

**Wisconsin Perfusion Society
Board Meeting Minutes
Friday, April 3, 2009
Kalahari, Wisconsin Dells**

Present: Scott Brown, Michael Harloff, Suzanne Keuler, Marianne Pilger, Eric Rauch, Shannon Voborsky, Anna Young

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

1. Call to Order

The meeting was called to order by Eric at 3:20 pm.

2. Approval/Addition to Agenda

Mike asked to add a discussion of the Achievement Award to the agenda. The agenda was approved by a motion from Eric, second from Scott, and a vote from the board.

3. Approval of Board Meeting Minutes (January 24, 2009)

Due to a lack of a quorum, the voting to approve the January 24, 2009 meeting minutes will occur at the business meeting.

4. Treasurer's Report

- a. See Appendix A.
- b. Scott reported on the Budget for 2009, Scholarship Fund Summary, and Wisconsin Perfusion Society's 16th Annual Spring Educational Meeting Budget.
- c. Scott noted that 4 scholarships will be awarded at this year's meeting.
- d. Scott noted that the cost for food at Kalahari increased this year. Even though the total cost of the meeting increased this year, he is hoping to maintain the cost of the meeting to \$55 per person.
- e. The voting to approve the Treasurer's Report will occur at the business meeting.

5. Committee & Ad Hoc Assignee Reports

a. Membership Committee (Anna Young)

- i. The following was reported by Anna:

2009 Membership

Class	Membership & Meeting	Membership Only
Class A	46	7
Class A/R	3	2
Class C/P	59	2
Class C/O	3	0
Class B	20	0
Subtotal	131	11
Dinner Guests	7	n/a
Total	138	11

Payment Options

	Checks	Paypal	Cash
Membership Only	9	1	1
Membership & Meeting	50	81	0
Meeting & Guest	5	2	0

Monies Collected

	Checks/Cash	Paypal	Paypal Fees	Subtotal
Membership Only	\$140.00*	\$9.41	\$0.51	\$149.92
Membership & Meeting	\$3,425.00	\$4,738.15	\$166.86	\$8,330.01
Guests	\$140.00	\$53.78	\$2.22	\$196.00
Vendors	\$0.00	\$4,053.23	\$124.77	\$4,178.00
TOTAL	\$3,705.00	\$8,854.57	\$294.36	\$12,853.93

- one member paid \$50.00 for membership dues
- 22/131 not attending Friday program

- ii. One member paid \$50.00 for membership dues, so Anna asked if that money could be donated to the scholarship fund. We will vote on this issue at the business meeting.

- b. **Awards Committee (Kevin Ireland)**
 - i. Kevin identified the recipients of the 2009 awards:
 - a) Ferris Award: Michael Gough
 - b) Young Award: Dr. Francis Downey
 - c) Cooksey Award: not awarded
 - d) Nichols Award: Marianne Pilger
 - e) Service Awards: Jake Young, Jim Bobby, Kurt Driscoll, Terry McManus

- c. **Education Committee**
 - i. Jim Bobby was absent and there was nothing new to report.

- d. **Government Relations Committee (Michael Gough)**
 - i. Michael was absent and there was nothing new to report.

- e. **Scholarship Committee (Nicole Michaud)**
 - i. Nicole was absent but sent a memo to Scott. There were 4 scholarships of high quality rewarded this year. Nicole would like to publish the essays with AmSECT, with the permission from the students, AmSECT, and the board. We will vote on this matter at the business meeting.

- f. **Manufacturer Liaison (Marianne Pilger)**
 - i. Marianne reported that 19 vendors, including 2 new vendors, will be attending this year's meeting.

- g. **Webmaster (Matthew Hietpas)**
 - i. Matthew was absent, however Scott reported that \$205.00 was spent this year on a new software package for the website.

The meeting was adjourned by a motion from Eric, and second from Scott at 3:45 pm.

Appendix A

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)
<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
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>

WPS BOARD MEETING 04/03/09

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
Projected Income	\$15,950.00
<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

At the beginning of the year, we had \$5,300 in the scholarship fund account. At this year's meeting, we gave out a total of 4 scholarships (\$500 each) leaving a balance of \$3,300 in the scholarship fund. As usual, the \$3,300 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