

Agenda & Minutes (submitted by ddillard 2/22/2017)

Date:	February 22, 2017 1pm-230pm EST
Location:	Conference Call
Attended by:	Dana, Ratch, JD, Scotty, and Daniel

Name	Ron Fife**	Dana Dillard**	Scotty Roberson**	Daniel Chacon	Jeanette “JD” Day (filling vacant position of Lindsay Allmeyer)	Mark Koopman
Election Dates	Elected 2011 Reelected 2013	Elected 2011 Reelected 2013	Elected in 2013 Reelected 2016	Elected in 2016 Eligible reelect in 2020	Elected 2016 to fill partial term that is up for reelect 2018	Elected in 2014 Eligible reelect in 2018
	Member 1	Member 2	Member 3	Member 4	Member 5	Member 6
When term up	complete 2018 (2 terms)	complete 2018 (2 terms)	Complete 2020 (2 terms)	Complete 2024 if 2 terms	Complete 2022 if 2 terms	Complete in 2022 if 2 terms
Board Position						
<p>Elections take place at IABC workshop per 2013 approved amendments **terms off b/c bylaws were amended in 2013, also year when elections held; they moved to even years & Ratch, Dana, and Scotty’s terms were staggered/extended to prevent seasoned members all leaving board at the same time and have voting on even year cycle</p> <p>2018 Four positions eligible (Ratch & Dana terms complete; Mark & JD up for reelection) 2020 Two position eligible (Scotty complete; Daniel up for reelection)</p>						

1. Welcome New Board Members
 - Daniel Chacon—Alisa Ann Ruch Burn Foundation
 - JD—Washington State Council of Fire Fighters Burn Foundation
 - Scotty Roberson (Re-Elect)—University of South Alabama Children & Women’s Hospital
2. Voting documentation from workshop—who has??
 - **Do Linda or Tonas have from workshop?? Need to ask at ABA.**
3. IABC Workshop wrap up and thoughts (Dana, Trudy, Daniel, and Jennifer on call 2/13)
 - Survey members re: length of workshop, topics, balance of content vs recreation (Workshop Liaison Position)
 - Suggestion to add timelines to list of responsibilities, as well as out of pocket cost to host camp (~\$5,000 budget)
 - **Daniel has ideas around timelines to add to the list of host vs IABC board responsibilities worksheet he will contribute to**
 - **Dana will send this document out to the board**
 - **Ratch provided financial information and stated that for 2014 workshop the facility charge was just under 32k. IABC received a 5k grant from Project Paradigm and we had about 13k in registrations, so the IABC covered ~\$7500.**

For the 2016 workshop the facility charge was ~42k. We did not have any grants and brought in about 28k for registrations, so the IABC covered ~14k.

- Ratch advised facility is the most expensive cost. When Alabama hosted the workshop the facility was donated, therefore the IABC actually made some money from the workshop.
 - The IABC is going to need to start considering a different cost/location/payment structure/grants because will not be able to continue covering high expenses. Discussion around: raising membership fees, looking at corporate sponsors. However, if raising membership fees what are we offering to members? What's incentive for membership?
 - Suggestion for ad hoc grant/sponsorship committee
- IABC Workshop 2018—location: Arizona??
 - Dana to follow up with Nan to inquire about interest
 - IABC Workshop 2020—location: Need to be looking for now
4. Trudy's Departing Gift
- \$100 Lulu Lemon Gift Card and thank you card (sent in email—see below)
5. Establish Board Positions (still need to determine descriptions)
- Chair—Dana Dillard
 - Treasurer—Ratch Fife
 - Workshop Liaison—Scotty Roberson (Daniel will help out and has some ideas)
 - ABA SIG—Mark Koopman
 - Secretary/Membership—Daniel Chacon
 - Social Media/Website—Jeanette “JD” Day
6. ABA (Koop provided update via email which is included here although he was unable to make the call)
- Who from board will attend?—Dana, Ratch, JD, Koop, Daniel, Scotty (unsure)
 - Board breakfast meeting location—meet Monday morning location/exact time TBD
 - Dana will locate a place for meeting and communicate with board, but group agreed to meeting around 9-930am
 - Bob Ditter confirmed for 2017 SIG—cost??
 - Per Koop's email communication on 2/15: There has been verbal confirmation, and he referenced as much in an e-mail with Trudy... but no contract has been executed as far as I know. I left Bob a message today. He was quoted \$1500 as I expect that is what we should follow up with. I am hoping to find out how he wants that [payment] to be tackled after we speak.
 - Refreshment sponsorship??
 - Per Koop's email communication on 2/15: I know Samuel Thompson with Integra subsidized the cost for that last year (\$2564.00). I've e-mailed Trudy for his contact information, but I also know J.D. has a definitive 'in' as well. I would like to connect with him ASAP if anybody could get me his best contact information.
 - JD advised Samuel is no longer with Integra. She had same contact Koop was attempting. She has not heard back from Sam re: who may be able to provide another new contact and she will follow up with him.

