Minutes from MOC MEETING 1/17/18

Roll Call:

Reg. Reps: Kristen McGraw (1), Elizabeth Carlson (2), Mary Jo Beckman (3), Amanda Bubb (4), Peggi Noon filling in for Audrey Adamson (5), Jean Maraist (7), Shannon Middleton (8), Maggee Harrison (9), Ronda Ward (10), Alicia Roe (11), Susan Lutz (chair)

*Reps who were excused and voted yes for both the Oct. and Nov minutes to be approved – Audrey Adamson (5)

Absent: Dena Duncan (6)

PATH Intl. Staff: Kathy Alm, Kandis Branum, Kimberly Price

Region 1 Leadership Team: Sarah Bronson (ME), Stephanie Trafka (RI)

Welcome New Region Reps!!!!!

Reminder of rules:

• When discussions get too long, all have the option of asking us to “Move on”.
• The person taking the minutes should put action items in red

Minutes: Discuss & vote on Oct. and Nov minutes. Oct. minutes change-At top Region 10 not 9. Minutes passed with noted change.

Old Business:

1. Discussions had and decisions made at the Nov. MOC meeting at the conference:
   For the RLT-
   • MOC recommends all members are aware of time requirements, suggest regular calls & reminders about tasks, calendar of outreach events, succession planning
   For the MOC-
   • suggested change time to be earlier for EST-decision is that most want to stick with current time so will remain the same time going forward
   • seasoned reps mentor new reps
   • budget specific training -Susan offers help as needed,
   • MOC model/tasks-will remain the same
   • Discussion surrounding inactive RLT members

2. Outstanding action items from previous conference calls.
   • For Kandis-set up con call for Communication Chairs to share ideas and brainstorm and to learn how to Easily push or link PATH Intl. info through the Facebook groups.
   • Kandis (for Cher) reported that Cher would like to keep the Region Marketing Plan Survey on agenda
   • Kandis and Susan continue working on the Region Rep handbook revisions.

PATH Office Updates from

Kandis –

• Center renewal calls-lists were sent to reps 1/10/18. More lists will be sent Feb & March. 635 out of 837 centers have renewed to date. 2 reps did not receive Maggee (9) & Mary Jo (3) Kandis to resend. When should reps send info from calls? Region Reps to send weekly update. Sarah B requested new list after due date to avoid making calls, Kandis responded not possible until mid-Feb. No matter when the list comes out there will always be centers who center there renewals in. Unavoidable. Karen Province is the PATH Intl. staff contact about center renewal. List is separated by PAC and members center. PAC has different late fee. Renewal date was Jan 16 due to MLK. Grace period extends until March 31.
• Please use region rep e-mail. Kandis to send e-mail info to reps that are not yet set up-Region 9 & 7 and send password to Amanda (4). Reps for Regions 4, 6, 7, 8, 10, & 11 to do -Kandis/Cher/Susan still needs a the updated RLT lists & contact info. Doing website scrub and needs to make sure info is up to date and accurate. So Region Reps should take a look at their region page on the website and make sure the Region
Leadership Team members are all there with correct contact info. Reps to do-If you need name badges for State Chairs let Kandis know name & State and comes out of allocation fund for $8.95 + shipping  
- PATH Intl.Awards-due Feb 19. Office to provide certificate for winners. Reps to do- let members know nominations are due. Awards will be presented at region conferences. Time should be set and PATH will send along info on how to present. Any region with State meetings instead of Region will award at State meeting. Winners should be notified in advance of conference. Kathy would like for us to try this for 2 years and then will re-evaluate. Hoping participation goes up. National award will be judged using full application. Award nominations are available on the website. Criteria has been strengthened.

Kathy –
- Broadcast went out to submit abstract for Virtual Conference  
- VA grants have been received, WWP grant will be available to PAC  
- First Aid & CPR on line course are now acceptable,  
- 2018 Standards Manual is now available on website  
- 2018 Conference will be at a hotel Baton Rouge or Orlando-hotels are more reasonably priced and should announce beginning of Feb. May not have horse expo or may be extra cost due to low attendance (1/2 of attendees)  
- Anonymous donors to Georgia for PAC process & fee. Peggi asked for list of member centers in Georgia so she can call them- Kathy to do - YES will send

Kimberly-
- Region 6 & 7 registration open. Region 2 cancelled due to unmet deadline so will work on planning state meetings. PATH Region Conference registration info is in store. Kimberly will talk with Cher to add Region 6 & 7. Alicia-3rd party abstract selection providing no info on number of abstracts, or what has been submitted and deadline is approaching and need to know who to try and target for abstracts. Kimberly says can extend deadline a few days if needed. Kimberly to send abstract link. Amanda suggests inviting people last minute, which can be done but needs bio and short description. Alicia asked for hard deadline and will discuss with Kimberly after call.

New Business/Action Items:

**All Region Reps and their Region Leadership Teams should**-
- Review the first half of the fiscal year and outreach expenses including  
  - The Outreach objectives, the region’s 2017-18 plan, the funds spent and remaining funds.  
  - Make sure that any new state/area chairs now what has been allocated to their state/area and why.  
  - Can reallocate-just send reason change and send to Kandis and Susan  
  - Kandis to send expense report by end of week  
  - Discuss the outreach action plan for the second half of the year. Who? What? When?  
  - Make sure that everyone on your team understands that their reported outreach must be on behalf of PATH Intl. and its centers, and professional and benefit multiple centers not just their own.  
- Region Reps should review the PATH Intl. Region Representative Task List Calendar Jan – March, Provided with the agenda.

**Info on State Meetings/Education days**
- Notify Kandis ASAP so that she can get insurance, This comes out of your outreach budget  
- Charge for the event to cover all expenses i.e. food. The money goes to the center/individual who paid for the food NOT to PATH Intl.  
- Make sure to have PATH Intl releases signed. Kandis to send PATH Intl. releases to all Reps so they can distribute to State Chairs
The Role of the RLT at their Region Conference

• Reminder that the member outreach & support role of the RLT at the Region Conferences is to provide an organized Networking Activity for attendees. **The RLT should plan the Conference Networking event and communicate it to the Region conference Chair** early enough so that it can be included in the brochure. The Updated Region Rep Handbook has a number of great Region Conference Networking event resources, if you need them. Ask Susan if you would like to see them.

**Frequency of MOC Communications with all of the RLTs**- (How much is too much)

• On Amanda’s suggestion it was decided that **Susan will send out the MOC Bi-Monthly RLT Updates at the end of the month and continue to include reminders to fill out the Outreach Surveys. On alternate months only the survey reminder will go out.**

New Business to be carried over for next call

• New procedure – If a reg. rep will be absent for an MOC call, please have one of your RLT members fill in so that the region does not miss out on the discussion.
• Review of how the region networking went at the Conference
  • Organized Breakfast Networking
  • Other opportunities provided throughout the conference
• Discuss and vote on whether to ask the Board of Trustees to change MOC to mean “Membership Outreach Committee”
• Updates on how healthy each region’s RLTs are and action plan moving forward

**Adjournment at 9:00 pm EST: Next MOC meeting will be on Wednesday, Feb. 21st**

Region 2 (Liz Carlson) will take minutes.

Respectfully submitted by Kristen McGraw, Region 1 Representative