

IASA Business Meeting

The IASA Business meeting was called to order @ 1310; April 10, 2010 by President Dana Grafft.

Quorum was established with 17 active members present.

Secretary Report: Minutes of previous meeting (April 19, 2008) were read and approved by consent of the membership.

Treasurer Report: Balance as of March 30, 2008 is \$11,532.69. Treasurer report was read and approved by consent of the membership.

New Business:

The annual Business meeting for IASA is to elect president, Secretary, and 5 Board of Directors.

Nominations were taken from the floor:

1. President – Mary Westphalen
2. Secretary – Sue VanderVeen- will leave off ballot, won by default.
3. a. Toni Steward
B. Sherri Peck
c. Thomas Van Roekel
D. Leah Egdorf
E. Leah Greves
F. Tralonda Davis

Candidates statements for the election were given.

Tellers committee was appointed with Alex Peres as chairman

Business meeting was recessed @ 1333 to prepare ballot.

Business Meeting was reconvened @ 2pm with 17 active members and 15 eligible active members.

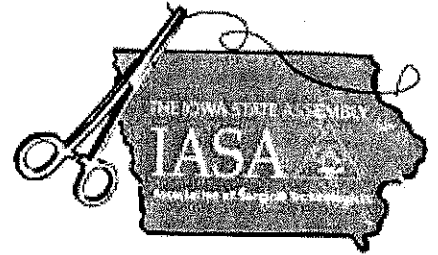
Tellers committee chairman read the tally of the ballots.

President – Mary Westphalen, BOD – Toni Steward, Sherrie Peck, Thomas VanRoekel, Leah Greves, Tralonda Davis. Teller's committee chairman made a motion to save the ballots for 30 days and then destroy them. Motion approved by membership.

A motion was made to defer oath of offices until end of workshop. Motion approved. Business Meeting adjourned @ 210pm.

Respectfully submitted by Susie VanderVeen, CST, and Secretary IASA.

IASA



Annual Spring Meeting

AGENDA

Sills - Single port
Lap Hyster.

Sat. April 10th, 2010

- 7:45 On-Site Registration
- 7:55 Welcome-IASA Officers/BOD
- 8:00 Dr. Jason Hough, D.O
Topic: Shoulder Arthroscopic Reconstruction
- 9:00 Dr. Brian Wilson, D.O
Topic: Laparoscopic Hysterectomy
- 10:00 Dr. Randy Crampton, DPM
Topic: Diabetes, Gout and Podiatry
- 11:00 Chris Becker/Arthrex
Shoulder Reconstruction Instrumentation
Hands-on
- 12:00 LUNCH (provided)
- 1:00 IASA Business Meeting/Elections
- 2:00 Aiko Kamies, EMT
Topic: Katria Relief Experiences
- 3:00 Coach Kevin Farley
Teamwork Group Dynamics and Leadership
- 4:00 Evaluations and CEU Certificates



① Adaptable - "Blessed are the flexible" ^{Author John E. Maxwell -}
- Teachable
- Emotionally Secure
- Creative
- Service Minded

2. Collaborative - All your strength is in union, all your danger is in discord.
- attitude - supportive not suspicious
- Focus team not yourself.
- win, win, win. (you win, they win, the team wins)
Complement others

