

NCBS Annual Meeting Minutes October 20, 2007

Call to Order: Sue Intemann, President, called the meeting to order at 12:50 pm.

Welcome: Sue welcomed attendees.

Minutes: Crystal Podger made a motion and Jeanne Gresko seconded the motion to approve minutes from previous year as written. The motion carried unanimously.

Communication: Pat Benfield reported that we now have a master lists for mass communication.

One consists of former and current members with mail and email addresses and phone numbers for mass mailing and emailing.

Another master list has been developed that includes names and contact information of clinicians and/or members of the AAPB, SCR, and ISNR from the Southeastern United States and of clinics or clinicians practicing biofeedback through the Rehabilitation Associates Network of North and South Carolina.

The master lists were made current through Google searches, phone calls, and/or emails to obtain updated information from returned mail and/or emails.

1250 brochures were printed and 971 brochures were mailed to all that had mailing addresses. Approximately 40 were returned and remailed. A total of 1,025 names were on the list.

A total of 5 emails regarding the conference were sent—an announcement, invitation, 2 brochures, and one “It’s not too late”.

Treasury Report:	2007 Starting Balance	\$ 6,534.67
	Balance as of 10/10/07	\$10,817.76

Conference Income to date	\$7,112.50*
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*Silent auction income has not been included

*Stens sponsorship of \$500 has not been paid yet

*Does not represent Conference expenses

Membership Income to date	\$1,350.00
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YTD report will be completed in January 2008

Sponsorships and Donations: Crystal Podger recognized

- ❖ Bio Medical Instruments –Gresham Moore and Bob Grove
- ❖ Stens—Peder Fagerholm
- ❖ Pat Weaver—donation
- ❖ Betty Wolfe—donation
- ❖ Susan Antellis—donation of her time working with the board
- ❖ Journey of the Wild Divine
- ❖ HeartMath

Membership: NCBS has a total of 34 members
14 new members
20 renewals

Membership applications and renewals are still coming in.

Website: Betty Wolfe reported.

Although the website is up, we still have a lot to do.

Crystal Podger has been keeping the postings, membership list, and conference information current on the website. Most information has been emailed to Tim in a format that he is easily able to add to the website within the day.

Advertising space &/or vendors

BMI and Stens have been posted and honored

Very economical

Am open for input from others about what to include on the website

Conference Information:

LPC approval # is on your certificate of attendance

BCIA Recertification

AAPB/BCIA announcements and information

Rotation of Board Members:

A farewell and Thank you was provided to Vivian McGowan and Rose Burkett for their many years of service on NCBS Board.

Election of New Board Members:

Paul Ramirez, Tom Gross, and Sylvia Whitmire were nominated and elected by unanimous vote.

Strategic Planning Outcomes....IN THE FLOW

Officer Elections—

- ❖ **President—Open** (Sue Intemann recently tendered her resignation as NCBS President due to her opening up a second practice, however, plans to remain on the Board).
- ❖ **Secretary/Communications—Pat Benfield**
- ❖ **Treasurer/Membership—Crystal Podger**

Mission/Vision—The Board has worked for several hours with Susan Antellis who recommended that we revise our Mission Statement and By-laws, consider

implementing the organizational model of having a director to promote growth in NCBS and consistency in communication, and establish a time line and plan of action to complete. She facilitated an exercise that initiated the development of a mission statement.

By-laws—Board plans are to initiate review of the by-laws for revisions and to be more current with our members' needs.

Committees—A number of needs were identified that warranted being addressed through committee work.

Bob Grove talked about activities that the California Biofeedback Society has used to increase their membership. He stated that their state organization began to grow once they implemented the organizational model using a director rather than a president. He recommended that we also have regional and state meetings, telephone committees, vendors who bring equipment, etc.

We closed with an exercise in which we contributed one word that could describe our experience with our organization.

Next Year's Conference—We are considering several locations and dates for next year. Betty gave information about the possibility of having the conference at Lake Junaluska in November 2008. Other options will be considered.

Adjournment—Sue adjourned the meeting at 1:45.