

**NCBS Annual Meeting**  
**November 8, 2008**  
**Lake Junaluska, NC**

**Call to Order:** Betty Wolfe, co-president, called the meeting to order and welcomed all the conference attendees.

**Introductions:** Betty Wolfe, co-president & outgoing Board member  
Jeanne Gresko, co-president & outgoing Board member  
Pat Benfield, Secretary & Communications  
Crystal Podger, Treasurer, Membership, & Website  
Sue Intemann, Education/Marketing Committee Chair  
Paul Michael Ramirez  
Tom Gross  
Sylvia Whitmire

**Minutes:** Paul Michael Ramirez made 1<sup>st</sup> motion and Connie Schraeder seconded motion to accept minutes as written and submitted by Pat Benfield. Minutes were approved unanimously.

**Treasurer's Report:**

Crystal Podger reported that comprehensive end of the year report is not ready. However, she reports having \$9879.92 in the checking account.

She reports collecting:

- \$5,847.50 from the conference registrations and sponsorships.
- \$1,720.00 from membership

Treasurer's report was approved unanimously after Paul Michael Ramirez made 1<sup>st</sup> motion and Tom Gross seconded the motion. Vote was unanimous to accept Treasurer's report.

Betty thanked Pat Benfield and Crystal Podger for all the work they do for conference preparation.

## **Committee Reports**

**Membership:**

Crystal reported having 34 members during the year of 2007-2008. She reports that we presently have 14 new members, 33 renewals, and 3 of the new members are present at the conference.

**Website:**

Crystal reported

- Keeping an up dated membership list

- Presently adding a Trade or Sell Equipment section
- Clinical practitioners can be found by geographic location or name on the website.
- Making website compatible with reading software for visually or reading impaired at no charge. This will make website more user friendly.
- Having a spread sheet format so that Crystal can add, delete, or revise membership.

Less money was required for website development this year.

**Education/Marketing Committee**—Sue reported that this committee is wanting to adapt a mission statement and core values that was modeled after the AAPB's Education Committee statement.

Committee has represented NCBS as a vendor distributing materials about NCBS and Biofeedback at the annual Case Management Conference in March 2008, the LPC Conference in September 2007 and 2008.

Contact with Elizabeth Stroebel.

Sue reported plans for more hands-on mini workshops. Gresham Moore from BMI has agreed to serve in a consulting capacity on this committee.

**Nominations:**

Jeanne Gresko and Betty Wolfe announced the nominations for new Board members and officers for election by the Board.

New Board members:

- Karen Rowan—gave Pat a copy of her resume
- Melanie Berry--gave Pat a copy of her resume

New Officers

- Pat Benfield, President
- Melanie Berry, President elect
- Karen Rowan, Secretary
- Crystal Podger, Treasurer

Floor was opened to other nominations.

**Elections:**

The Board members and officers were elected by a unanimous vote after Betty made 1<sup>st</sup> motion and Rose made second motion to accept the recommended Board and Officers.

**Mission Statement Committee:** Jeanne brought to attendees' attention that the Board has adopted a new mission statement. It was provided in written form in participants' conference books.

Volunteers were accepted for the following committees.

**By-laws Committee**—Betty Wolfe, chair, to continue revising by-laws  
Still need 1-2 volunteers

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**Nominating Committee**—Paul Michael Ramirez, chair  
Still need 1-2 volunteers

**Education/Marketing Committee**—Sue Intemann, chair

- Gail Durgen Sanders
- Gresham Moore, consultant
- Bob Grove, consultant
- Pat Benfield
- Melissa M.
- Missy

**Membership Committee**—Crystal Podger, chair

- Tom Gross
- Robert

**Ethics Committee**—??chair

- Travis Colwell
- Robert Longo
- Royce Malphrus

**Student Associations** with the following colleges and universities

- UNC-A
- ECU
- UNC-G
- ASU

**Executive Committee**—Lisette Markam recommended that we consider the formal development of this committee as it has many benefits. This was tabled pending further exploration and discussion.

Further recommendations were made to send personal emails to our members at large requesting their volunteering to serve on a committee.

#### **Other Business:**

Regional Meetings were preferred for weekends with a focus on sharing ideas and getting more familiar with equipment.

Build a business with Neurofeedback

Volunteer their time and services??

Connie Schrader??

**Adjournment:**Crystal Podger made a motion to adjourn and Royce Malphrus seconded the motion. Unanimous to adjourn.

Respectfully submitted,

Pat Benfield, Secretary

## 2009 Treasurer's Report Annual Conference

2009 Starting Balance	\$9,634.48
Balance as of 10/31/2009	\$13,439.38

\*Conference Income as of 10/31/2009                      \$5995.00

\*\*Membership Income as of 10/31/2009                      \$1,820.00

\*Silent Auction & late registrations will be added for year end Treasurer report

\*\* Late memberships will be added for year end Treasurer report

New members	20
<u>Renewals</u>	<u>25</u>
<b>Total members</b>	<b>45</b>

Expenses will be calculated after YTD report completed in January 2010

Prepared by Crystal Podger, NCBS Treasurer  
10/31/2009