

Michigan Cancer Registrars Association
Business Meeting
October 13, 2005
Sault Ste. Marie, Michigan

Officers Present:

Jetty Alverson	President
Crystal Beeman	President Elect
Sheila Tolfree	Treasurer
Danita Roberts	Recording Secretary
Cari Vida	Corresponding Secretary
Kathye Douglas	Parliamentarian
Jennifer Bamberger	North Regional Director
Chris Russell	South Regional Director

- I. Call to Order: The meeting was called to order at 3:15 p.m. by President Jetty Alverson. Jetty extended a welcome to a new MICRA member, Amy Salter from St. Mary's of Michigan in Saginaw.
- II. Approval of Minutes: Minutes from the previous business meeting of October 18, 2004 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, reviewed the financial report from the 2004 Annual Meeting in Frankenmuth, as well as the complete financial report for 2004. As of today's date, we have total income of \$19,561.95. We have a balance of \$13,972.43 in the checking account and \$3,913.22 in the Chemflex account, for a total of \$17,885.65 in cash assets. Sheila reported the Association has purchased CTR prep courses from Florida and California for our members' use. We also purchased a CD-rom from the 2005 NCRA meeting in New Orleans and the NCRA workshop in Las Vegas. Sheila had two handouts for those attending the business meeting. One contained amusing sayings to brighten our day.
- IV. Standing Committee Reports:
 - A. Membership: The other had interesting statistics about this annual meeting. We have 71 registrants; 2 from as close as Sault Ste. Marie and 1 from as far away as Ohio. Almost 25% of our registrants were non-MICRA members.
 - B. Education: Crystal Beeman, President Elect, reported we are still working on upgrading our website. She would like to see real activity as far as being able to post educational activities going on throughout the state.

- C. Nominating: Danita Roberts, Recording Secretary, reported there are five positions up for election this year: President Elect, Corresponding Secretary, Parliamentarian, North Regional Director, and South Regional Director.
- D. Liaison: No report.
- E. By-laws: Jetty Alverson reviewed the proposed by-laws change distributed with the registration packet. This will be further discussed and voted on under New Business.

V. Election of Officers

- A. President Elect: Nominee - Michelle Hulbert. The floor was opened for other nominations; no others received. A motion was made and seconded to elect Michelle Hulbert as President-Elect. The membership voted unanimously to pass.
- B. Corresponding Secretary: Nominee – None submitted. The floor was opened for other nominations; no other received. As there were no other nominations, Cari Vida agreed to run for a second term. A motion was made and seconded to elect Cari Vida to a second term as Corresponding Secretary. The membership voted unanimously to pass.
- C. Parliamentarian: Nominee – Bonnie Cohoon. Bonnie agreed to run for either Parliamentarian or North Regional Director, wherever she was needed. The floor was opened for other nominations; no others received. A motion was made and seconded to elect Bonnie Cohoon as Parliamentarian. The membership voted unanimously to pass.
- D. North Regional Director – Nominee - Since Bonnie was elected as Parliamentarian, the floor was opened for nominations. Chris Sharp agreed to run. A motion was made and seconded to elect Chris Sharp as North Regional Director. The membership voted unanimously to pass.
- E. South Regional Director – Nominee – Chris Russell. The floor was opened for other nominations; no others received. A motion was made and seconded to elect Chris Russell as South Regional Director. The membership voted unanimously to pass.

VI. Old Business:

- A. MICRA Website: At last night's Executive Board meeting, the board voted unanimously to accept at least 2 proposals from outside vendors to manage the MICRA website. If any members have a connection with or know of a website designer, they are asked to forward the information to any board member. Jetty pointed out that per Roberts Rules of Order, because we are a non-profit organization, our website should be a .org rather than a .com. Chris Russell

expressed public thanks to Jennifer Bamberger and her daughter for all the work they put in on the website.

VII. New Business

- A. Host/Hostess for 2006 Annual Meeting: Jetty reported we have run into a problem scheduling prominent speakers such as April Fritz. In order to secure her to speak at our meeting, we had to submit our request and know our meeting dates two years in advance. This is a good incentive get things going and get the dates on the calendar. Three members have volunteered to host future meetings:
- 2006 - Crittenton (Rochester)
 - 2007 - Spectrum Health (Grand Rapids)
 - 2008 - Bay Medical (Bay City)
- B. Timing of Annual Meeting: Crystal Beeman made a motion (seconded by Sheila Tolfree) to discuss the timing of the annual meeting. Danita Roberts said she likes holding the meeting in the fall. She pointed out the winter months are bad due to uncertain weather conditions, and summer months are bad due to vacation conflicts. Another member pointed out that planning our meetings this far in advance gives us flexibility in shopping for price comparisons with hotels, etc. A motion was made (Kathye Douglas) and seconded (Jennifer Bamberger) to leave the timing of the annual meeting as it stands (autumn).
- C. Suggestions for Speakers/Topics: Jetty requested members to make suggestions for both speakers and topics they would like to see at the annual meeting. She asked that members please write these ideas on their evaluation forms. Jetty also stressed how valuable the input is that we receive from the evaluation forms and encouraged all members to please fill them out.
- D. Recognition of New CTRs: Jetty congratulated Vickie Kiger from Memorial Healthcare in Owosso on passing her CTR exam this year.
- E. Proposed Change in By-Laws: Jetty read the proposed by-laws change. A motion was made (Danita Roberts) and seconded (Crystal Beeman) to open the matter to discussion among the members. Michelle Hulbert stated she feels three meetings are not enough to conduct association business and feels we need more. A motion was made (Chris Russell) and seconded (Phyllis) to change the by-laws to read “three times plus the annual business meeting for a total of 4 meetings.” Jetty explained that the reason for the change is due to the increasing cost for mileage reimbursement. Because of the distance our board members must drive for the meetings, we can deplete our bank account rather quickly. Stacey Webb said she is a MMHIMA board member and they have been conducting meetings via conference call, and it has worked out well. Some members expressed opinions against conducting board business via e-mail, as meanings can be misinterpreted. Chris Russell withdrew her first motion and issued a new motion to remove the word “electronically” and state “three times during the fiscal year plus one meeting

immediately preceding the annual conference for a total of four meetings plus the regular business meeting.” This motion was seconded by Michelle Hulbert. The membership voted unanimously to accept this change.

- F. Other New Business: Crystal Beeman, incoming President, presented Jetty Alverson, outgoing President, with a thank you gift. Kathy Douglas said she would like to see us expand the annual conference, so that our topics are not limited only to hospital cancer registrars. She said some of our members are working with clinical trials, etc. She would like to see us apply for CE credit with SOCRA and AHIMA. Crystal Beeman stressed to the members that she would be available Friday morning to meet with members and receive suggestions.

VIII. Closing/Adjournment: There being no further business, the meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Danita Roberts, BS, CTR
Recording Secretary