

Michigan Cancer Registrars Association
Executive Board Meeting
Saturday, June 23, 2007
Central Michigan Community Hospital
Mt. Pleasant, Michigan

Members Present:

Michelle Hulbert	President-Elect
Sheila Tolfree	Treasurer
Danita Roberts	Recording Secretary
Cari Vida	Corresponding Secretary
Bonnie Cohoon	Parliamentarian

Guests:

Margaret Maxim 2007 Annual Meeting Host

1. **Call to Order:** Michelle Hulbert, President Elect, called the meeting to order at 9:23 a.m.

2. **Review of Minutes:** The minutes of May 5, 2007, were reviewed. Regarding the welcome packet, Cari said she still has a box of ink pens that can be added to the welcome packets. Michelle said she still has about 50 umbrellas and suggested we give one to new members in their packet. The rest will be sold at the annual meeting for \$10 each. In the previous minutes, the name Impath should be changed to Impac. With the above noted changes, a motion was made and seconded (Cari Vida/Sheila Tolfree) to accept the minutes as written.

3. **2007 Annual Meeting:**
 - a. **Brochure:** Michelle reported that continuing education credits are being applied for from SOCRA. Payment, registration form and dues will all be due by 9/11/07 (30 days prior to the annual meeting). Peg Maxim will ask the hotel if they can prepare boxed breakfasts for those not staying at the hotel. A check-off area will be added to the brochure as to whether registrants are staying at the hotel or not. We will hold an early registration session on Wednesday night from 7-8 p.m. Peg will ask the hotel to set up a table for this. Peg said she will mail a letter/brochure to each speaker asking them to submit their PowerPoint presentations by 9/19/07. The board likes the color logo for the brochure, but is concerned about the cost. Cari said she will compare costs between a color logo on white paper versus a black & white logo on colored paper. Chris Sharp's husband is doing the printing for us.

 - b. **Booklet:** Chris Sharp's husband is handling the printing of the booklets also. Danita said she will submit the business meeting minutes from last year so they

can be included in the booklet. Sheila will submit the treasurer's report. These will be e-mailed to Michelle. The board felt that each board member should prepare and e-mail a brief report to Michelle for the meeting booklet.

- c. **Gifts:** Michelle sent out an e-mail regarding options for attendee gifts, but only received a couple of responses. The majority of members present liked the ribbon mugs, which will cost \$490.00. A motion made and seconded (Michelle Hulbert/Sheila Tolfree) to purchase the ribbon mugs with a blue ribbon and the MICRA logo.
 - d. **Door Prizes:** Chris Russell obtained three medical dictionaries to be given as door prizes. The board agreed to do a 50/50 raffle again this year. Michelle reported she has the tickets, and Peg Maxim said her staff will sell the tickets at the meeting.
 - e. **CE Applications:** Michelle reported the NCRA CE application is ready to go. We must attach the meeting brochure and speaker CVs. The AHIMA and SOCRA CE applications are ready to go as well.
 - f. **Miscellaneous:** Michelle said she has plenty of name tags left over from last year. Peg will ask the hotel for 250-300 brochures to be sent directly to Cari so they can be included in the mailing. Peg will ask if the hotel will put hard candies on the meeting tables. If not, Peg will ask if the hotel will let us use small dishes, and we will buy the hard candies ourselves. Sheila will prepare the checks to pay the speakers on the day of the conference. Items to be included in the mailing:
 - Meeting Brochure
 - Copy of approved by-laws revisions
 - Hotel brochure
 - Membership application
 - Nominating letter
 - Job descriptionsCari asked if she could get all items for the mailing by the end of the week so she can get the mailing out right away.
4. **Standing Committee Reports:**
- a. **Membership:** Cari Vida reported we currently have 84 active members.
 - b. **Education:** Michelle will contact IMPAC and Oncolog to see if they want to host a users meeting on Wednesday afternoon before the annual meeting.
 - c. **Nominating:** Danita will update the nomination letter and candidate profile form. Cari indicated she does not intend to run again for corresponding secretary.
 - d. **Liaison:** No report.
 - e. **Bylaws:** Bonnie will e-mail the current version of the by-laws to Michelle for

posting on the website. The website committee will be added to the by-laws as a standing committee.

- f. **Finance:** Sheila e-mailed the attached finance report to board members ahead of time. She reported that as of today, we have a balance of \$1,167.02 in checking and \$3,887.00 in the Chemflex account, for a total of \$5,054.02.
 - g. **Website:** Michelle reported that Matt Basgall will no longer serve as our website administrator. Michelle lined up Glenn Radford to take his place for the same rate. Michelle said it was a very smooth transition. Glenn will keep track of his hours and submit for payment, either by project, time frame (i.e. every 6 months) or every so many hours. We will have a blog available. Michelle will ask Glenn to attend our annual business meeting and demonstrate the members only and blog sections of the website.
5. **Old Business:** Danita reported she only received Cari's job description (Corresponding Secretary) so far. Other board members agreed to work on theirs and e-mail them to Danita.
 6. **New Business:**
 - a. **2008 Meeting Location:** Chris Sharp e-mailed the Board prior to this meeting to ask about holding the 2008 meeting at Bay Medical Center (at no charge) versus at the Doubletree Hotel. All board members who have had any experience with the Doubletree Hotel liked it. The Board voted to hold the 2008 meeting at the Doubletree.
 - b. **Next Meeting:** The next Board meeting is scheduled for September 15, 2007.

There being no further business, the meeting adjourned at 12:01 p.m.

Respectfully submitted,

Danita Roberts
Recording Secretary