3. Committed - ordinary people with commitment can make impact on their world. (no half hearted champions)

4. Communicative - many voices & single heart

5. Competent - if you can't, your team won't.

6. Dependable

7. Disciplined

8. Enlarging - helping to go to another level. empower people to be better.

9. Enthusiastic - your ~~heart~~ heart is source of energy for the team.

10. Intentional - make every action count

11. Mission Conscious

12. Prepared

13. Relational

14. Self-improving - to improve the team improve yourself.

15. Selfless

16. Solution oriented -

17. Tenacious - never quit.

State Assembly of the Association of Surgical Technologists

	Annual Financial Report July 2006 - June 2007												
	July 2006	August 2006	September 2006	October 2006	November 2006	December 2006	January 2007	February 2007	March 2007	April 2007	May 2007	June 2007	BUDGET 2008
Income													
Dues from AST			370.00		286.00				475.00		366.00		
Registration Fees				150.00									
Donations													
Raffles/Sales											992.00		
Total Income	0.00	0.00	370.00	150.00	286.00	0.00	0.00	1,065.00	475.00	0.00	1,358.00	0.00	3704.00
Misc. PVP checks													718.14
Expenditures													
National Conference:													
Booth fee													
Seiser sale items								100.00					
Shipping									272.99				
Advertising													
Workshops:									943.66				
Catering													1927.76
Supplies/Snacks	111.40								322.25				
Speaker Gifts					105.00								
Registration Refund		40.00							75.00				
Consulting													
BOD Meeting Reimburse	81.14				500.00	100.00			100.00	100.00	1,500.00		
Facility Charges						100.00			500.00	100.00	100.00		
Postal Charges:													
PO Box Rental													3734.79
Stamps													
Shipping									27.23				
Printing													
Postcards													
Newsletters							752.69		444.11				
Legislation													
AST for Lobbyist													1196.80
Lobbyist Dinner													
Regis Fee Ethics Com													
Media Consultant													
Returned Checks									180.00				180.00
Bank Charges													9.00
Delegates										900.00			16.42
Webhost annual fee										159.50			
Total Expenditures	138.96	40.00	0.00	0.00	605.00	100.00	752.69	0.00	480.00	3,644.74	1,425.25	1,600.00	8830.64
Beginning Balance	\$8,054.68									100.00			
Current Balance	\$7,855.72	\$7,815.72	\$8,185.72	\$8,335.72	\$8,016.72	\$7,916.72	\$7,164.03	\$8,229.08	\$8,224.03	\$4,379.29	\$4,308.04	\$2,908.04	\$4,433.64

mm-101

115
(205.00)

101

100

CONDUCTING A BUSINESS MEETING: AGENDA
(Outline of accepted order of business)

- Call to order.
- Establish a quorum.
- Minutes of the previous meeting read and approved.
- Committee reports.
- Special orders: (May or may not have in a business meeting.) These are motions postponed from the previous meeting or those with a 60 day notice to members.
- Unfinished business.
- New business.
- Adjournment.
 - Fill in specific business to be discussed.
 - Use minutes from the previous meeting to determine any unfinished business.
 - Send a tentative agenda to the board for their input.
 - Announcements/dates to remember can be added to the agenda at the end.
 - Agenda can be mailed to members prior to the meeting.

STATE ASSEMBLY OFFICERS AND BOARD MEMBERS DUTIES

President:

- Presides at all meetings.
- Prepares agenda for meetings and submits to members and/or board prior to meetings. 60 day notice is given to members for annual business meetings.
- Keeps order, is fair and impartial protecting all members rights.
- Can't vote unless breaking a tie.
- Can't make motions or enter into debate unless another officer presides.
- Ex-officio member of all committees. Supports and works with them.
- Appoints two board members to perform finance audit annually.
- Makes annual State Assembly report to the AST.
- Maintains regular communication the board.
- Mentors VP for the presidential role.
- Mentors and guides all board members.
- Appoints Standing Committee Chairs.
- May appoint special committees as needed.

Vice President:

- Aides the President.
- Performs duties of the President in his/her absence.
- Orients new board members.
- Maintains open and regular communication with the President.
- Learns parliamentary procedure.
- Works with all committees and board members.

Secretary:

- Maintains minutes from all State Assembly business and board meetings.
- Provides a copy of minutes to the board within 30 days of the meeting.
- Reads the minutes from the former business meeting at all meetings.
- Establishes a quorum at all business meetings.
- Publishes the annual State Assembly Newsletter.
- Works with the Education Committee to send workshop notifications and all communications to members and the AST.
- Works with the President to send 60 day notices of business meetings to members.
- Works with the board to prepare annual reports to the AST.
- Works with the board to meet all deadlines for reports and publications.
- Maintains a calendar of events for the State Assembly.
- Maintains officer and committee reports and audits.
- Maintains the "Standing Rules" book.
- Maintains Teller's Committee reports.

