

NCUS BOD MINUTES  
Friday, March 09, 2012  
Embassy Suites, Cary NC

Members present: Rhonda Thomas, Alice Bradley, Amy Safrit, Devon Allred, Teresa Jones, Laura Currie, Brian Kilpatrick, Marta Thorup, Monica Meredith, Dena Smith, Diane Reid, Pam Burgess, Dr. John Cotton, David Wood, Tonya Howell, and Cathy Godwin.

The meeting was called to order at 1:10PM by President Rhonda Thomas.  
Introductions were done.

The minutes from the last board meeting (January 21, 2012) were reviewed. Amy Safrit made a motion to approve the minutes as read. Seconded by Dr. Cotton. Motion passed.

The Treasurer's Report was given by Dr. Cotton. Report was approved.

Rhonda reviewed the list of duties for each committee and encouraged everyone to find their place to serve.

**COMMITTEE REPORTS:**

- **Finance:** Dr. Cotton reviewed the actual expenditures for the period July 1, 2011 to March 8, 2011. Fall meeting expenses and income were also reviewed.
- **Nominating:** Monica Meredith reported that there were 5 new board members and 4 returning board members.
- **Membership:** Amy Safrit reported that there are 244 active members, 69 student members, 5 affiliate members, and 5 honorary members. The membership committee will compile a list of hospitals for future mailings.
- **Education:** Alice Bradley and Cathy Godwin congratulated Ruggie MacKenzie and Kim Watts on their upcoming retirement and commended them for their many years of distinguished service. A recommendation from the Educator's meeting was to set the deadline for future mentoring applications, scientific exhibits, and quiz bowl for March 1. This would be easy to remember and allow enough time for the committees to prepare. Recommendation was approved by the board. Cathy also mentioned that the primary education link on the NCUS webpage was not working.
- **Communications:** Marta Thorup reported that she will be taking pictures during the symposium. She also asked for case studies or articles for the newsletter. Rhonda commended Marta on her excellent work with the newsletter.

- **Bylaws:** Rhonda reported for Diana. The Policy and Procedures were updated reflecting the changes voted on at the last board meeting. The board reviewed the changes and suggested that the following edits:

p. 1 under Finance committee notes: #3 The Treasurer is responsible for signing ~~all bank statements and~~ bank reconciliations every month quarterly. Reconciliation will be completed by the Administrative Assistant and ~~emailed to the Treasurer within 10 days of receipt of the bank statements.~~ in communication with the Treasurer quarterly. ~~The Treasurer will review, initial, and return the bank statements and reconciliation statement to the Central Office for filing.~~

p.3 under Vendors: delete the 'highlighted' statement.

- **Quiz Bowl:** Marta and Cathy reported that there will be 4 GEN teams and 2 echo teams. The jeopardy boards were complete and the buzzer system is ready. The team managers will meet at 6:30 to review rules and the Quiz Bowl will begin at 7PM.
- **Web Page:** Rhonda reported for Allison. The committee will monitor the job postings and will remove them after 3 months. Please let Allison know if there are any web page updates.
- **SEA:** Dena Smith reported that there needs to be a review of the guidelines so that the nominee does not know they have been nominated. The committee will review and update the guidelines and nominating process and report at the June meeting.
- **Legislative Watch:** No report.
- **Symposium Committee:** Rhonda asked for volunteers and nominations for officers in order to complete the Assignment Sheet for 2012-2013. Laura will type and send to board members. David asked for moderators for the sessions.
- **Old Business:**
  - Alice Bradley read the names of the three mentoring applications: Pamela Cox from CFCC, Laurie Reinhardt from JCC, and Nefer Patton from SPCC. The applications will be presented for voting at the June meeting. Cathy also asked who would be interested in being a mentor. Alice, Teresa, and Diane volunteered.
  - Rhonda congratulated Laura Currie on an excellent job preparing for the Annual Symposium and taking over the Central Office.
- **New Business:**
  - Seimens, a Silver patron, gave additional monies to help with speaker expenses.

- Preferred Medical/Samsung donated the tote bags for this year's symposium.
  - David Wood mentioned that Wendy Barnhardt with Seimens indicated that they would sponsor a meeting and pay for a speaker. NCUS members would be free. Rhonda said that she will talk to them and get additional details.
- Rhonda reviewed the dates and locations for future meetings.
  - The next board meeting will be held on June 2 in Greensboro.

The meeting was adjourned at 2:30PM.

Respectfully submitted,  
Cathy Godwin (recording for Rachel White)