

Michigan Cancer Registrars Association
Business Meeting
October 12, 2006
Troy, Michigan

Officers Present:

Crystal Beeman	President
Michelle Hulbert	President-Elect
Jetty Alverson	Immediate Past President
Sheila Tolfree	Treasurer
Cari Vida	Corresponding Secretary
Danita Roberts	Recording Secretary
Bonnie Cohoon	Parliamentarian
Chris Sharp	North Regional Director
Chris Russell	South Regional Director

- I. Call to Order: The meeting was called to order at 11:20 a.m. by President Crystal Beeman. Crystal extended a welcome to three new MICRA members.
- II. Approval of Minutes: Minutes from the previous business meeting of October 13, 2005 were read by Danita Roberts, Recording Secretary. A copy of these minutes were also included in the program book. A motion was made and seconded to accept the minutes as written. The motion was approved.
- III. Treasurer's Report: Sheila Tolfree, Treasurer, reported our beginning balance as of 1/1/06 was \$7,772.79; income as of 9/30/06 was \$12,173.50; expenses as of 9/30/06 were \$6,331.33. The balance in the checking account is \$13,614.96; balance in savings \$4,046.96. Sheila reported we received \$63.50 from NCRA for the 2006 state basket raffle (one half of the proceeds go to NCRA; the other half is returned to the state association). We purchased a CD-Rom from the 2006 NCRA annual meeting. Sheila reminded members that MICRA membership dues are due by the end of the calendar year. Last, we raised \$186 in the 50/50 raffle, with \$93 going to the winner. Crystal encouraged all members to pay their dues by the end of the year. It becomes very confusing for Sheila when dues come in all through the year. The Board has discussed options for penalties if dues are not paid on time.
- IV. Standing Committee Reports:
 - A. Membership: Cari Vida, Corresponding Secretary, reported we have 80 active members as of 10/11/2006. This number will most likely change because of renewals received today and tomorrow. Cari and Sheila both have renewal forms if anyone needs them. Cari has one copy of the membership roster for review. The information for the membership roster comes from the membership renewal forms. Cari asked that all members check the roster to verify the accuracy of their

information so she can get the first communication out right after the first board meeting of the year.

- B. Education: Crystal Beeman, President, reported she is very happy about our website. The website address is www.miregistrars.org. Crystal hopes the website will give us an opportunity to post many educational opportunities. It will serve as our primary education venue.
- C. Nominating: Danita Roberts, Recording Secretary, reported there are two positions up for election this year: Treasurer and Recording Secretary.
- D. Liaison: No report.
- E. By-laws: Bonnie Cohoon, Parliamentarian, reviewed the following proposed by-laws changes.
 - a. Article IV. Add “H. Immediate Past President” as a voting member of the board to both sections I and II. Discussion: We need to more clearly define the role of the Immediate Past President.
 - b. Article VI, Section I. This section was read as currently stated. The proposed change is to delete the wording “together with the immediate past president and regional directors” because the statement is redundant. Discussion: none.
 - c. Article VI, Section II. Add item I “Propose that the president of MICRA attend the national meeting the first year of his/her term. In the off year, the Executive Board will vote on which board member is eligible to attend.” Discussion: Crystal Beeman feels it is very important for the president to attend the first year of their term because a lot of networking happens at the national meeting. Carolyn Dulai would like to except the president-elect from consideration in the off year, so that person does not attend two years in a row at MICRA expense. Crystal feels we should not put too many restrictions on the Board, as there may be a situation where the president-elect is the only one who is able to attend in the off year. She stressed again how important the networking is at the NCRA meeting.
 - d. Article VI, Section II. Add letter J “Require executive board members to attend three (3) out of four (4) board meetings each year in order to have their annual conference registration fee paid. In the event of failure to attend the three (3) out of four (4) meetings, the Executive Board retains the option to discuss any extenuating circumstance and then vote whether or not to pay the registration fee.”
 - e. Meeting suspended at 11:48 a.m. for lunch. The motions for changes to the by-laws will be voted on after lunch.
 - f. Meeting reconvened at 12:56 p.m.
 - g. Voting on proposed by-laws changes:
 - i. A motion was made and seconded (Sandy Winchester/Mary Floros) to add “H. Immediate Past President” as a voting member of the board to Article IV, Section I. The motion passed.

