

# 2013 MSCVPR Executive Board Summer Board Meeting

Saturday June 8, 2013

CMU – Health Professionals Building

10:00am – 2:00pm

**Attendance:** Jenna Brinks (Immediate Past President), Nicole Vivoda (President), Heath Finn (Vice President), Patrick Walden (Treasurer), Joseph Bryant (Incoming Secretary), Greg Schraf (North Regional Rep.) Allison (SE Regional Rep.), Matt Lyons (CMU), Katie Kronin (Student Board Member).

**Called In:** Vicki Asaro (SW Regional Rep.)

**Not Present:** Fritz Petersen (President Elect), Jodi Radtke (Secretary)

## Meeting Agenda

### Old Business

- Winter Board Meeting Minutes approved by Jenna, seconded by Patrick
  - Vicki pointed out a grammatical error and had a question about Outcomes surveys going through the end of September and not June.
- Spring Board Meeting Minutes approved by Jenna, seconded by Patrick, and unanimous for approval.

### 2013 Annual Conference Review

- **Total Expenses:** \$13,710.06
  - Speakers: \$3,707.11
  - Speaker Mileage: \$281
  - Hotel Expenses: \$7,651.85
    - Deposit: \$1,200
    - Hotel Rooms: \$408
    - Remaining cost: approx. \$6,000 comped due to AV issues, etc.
  - Supplies: \$1,395.10
  - Misc. Items: \$675 (Boatwerks, CEC/CEU)
  - \$150 not included (door prizes and plaques)
- **Income:** \$16,518
  - Sponsorships: \$4,350
  - Registration: \$12,167.9
    - 106 total registrations
- **Gross: Approx:** \$2,600
- **Evaluations**
  - Fritz to get evaluations to the board within the next few weeks.
- **Feedback from board:**
  - Expectations need to be clear, lunch to be in a separate room, split screens were frustrating, and vendors were happy.

### MDCH Grant Review

- Jenna to follow up with Sue Haapaniemi and Amy Fowler regarding grant.

### New Business

#### BUDGET / Treasurer Report

- Patrick is looking into software to track budget. Margaret used “Quicken.” This was her personal software.
- See treasurer report – **Highlighted items**
- **Income**

- Balance as of January 2013: \$23,259.85
- AACVPR membership reimbursement: \$2,863.44 – Reimbursed in February
- **Expenses**
  - Board Mileage
    - \$900 proposed, including summer board meeting \$600 spent. Nicole proposed trying to carpool.
  - Grant expenses
    - \$3000 proposed. \$2,000 went to Nutrition Quest. Jenna to discuss where to allocate the remaining
  - Winter board meeting
    - \$1400 proposed. \$565.34 spent due to weather.
  - Question Marks
    - \$20 State Annual Report
      - Patrick to discuss with Margaret if we need to file anything with the state .
    - \$750 IRS
      - Tax Exempt status
- Reminder per Bylaws any purchase over \$300 needs 2 additional board members approval before spending
- Proposed 2014 expenses to be determined at fall meeting.

#### **Chase Bank Update**

- All prior board members were removed from the account.
- All current board members will need to add back.
- The treasurer and secretary will have access to the account.
- We will return to the use of a singular debit card for the organization.
- There was multiple debit accounts open on the banking account. Patrick asked Chase to close those open links to the account.

#### **Debit Card**

- Our current credit card is currently created as a personal liability for the cardholder, not the organization.
- AACVPR supports the use of a debit card instead of a credit card.
- The debit card will have a \$10,000 daily limit.
- It was recommended that we have a savings account. Patrick recommended having \$3,000 on the debit card and the remaining in the savings account.

#### **Secretary's Role**

- Organization's secretary is the primary account supervisor. Jodi is the only one who can actually add people to the account and make any changes.
- We need a hard copy list of the current board members with their signature.
- In order to add any additional member to the account Jodi and that person would need to go to the bank together. Since we are all over the state, the banker said Jodi could just write a letter stating Joe is the acting secretary.
- Secretary will get the monthly bank statements for checks and balances purposes. This is to be written in the bylaws.

#### **Audit / External Review**

- AACVPR has an annual audit; however their income and expenses is approx. 2 million.
- Patrick reports that it may cost one third to half of our budget to have an external review.
- The Secretary, Treasurer, and President will review monthly statements. This is to be written in the bylaws.

## **Board Positions & Responsibilities**

- Heath suggests a meeting immediately following the MSCVPR conference to assist the incoming VP.
- Nicole mentioned possibly having a timeline or policy for the VP.
- Patrick suggested having the education committee plan the conference with the VP overseeing.
- Patrick suggested having the committee members be the liaison to the speakers (contracts, arrival, and communication).
- Jenna expressed concern about putting too much on the liaison/committee, deterring people from joining committee.

## 2014 25<sup>th</sup> Annual Conference

### Venue

- Date: March 28-29, 2014
- Location: Heath has looked into venues in Mt. Pleasant and Lansing, but is leaning towards the Double Tree in Bay City (\$99/night).
- Cost: Heath will get a quote from Double Tree for AV rental, room rental, services charges, etc.

