

Michigan Cancer Registrars Association  
Executive Board Meeting  
Saturday, September 29, 2007  
Central Michigan Community Hospital  
Mt. Pleasant, Michigan

**Members Present:**

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

- I. Call to Order: The meeting was called to order at 9:05 am
- II. Review of Minutes: Minutes of the meeting held on June 23, 2007, were reviewed. A motion was made and seconded (M. Hulbert/C. Russell) to accept the minutes as written. The motion was accepted.
- III. 2007 Annual Meeting
  - a. Meeting Books: The board discussed changes to the conference agenda. Dr. Lange's talk will be moved to Thursday due to her flight schedule.
  - b. Host Facility Registration: The question was raised as to how many registrations MICRA should pay for from the host facility. Discussion was held on this matter. A motion was made by Crystal Beeman to limit the number of paid hostess' registrations to 2 with a maximum of 4 for those who have worked on putting the conference together. Jetty Alverson seconded the motion. The motion was approved.
  - c. Final Preparations: The board discussed the role of the host during the business meeting. As far as door prizes, Crystal said she contacted her hospital librarian and the local American Cancer Society to purchase book for the conference "Understanding of Chemo Drugs." She also received a wine tasting kit from the gift shop at Munson Medical Center. Chris Russell got several gifts from vendors. Sheila said she may be able to obtain a cookbook from the gift shop at St. Mary's.
    - i. The board discussed holding a drawing for CTRs only, or for those who have passed the CTR exam this year. It was suggested we use one of the Dorland's Dictionaries for that drawing.
    - ii. The board decided to hold early registration on Wednesday evening. Cari, Bonnie and Sheila all committed to work early registration.
    - iii. We will reuse the necklace name tags. Michelle will make the name tags and have them available.

- iv. If April Fritz would like to be entertained on Wednesday evening, Michelle, Crystal and Chris Russell volunteered to take her out to dinner.
- v. We will have voting cards available if more than two individuals are running for the same position. Michelle has leftover index cards that can be used for voting.
- vi. Owens Community College in Ohio will be added to the business meeting agenda to present their curriculum on cancer registry.
- vii. Mailing will include: Meeting brochure, nominating forms, website password, info about job postings at the meeting, info about early registration, info about breakfast buffet for attendees provided by the hotel, breakfast also provided for those not staying overnight at the hotel.

IV. Standing Committees:

- a. Membership: Cari said she wrote a procedure for updating the roster using Access.
- b. Education: No report
- c. Nominating: A small change was made in the wording of Danita's letter for the description of positions. The nomination form at the back to be made available. Job descriptions are finalized and ready to be included in the meeting handouts.
- d. Liaison: No report
- e. Bylaws: No report
- f. Finance: Sheila said she needs to add the deposits. We currently have \$14,4882.52 in the checking account. Sheila reviewed the tentative costs of the annual conference.
- g. Website: Need to notify members of password.

V. Old Business:

- a. Job Descriptions: We should have one set of job descriptions in the Policy and Procedure Manual and one set in the Conference Manual.

VI. Adjourn: There being no further business, the meeting was adjourned. Next board meeting: Wednesday, October 10, 2007, 8:00 pm at the Ramada in Grand Rapids. Board members will arrive by 5:30 pm to begin putting the gift bags together.

Respectfully submitted,

Michelle Hulbert  
President-Elect  
(for Danita Roberts who was absent)