- SIG—MAC committee person is also SIG chair
 - ABA prefers a 2 year rotation so we need to determine who the person is and who is next in que (Is Scotty current? Who can/will be next?)
 1. Koop is current as of 2017 and will need replacement in 2019
 - Responsibilities
 1. Attend the luncheon at ABA on Monday
 - a. Koop confirmed to attend.
 2. Communicate with ABA regarding the sign in sheet (get and turn in) and advocate for utility of the SIG when/as needed
 - a. Koop confirmed to handle.
 3. Look into grants for speaker
 - a. Did not get this year.
 4. Communicate with ABA regarding speaker for following year
 5. Keep an ongoing list of speakers that are in the same region as ABA to decrease travel costs for SIG.

Other ABA business: The camp SIG always overlaps with the FF SIG. See if Koop can inquire about changing to non-competing times.

7. Online membership forms/renewal

- PayPal—how do we handle fees moving forward?
 - Dana advised that the online forms/registrations create greater flexibility for payment; however, due to PayPal fees we may need to consider and build into the cost moving forward.
- Ratch—how to handle keeping up now that we are doing online
 - Didn't discuss b/c Ratch had to leave call before getting to the agenda item.

8. Experts Online (EOL)

- Contract good through December of 2017 (\$IAFF paid for originally)
- Member camps can access 8 modules
- Thoughts on IABC renew/not renew? Would IAFF cover again?
 - Consider doing a survey of member camps to inquire how many utilize?
 - Could videos be posted on the IABC website for general access—could they be password protected to prevent general consumption? Tabled until more information determined.

JD advised she recently spoke with EOL for the service for her camp and fees for dashboard use and staff accounts increased. She successfully negotiated a lower fee schedule.

Board needs to assess how many burn camps used the resource since the contract expires this December. JD will follow up with EOL in attempt to acquire burn camp usage stats so determination could be made if funding for renewal was warranted.

Dana will follow up with Tom Flamm for historical info and update from IAFF perspective since they originally funded.

9. IABC email—need someone to manage or check routinely (Secretary Position?)

- No one consistently managing in the past. Discussion around the possibility of disengaging (if account is still active) and moving to a general contact form via the website instead. Dana will try to look into Gmail account status.

10. Other Business

- None

11. Conference Call

- Meeting Schedule—**Didn't discuss due to several board members leaving call before agenda item. Will discuss at ABA board meeting.**
- Free conference call service—see below

Date/Time of Next Conference Call

ABA breakfast meeting; location/time TBD and communicated by Dana



On behalf of the IABC Board of Directors and member camps, please accept this as a token of our appreciation for your tenure as board chair—providing ongoing leadership, support, and dedication to the burn camp community, as well as the burn community at large. You have not only influenced the lives of individuals impacted by a burn injury, but also left a profound impression with your peers over the years—personally and professionally—and for that we are also grateful. We know that your contagious passion for the burn community, as well as humankind in general, is as big as your heart and will go on to inspire others at whatever capacity you are involved. Thanks for being you. We are lucky to have worked with you Truly.

All the best,

IABC Board of Directors & Member Camps

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