### Speakers

- Estimated \$3500 for speakers.
- Heath has 1 presenter locked up. Talk to be on Heart Disease/ACS.
- Other possible topics included:
  - Pulmonary HTN. Heath spoke with Dr. McLaughlin, she is unavailable, but has recommended one of her colleagues.
  - CHF
  - Heart Transplant – Dr. Gay
  - Behavior change. Nicole might have someone in mind.
  - Heath mentioned that the AHA is going to be looking at Expected base outcomes, instead of evidence based outcomes – possible topic.
  - MAC update – Donna
  - AACVPR update – Adam DeJonge
  - Outcomes update – Committee chairs have request some time to have an open forum.
  - Keynote speaker – possibly Barry Franklin. Patrick had an idea of him presenting 25 years in review of Cardiovascular and Pulmonary Rehab.
  - Jenna requested something nutrition related.
- No breakout sessions

### Vendors

- LSI has offered to have dinner and drinks on Friday night.
- COPD Foundation is a great vendor. May require a 15 minute talk.

### CECs/CEUs

- We no longer have Karen to get Nursing Credits. Nicole stated that maybe Jodi could request them because she is a nurse.

## Fall Regional Meetings

- CEC applications need to be done 6 weeks in advance with speaker's credentials, expectations, and brochure.
- Presenters are typically local and not paid.

### T-shirts

- Greg and Allison given T-shirts today to be sold at regional meetings for \$15

### Northern

- Karen's regional meeting was formatted differently than other regional meetings. Greg will talk with Karen and Jodi about format.

- Greg recommended possible web based option for his regional meeting to reach a greater audience.
- Nicole will discuss with Jonah Gorski (AACVPR affiliate) to possibly assist with webcast.

#### **Southeast**

- Allison has a speaker in mind to talk about Biodegradable Stents – Dr. O’Neil. If he is not willing to speak for free, then he may be a possible speaker for the 2014 MSCVPR conference.

#### **Southwest**

- Nothing to report from Vicki

### **Committee Updates**

#### **Membership and Marketing**

- More T-shirts were printed for regional meetings.
- Board members need to be AACVPR members.
- Nicole will contact Jonah to update the MSCVPR website and Facebook page regarding Conferences, Education, and Regional Meetings

#### **MAC – Donna Donakowski**

- Donna continues to receive call regarding Medicare guidelines for cardiac and pulmonary rehab. She reports that there is clear documentation on the CMS website and on AACVPR web site. Nicole to put the following link on MSCVPR website:  
<http://www.cms.gov/Regulations-and-Guidance/Guidance/Transmittals/downloads/R126BP.pdf>
- Donna is contacting Senator Stabenow and Levin to support the most recent bill presented to Senate regarding mid-level provider’s ability to supervise cardiac and pulmonary rehab. Encourage others to do the same.
- Also working with Dr. Barry Franklin to address Medicare Advantage high copays for cardiac rehab (some as high as \$100 per visit).

#### **Outcomes**

- This year’s QI – CHF/ Sodium
  - The sodium screener survey for all patients, thus increasing the amount of data collected.
  - Many programs have voiced concerns regarding the use of the sodium screener (another survey, increased time, priority).
- Survey process to be presented at the upcoming all-programs conference call in July:
  - Each program will hold an initial screening day during the month of July. All patients attending cardiac rehab on this day will complete the Sodium Screener. This will serve as the “pre-treatment” score assessment. This data will indicate the effectiveness of methods for sodium reduction currently used by each rehab program.
  - Programs will decide individually how they will achieve improvement in sodium screener scores.
  - Each program will use the PDSA cycle and submit to the Outcomes Committee Co-Chairs.
  - Reevaluation of all current cardiac rehab participants will occur at one month intervals following the initial screening day through October.
- **Data Collection Changes:**
  - Programs will submit data using a uniform method (i.e. excel spreadsheet).
  - The Outcomes Committee will be provided with the ability to summarize the data more cohesively as best fit. This method is preferred over each program summarizing their data individually and consequently differently, from the next.
  - Programs will submit all scores collected on the initial screening day and each monthly screening day thereafter.
  - With the new method of survey distribution and data collection, we hope to collection thousands of sodium screener results.

#### **Questions**

- Will cardiac rehab programs not participating in the Montana Outcomes Project (i.e. University of Michigan) be permitted to take part in the Sodium Screener Quality Improvement Initiative?
  - MDCH is supporting Michigan programs collecting outcomes with their grant.
  - Nutrition Quest does specify Montana. Jenna proposed offering \$200 to cover non-Montana programs who want to use Sodium/Fat screener through October.

### **Student**

- Lizzie moved to Pennsylvania. She was told that she cannot be committee chair when not in MI.
- Kailey has been asked if she would like to new committee chair. She has not given a formal response yet.

### **Education**

- Heath is setting up a meeting with Margaret, Fritz, and Kirk.

## **AACVPR**

### **National Conference**

- Nicole will be attending. She has purchased a plane ticket so far.

### **Sponsorship**

- Our invoice came late and therefore our payment was late. We need clear agreement for expected payment.

### **Membership Renewal**

- Affiliation agreement is up at the end of the month

### **Affiliate benefit**

- \$ 25 dollars when applying for conference CEC's
- Education Advantage – 10 free webcast with CEC's

## **Media Update**

### **Website**

- LSI gave us \$5,000 to update our website for 3 years.
- Domain name needs to be paid yearly.
- Domain expired. Nicole paid \$63 – Patrick to reimburse.
- Membership and Marketing will control domain and password.

### **Email**

- Joe will contact Jodi about email
- Email is to be checked once a week and forwarded to the appropriate people

## **Misc. Items**

### **Conference calls**

- Conference calls are to be done monthly. These will be held on the 2<sup>nd</sup> Tuesday of every month.
- Send Nicole your preferred time of day to hold calls.
- Send Nicole your preferred phone number and email address.

**Respectfully submitted,  
Joseph Bryant**