholarship essay application.

They indicated that getting them the essays questions prior to Christmas Break would provide them with a better opportunity to work on the essays and not forget about it.

The essay questions are on WPS website in addition to perfusion.com.

A reminder e-mail will be sent out on Monday, February 2, 2009 to all program directors and again on March 2, 2009.

Scott and Marianne will be able to report on funds in allotted for the scholarships.

Two essays have already been submitted for this year. I am optimistic that we will get a good applicant pool.

- ii. Michael noted that the first and second year students will be judged separately. The students do not have to attend the meeting to receive the scholarship money.

f. Government Relations Committee (Michael Gough)

- i. Michael had nothing new to report.

g. Manufacturer Liaison (Marianne Pilger)

- i. Marianne reported that so far 7 vendors have paid.
- ii. Marianne asked if the room for the vendors is the same size which Michael replied that it is.
- iii. Marianne asked if the exhibits could be open during the business meeting on Saturday. The vendors have asked for more time. Last year the exhibits opened at 1600. This year the exhibits will open at 1500, 1 hour

earlier. Scott will ask Kalahari if the vendors can have more time to set up this year.

- iv. Michael brought up the issue of WPS website advertising which was discussed at last year's business meeting. No one was interested last year and the board still feels the same.

h. Webmaster (Matthew Hietpas)

- i. Scott reported for Matthew.
- ii. Matthew is not satisfied with our current website hosting company. They are unable to resolve problems with the website. Michael and Matthew will look into new hosting companies and the costs associated with switching companies as well as updating. Michael will also poll the membership at the 2009 meeting regarding this issue.
- iii. Anna requested that the membership information be sent directly to her.

i. 2009 Spring Education Meeting

- i. Scott, the 2009 co-program director, noted that the planning is going well. Just a few more speakers are needed. There are not as many student speakers this year. Some speakers have asked for more time than the allotted 30 minutes. Anna volunteered to present. Friday night David Wood from Wood Insurance Group is speaking. Tom mentioned to be careful in choosing titles for speakers because it may affect the number of CEUs awarded.
- ii. Anna will provide people to assist at the registration booth.
- iii. Michael noted that speakers need to be reminded to state disclosures on their presentations.
- iv. Michael asked if there were any volunteers for the 2010 meeting. He will ask Wausau if they would host. He asked David if anyone in Green Bay would be interested. David was not sure if anyone from Green Bay would be interested. Scott noted that he received a convention advertising flyer from the Wilderness Resort as a possible alternative to Kalahari in the future.

The meeting was adjourned by a motion from Michael, second from Suzanne and a vote from the board at 10:23 am.

WPS BOARD MEETING 01/24/09

PROJECTED BUDGET FOR 2009

Projected Expenses

Membership Costs	\$500.00 ¹
Membership Appreciation Dinner	\$6,000.00 ²
Student Presenters for Annual Meeting	\$2,000.00 ³
Website	\$0
<u>Annual Meeting</u>	<u>\$11,000.00⁴</u>
<u>Projected Total Expenses</u>	<u>\$19,500.00</u>

Projected Income

Membership Dues	
Class A	\$700.00 ⁵
Class A/R,B & C	\$800.00 ⁶
Meeting Fees	
Class A	\$3,575.00 ⁷
Class C	\$4,875.00 ⁸
Late Fees	\$0.00
Vendor Fees	
<u>Spring 2009 Meeting</u>	<u>\$6,000.00⁹</u>
<u>Projected Total Income</u>	<u>\$15,950.00</u>

Projected General Fund Balance on 12/31/2009

General Account Balance as of 01/01/2009	\$11,012.86
Projected Total Expenses	-\$19,500.00
<u>Projected Income</u>	<u>\$15,950.00</u>
<u>Projected Balance for 12/31/2009</u>	<u>\$7,462.86</u>

¹Based on operating expenses incurred in previous years.

²Based on \$5,655 & \$6,170 spent on appreciation dinners in 2007 & 2008, respectively.

³Based on \$2,000 spent on student presenters in 2006 & 2007 and \$2,400 in 2008.

⁴Estimate based on meeting costs of \$10,889 in 2007 and \$10,840 in 2008; does not include reimbursement for student presenters.

⁵Based on 70 Class A members at \$10/member (increased this by 20 from previous years).

⁶Based on 80 Class A/R, B & C members at \$10/member.

⁷Based on 55 Class A members attending Annual Meeting at \$65/member (increased this by 20 from previous years).

⁸Based on 75 Class C members attending the Annual Meeting at \$65/member.

⁹Estimate based on \$4,750 & \$7,925 in vender fees collected for 2007 & 2008, respectively.

Scholarship Fund Summary

Currently, we have a Scholarship Fund balance of \$5,300. This gives us the ability to give out eight (10) \$500 scholarships at the 2009 Spring Meeting. As usual, the \$5,300 in the Scholarship Fund is not reflected in the General Account balance.

In closing, all the information in this report is accurate to the best of my knowledge. Any projected or estimated income/expense was calculated based on previous year's data and should be so noted in this report.

Scott Brown
Treasurer, WPS

Treasurer's Report 2008 Final Budget Analysis

<u>Expenses:</u>	<u>2008 Projected Expenses</u>	<u>Actual Expenses</u>	<u>Difference</u>
Licensure	\$0.00	\$0.00	\$0.00
Membership Costs	\$500.00	\$500.18	(\$0.18)
Refund of Membership Dues Overpayment	\$0.00	\$20.00	(\$20.00)
Website	\$0.00	\$99.95	(\$99.95)
Student Presenters	\$2,000.00	\$2,400.00	(\$400.00)
Speaker Honorarium	\$0.00	\$2,000.00	(\$2,000.00)
Paypal Fees	\$0.00	\$232.16	(\$232.16)
Membership Dinner	\$6,000.00	\$6,169.83	(\$169.83)
Annual Meeting	\$10,000.00	\$10,840.49	(\$840.49)
Deposit for 2009 Annual Meeting	\$0.00	\$200.00	(\$200.00)
Totals	\$18,500.00	\$22,462.61	(\$3,962.61)
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<u>Income:</u>	<u>2008 Projected Income</u>	<u>Actual Income</u>	<u>Difference</u>
Membership Dues	\$1,300.00	\$1,740.00	\$440.00
Meeting Fees	\$7,150.00	\$8,905.00	\$1,755.00
Speaker Honorarium	\$0.00	\$2,000.00	
Paypal Interest	\$0.00	\$28.45	\$28.45
Late Fees	\$0.00	\$0.00	\$0.00
Extra ticket for Appreciation Dinner	\$0.00	\$364.00	\$364.00
Corporate Donations	\$4,000.00	\$7,925.00	\$3,925.00
Totals	\$12,450.00	\$20,962.45	\$6,512.45
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Subtotal (Income-Expense)	(\$6,050.00)	(\$1,500.16)	

General Fund Summary for 2008:

Balance on 01/01/2008:	\$12,349.45
PalPal Balance	\$163.57
Year End Totals:	
Actual Subtotal (Income-Expense)	(\$1,500.16)
Total General Fund Value on 12/31/2008:	<u>\$11,012.86</u>