



**Brazos Valley Regional Advisory Council
Executive Board Meeting
Wednesday, August 26th 2009
Brazos Valley COG, Admin Conference Room
9:00 AM – 12:00 PM**

**Call in Bridge if needed
Dial (641) 715-3630
Enter Code 299759#**

1. Call to order

The meeting was called to order at 1015.

Attending were: Wanda Wiktorik, Secretary, Kevin Deramus, EMS Chair, Rick Moore, Treasurer, Billy Rice, Vice Chair, Amy Plotts, Acute Care Chair, Donna Gomez, EMS Co-Chair, Brenda Putz, Chair, John Tuohy, Outgoing Exec Director and David Rogers incoming Exec Director.

Derrick Dixon from Community Foundation of the Brazos Valley was here to speak to the group about his company handling the PHI Memorial funds. He described his companies' mission and the way his company manages money from endowments. He also discussed the different ways to set up the fund with his company. His company can only cut checks to nonprofit organizations and not individuals. He named a few of his organizations that his company handles endowments for. The fee is 1% annually to manage the money.

Approval of July Minutes

The minutes were approved as written with a couple of revisions. The motion to approve was made by Amy with a second by Kevin. The motion carried.

Discussion and or Action of the following items:

❑ FY 08-09 Grant Closures

John will submit reports on all funds except tobacco money. There are a few pending items before the Tobacco grant can be finalized and

report sent. LPG – We are still waiting on check. Have not received new tobacco funds. The check will come in Oct and not before report has been sent.

New EMS county and RAC funds are in. Approved for LPG and money is coming, contracts are coming out 9-15-09. We discussed the education for hypothermia.

3588 changes- appropriation changed to 75 million, we will get a larger amount next spring.

□ FY 09-10 Budget

The budget was reviewed. John made a time sheet for the Exec Director that will make it easier to determine which grant fund the expenses should come from. The time sheet was reviewed by the Exec Board. The financial report was reviewed. See attached. Our current balance is \$86,775.70. Some of the funds are not withdrawn but are encumbered.

Kevin presented expenses from a conference he attended. The motion to reimburse him for \$1425.99 was made by Rick with a second by Amy. The motion carried. Sean Carter will be coming to the Brazos Valley to speak at several schools. The cost of this will be over \$2000.00. We should have some money left to purchase carseats. There is \$1000.00 left for stroke education. There are still a few travel expenses that need to be reimbursed. We will also order some hand sanitizer with the BVRAC logo on it in preparation for flu season.

Discussion of the rac paying for expenses for employees to go to TETAF/GETAC.

If people need help they can apply to go and be reimbursed. Appropriate receipts will need to be turned in. We will develop a pre travel authorization form to be submitted in advance of the event until the money allotted runs out.

Discussion : John & David will develop a pre travel request form. The amount to be reimbursed will be capped at \$10,000.00 annually. If you travel for GETAC or TETAF you will be reimbursed for one nights hotel, mileage and per diem for meals. You will be required to turn in detailed receipts. We will be following the Federal per diem. The motion to approve was tabled until; the next meeting.

❑ Approval of Draft Policies

Employment policy developed for the new Exec director and we will discuss at the next meeting when people have had a chance to review and comment.

❑ Appointment of TETAF Representatives

The following TETAF appointments were made. We will fill the co-reps tonight at General Session.

Acute care	Amy Plotts	_____
Trauma	Wanda Wiktorik	_____
Ems	Kevin Deramus	Donna Gomez
Disaster	David Rogers	Billy Rice
Education	Rick Moore	_____
Pedi	_____	_____
Rac	Billy Rice	David Rogers
IP	Tina Taylor	_____

❑ PHI Memorial Fund/ Brazos Valley Community Foundation

See above

❑ Appointment and of Interim Vice President for one year

Rick Moore was appointed by Billy Rice to become the interim Vice Chair for the next year. The motion to accept the appointment was made by Brenda with a second by Kevin. The motion carried This removes Rick from the ballot for Treasurer.

❑ Sean Carter Visit

See above

Chair Reports will be given tonight at general Session.

Open Forum

John & Brenda are removing them selves from the Wells Fargo account. Wanda turned in her Debit card. Rick will turn his in also. John turned over his Blackberry phone and laptop to David. Brenda will turn in here things also.

Adjourn

The meeting adjourned at 1210 with a motion from Kevin and a second from Amy.

Respectfully Submitted,

Wanda Wiktorik
BVRAC Secretary