Treasurer:

- Contact person for workshops. Receives and deposits all registration monies.
- Present at least 15 minutes prior to workshops to set up registration desk with Credentials Committee (who verifies credentials).
- Brings small change to workshops.
- Gives and records receipts for registrations.
- Delegates duties to registration "helpers."
- Maintains workshop sign-in sheet.
- Pays State Assembly bills with the board's approval.
- Signs all checks along with the President.
- Reports to the board with written itemized finance reports biannually.
- Biannual reports are filed with the Secretary and given to each board member.
- Reports to the membership annually. Report to include: beginning balance, total income, total expenditures and ending balance.
- Submits records to the board for annual audit. Auditors are appointed by the President. Submits annual report to the AST.
- Maintains the State Assembly bank account: balances and reconciles.
- Works with the Finance Committee and the board to set the annual budget. Submits this to the AST.
- Works with the Credentials Committee to submit CE credits at workshops.

Board of Directors:

- Chair and serve on committees as assigned.
- Transact business along with the officers.
- Work with all officers and committees to achieve State Assembly goals.
- Performs finance audit and report annually as assigned by the President.
- Submits finance audit to Secretary for file.

Expectations of State Assembly Officers and Board Members:

- Must be active AST members with currency.
- Must conduct one annual business meeting for members.
- Must publish one newsletter annually.
- Must give 60 day notice to all members prior to annual business meeting.
- Must not conduct business with members without 60 day notice.
- Must follow State Assembly Bylaws and AST policies.
- Must become familiar with parliamentary procedure.
- Must promote and adhere to the goals and purposes of the AST.
- Must hold in confidence all board discussions and correspondence until the board has designated its release.
- Must recruit and foster the growth of new members.
- Must recruit and mentor new board members.
- Must conduct himself or herself in a manner to bring prestige to the AST.
- Must remember they represent the AST.
- Must communicate with each other.

- Must meet all deadlines.
- Must provide members with quality workshops offering CE credits.
- Must maintain documents for AST audit.
- Must safeguard and hold in confidence all membership information.
- Must inform membership of board decisions and committee activities at annual business meeting via verbal reports.
- Must attend board meetings, business meetings and workshops.
- Must respond to correspondence in a timely manner.
- Must inform the board of your absence, vacation, travel, etc.
- Must conduct business with a quorum present.
- Must represent the membership's best interest at all times.
- Resignations: must be written and signed; never verbal or emailed. Submitted to Secretary and its acceptance is voted on by the board. Once accepted by the board, it cannot be withdrawn.

STATE ASSEMBLY MINUTES
(A quick how-to guide)

- Secretary reads immediately past the “Call to order” and the quorum is established.
- Read at the State Assembly annual business meeting.
- Documents former State Assembly annual business meeting.
- Approved by the general consent of the membership.
- Can only be corrected by membership with a 2/3rds vote unless a prior 60 day notice of correction has been sent to the membership.
- Nothing is ever erased; only marked through.
- Cross-outs must be readable.
- Corrections are made in the margins.
- Corrections are initialed by Secretary.
- When approved by membership, document this on the minutes with the date and the Secretary’s signature.
- Each new subject needs to be in a different paragraph with a heading.
- Do not document names of people making motions.
- Document final wording of motions, whether adopted, withdrawn or tabled.
- Do not document discussions.
- Document when and where the meeting was called to order, recessed, was called back to order and adjourned.
- Document presiding officer and secretary or substitutes.
- Document what type of meeting: annual business meeting or board meeting.
- Document that committee reports were filed—not the content. These are attached to the minutes and it is not necessary to take “minutes” when these are read.
- Document any actions taken from officers and committee reports.
- Document names of candidates for election and nominations from the floor.
- The last paragraph contains the adjournment time.
- Review with the President before submitting.
- Destroy the drafts of the minutes.
- Minutes are legal documents.
- Courts use minutes for evidence.
- Document board meeting minutes in the same fashion as above. Document board members present and absent.