- ii. A motion was made and seconded (Cathy Sudborough/Jetty Alverson) to add "H. Immediate Past President" as a voting member of the board to Article IV, Section II. The motion passed.
- iii. A motion was made and seconded (Michelle Hulbert/Cari Vida) to delete from Article VI, Section I the wording "together with the immediate past president and regional directors" from Article VI, Section I. The motion passed.
- iv. A motion was made by Carolyn Dulai to add item I "Propose that the president of MICRA attend the national meeting the first year of his/her term. In the off year, the Executive Board will vote on which board member is eligible to attend with preference given to officers other than the president-elect" to Article VI, Section II. The motion was seconded by Carol DeHollander. The motion passed.
- v. A motion was made and seconded (Vicki Kiger/Carolyn Dulai) to add letter J "Require executive board members to attend three (3) out of four (4) board meetings each year in order to have their annual conference registration fee paid. In the event of failure to attend the three (3) out of four (4) meetings, the Executive Board retains the option to discuss any extenuating circumstance and then vote whether or not to pay the registration fee" to Article VI, Section II. The motion passed.

V. Election of Officers

- A. Treasurer: Nominee – Sheila Tolfree. The floor was opened for other nominations; no others received. A motion was made and seconded to elect Sheila Tolfree for another term as Treasurer. The motion passed unanimously.
- B. Recording Secretary: Nominee – Danita Roberts. The floor was opened for other nominations; no others received. A motion was made and seconded to elect Danita Roberts to another term as Recording Secretary. The motion passed unanimously.

VI. President's Report from NCRA: Crystal will post her report from the NCRA meeting in Washington, DC on the MICRA website. She participated in the "Walk on the Hill." This was an opportunity for NCRA members to talk to their congressman and recommend support of a pending bill for grants and funding for allied health professionals. Crystal's representative is Peter Hoekstra. Mr. Hoekstra was not available that day as he was involved on a committee for national security. She was able to speak with his aide, who said Mr. Hoekstra probably would not support that bill because he was so involved in other issues. Some other NCRA members had good support from their congressman. They encouraged NCRA members to write their congressman if they have issues. Crystal attended the state presidents meeting, where they shared what other state associations are doing. A lot of ideas were exchanged. Some make their own videos for CTR exam preparation. Crystal got to meet the current NCRA president. There was good networking and idea sharing. Crystal reported the hotel and the people in Washington were very nice.

Old Business:

- A. MICRA Website: Michelle Hulbert reported the website is up and running with a couple of small errors. The website will soon include last year's MICRA meeting presentations, board meeting minutes, business meeting minutes, treasurer's report, board bios, cancer information updates (from the State), and the meeting registration forms. We currently have a three-year subscription. We own the website as an association. The question was raised whether there would be a place to post job openings. Michelle said that has been discussed, but no final decision has been reached. The NCRA site has a link to our MICRA site.

VII. New Business

- A. 2007 Annual Meeting: Crystal reported that the 2007 meeting will be hosted by Peg Maxim from Spectrum Health in Grand Rapids October 11 and 12 at the Ramada Inn, 28th Street and Beltline. They were able to secure a great room rate - \$58/night.
- B. Recognition of New CTRs: Crystal congratulated the following people on passing their CTR exam this year:
 - a. Colleen Streeter from McLaren (6 yrs)
 - b. Laura Johnson from West Michigan Cancer Center in Kalamazoo (3 yrs)
 - c. Amy Salter from St. Mary's of Michigan in Saginaw (1½ yrs) – worked at McLaren a couple years prior to that
 - d. Linda Huff from Lakeland Health Center in St. Joseph (4 yrs)
 - e. Jeannie Whitlock from the State cancer program (6 months) - worked at the SEER program for many years prior to that

- VIII. Closing/Adjournment: There being no further business, the meeting was adjourned at 1:22 p.m.

Respectfully submitted,

Danita Roberts, BS, CTR
Recording Secretary