

MACVPR BUSINESS MEETING

September 30, 2008

Baltimore-Washington Medical Center
3D conference room

Attendance: Pam Peitz – President, Cecily Ludka – VP, Marybeth Linthicum – Treasurer, Kristen Fletcher- Secretary, Sara Stees, President Elect, Debbie Lund, Linda Price, Nancy Kaylor, Regina Chell

Topic: REVIEW AND APPROVAL OF June 2008 MEETING MINUTES
Reporting: Pam Peitz
Findings/Discussion: Minutes approved

Topic: TREASURER'S REPORT
Reporting: Marybeth Linthicum
Findings/Discussion: \$16, 025.00

Topic: Fall Dinner Meeting
Reporting: Nancy Kaylor
Findings/Discussion: Dinner meeting to be held. Tuesday, November 11, 2008 at Montgomery General Hospital, Community Learning Center (2nd floor) at 6:00 pm. Business meeting to be followed by cooking demonstration, dinner and speaker.
Speaker: Dr. Reed Schnider, Cardiologist , Director of Preventive Cardiology & Wellness Center, Montgomery General Hospital. Free to 2008 members. \$30 for remainder of 2008 annual membership and dinner.
Topic: The Mediterranean Diet.
Nancy to send flyer to Kristen to email to members and add to the website.

Topic: Annual MACVPR Conference, October 21, 2008
Reporting: Pam Peitz and Linda Price
Findings/Discussion: Volunteers are to arrive by 7:00 am.

- Registration Table: Manned by Kristen Fletcher, Marybeth Linthicum, Nancy Kaylor and Cecily Ludka.
- Name Tags- Pam to bring name tags with markers for attendees to write their name
- Folders – Dawn from St. Agnes to provide. St. Agnes will put number and tear off on folder to put in fish bowl for prizes.
- Vendors- Vendor list will be placed on the website
 - Gold sponsor – Cardiac Science
 - Total \$\$ from vendors is \$5400

- Sponsors – Bronze \$75-\$450, Silver \$450-\$900 Gold \$900, \$75 for single page flyer in attendee folders
- Exercise equipment vendors – Fitness Resource and SciFit (silver sponsors)
- Non Profit Vendors – Cecily Ludka
 - Same as last year
- Thank Q's for vendors to be written by Cecily and Linda
- AV equipment and Tech support- Dwayne Scott hired from Northwest Hospital. Contracting him from \$500 for the day. He will bring back up equipment and provide tech support for the day.
- Misc.:
 - Door Prizes: Include 6 books, gift certificate from power systems
- Food:
 - Heart Healthy breakfast and lunch
 - Tai Chi demo before lunch – attendees asked to participate
 - Lunch to be served 11:45
 - Mended hearts speaker during lunch
 - Vendors after lunch and during breaks
 - Marybeth to pay speakers and provide thank you notes
 - Speakers paid \$300 unless waived by speaker

Topic: Update on DC Merger

Reporting: Pam Peitz

Findings/Discussion: DC president, Matt emailed Pam and notified her that he will vote at their 11/20 meeting. Vote and decision to be made by the end of November. If agreed business meetings will remain the same for MACVPR, dinner meetings will alternate between MD/DC location. Once finalized, Tax ID #'s will need to be dissolved. Marybeth to work with their treasurer. Membership directory will be merged

Topic: Newsletter

Reporting: Sara Stees

Discussion: Rough draft of newsletter created and distributed by Sara Stees. To be placed in folder and annual conference.

Topic: National AACVPR Conference feedback/follow up

Reporting: Pam Pietz

Discussion: Lessons learned from President's Luncheon

- Innovative affiliate award went to North/South Dakota Chapter
 - Support to members
 - Paid for Day on the Hill (as does MACVPR)
 - Mileage Reimbursement for Day on the hill or any event – we can/will do if representing MACVPR at current rate of .54 cents/ mile. Marybeth to provide travel reimbursement/expense form for auditing purposes.
 - Gave president \$1200 towards National conference
 - MACVPR currently give \$600 to officers
 - List serve/discussion board (members only section of website)
 - Co-op with other affiliates for conference (discussion to consider collaborating with tri-state or VA?) Next tri-state meeting 4/4/09 – Medical Director of Highmark (our MAC to speak)
 - 8 tele-conf/year
- AACVPR Board Pilot
 - Increase membership to National by combining national and state memberships (pay approx \$185 and get membership to both).
 - Affiliates get so much out of National and many of affiliate members are not national members. Need to support national more.
 - Pilot will begin with Michigan.

Topic:

Discussion:

2009 MACVPR GOALS

Pam Peitz would like to see MACVPR set goals for the next year. Discussion below

- EDU/Conference Chair and committee (officers automatically part of committee).
 - Committee does not have to pay for annual conference if working during the conference.
- Academic Chair
 - Reaching out to students/ university to educate about MACVPR and our fields of Cardiac and Pulmonary Rehab
 - Towson – Sara to contact (explore collaborating with annual conference rather than hold two different meetings)
 - Univ of MD
 - McDaniel College
- Website
 - Explore possibility of updates website
 - Two slow when load
 - How many hits do we get? Is it worth paying to update if not many people visit it?
 - What would it take to make a members only section
 - Kristen to follow up:
 - FOLLOW UP 10/6/08
 - Updates and revamping the website is possible
 - Cost \$75.00/hour
 - Estimated time 30 hours
 - New logo can be created (approx \$750).
 - Number of hits will be researched and reported by Kristen
 - Slow upload (this is done purposely by our web host so that original artwork and design can not be copied and pasted (stolen) and used by another website. This cannot be changed unless we want to go with a new web designer.
 - Current host plan only \$380/year
 - Includes \$30 monthly host and complimentary 1 hour of updates per website a month (worth \$75)
 - Cost comparison on new web company provided:
 - Typical rate is \$500/page
 - \$2000 for original designs/logo
 - Plus host plan and updates

Topic:

MACVPR Meetings 2009 – BW Medical Center 9:30 am

- **1/13/08 – Officer Nominations – Business Mtg**
- **3/10/08 – New officers voted in – Business Mtg.**
- **April – Dinner meeting date/topic TBD**
- **6/9/08 – First meeting with New Officers – Business Mtg**
- **9/8/08 – Business Mtg**
- **National Conference 9/30-10/2 (possible bus for MACVPR to Pittsburgh)**
- **November – Dinner Mtg – Date/location TBD**

Minutes Taken By:
Kristen Fletcher