STATE ASSEMBLY COMMITTEES

Bylaws, Resolutions and Parliamentary Procedure

Duties: Monitor business sessions. Serve on Teller's Committee during elections. Be familiar with the State Assembly's bylaws and AST policies (in policy manual.) Recruit new members for board positions.

Education and Standards of Practice

Duties: Resource for surgical technology programs and serve on advisory boards. Resource for hospital clinical ladders. Address hospitals and schools for recruiting new AST and State Assembly members. Works with the board to provide quality workshops for CE credits and submits workshop reports to the AST and the Credentials Committee. Works with the Secretary to provide the State Assembly Newsletter.

Finance

Duties: Sets annual State Assembly budget with the Treasurer to be approved by the board. Prepares and sends annual finance report to the AST. Maintains annual finance reports from the Treasurer along with the Secretary. Responsible for workshop speaker gifts. Treasurer shall be Chair.

Credentials

Duties: Works with the Teller's Committee during elections verifying voter's and candidates credentials. Verifies members' credentials for elected offices and gives verbal report to membership during business sessions. Maintains candidates records: CVs (Curriculum Vitae), resumes and Consents to Serve. Maintains workshop CE credit forms and works with the Treasurer to issue these to attendees. Works with the Treasurer at registration during workshops verifying members' credentials. Works with the Secretary to ensure a 60 day notice is provided to members for business meetings.

Government and Public Affairs (GAPA)

Duties: This is the face of your State Assembly. Works with all legislative, media, and public awareness campaigns. Works with the Education Committee with recruiting and student involvement. Works with the Secretary to provide the State Assembly Newsletter. Registers all members to vote.

- Each Committee Chair is appointed by the President and is a member of the State Assembly board (with currency and active AST status.)
- Each Committee Chair is expected to give a report to the members at the annual business meeting with a copy to be filed with the Secretary.
- Each Committee member is expected to recruit and mentor members.
- Each Committee member is expected to seek out candidates for election.

- Each Committee member is expected to be a role model.

STANDING RULES

- Recorded in a notebook of "Standing Rules."
- Maintained by the Secretary.
- Easier than going back through the minutes.
- Documents officers, board of directors and committees' duties.
- Documents adopted motions that are continuing in nature:
 - ✓ Setting a function at a certain time.
 - ✓ Holding a yearly event.
- Can be amended and rescinded only by a 60 day notice to and a majority vote of the membership or by a 2/3rds vote without the notice.

PRESIDING OVER A MEETING: WHAT TO SAY

- Pres: "This meeting will come to order."
- Pres: "Mr./Madame Secretary do we have a quorum?"
- Pres. steps aside; Sec. rises.
- Sec: "We have 75 members present; 52 who are active members. We have a quorum."
- Sec. sits.
- Pres: "Thank you, Mr./Madame Secretary."
- Pres: "The first order of business is the reading of the minutes."
- Pres. sits or steps aside. Sec. stands, reads minutes and sits.
- Pres: "Are there any corrections?"
 - If none: "The minutes are approved as read."
 - If corrections: Member rises—"Mr./Madame President, I believe so and so was such and such."
 - Pres.: "If there is no objection, the minutes will stand corrected by adding such and such."
 - Pres: "Are there further corrections?"
 - Pres: "Hearing none, the minutes are approved as corrected."
- Pres: "The next order of business is the reports of officers and committees."
- Pres: "May we have the Treasurer's report?"
- Treas. rises and Pres. steps aside.
- Treas. reads report and steps aside.
- Pres: "Are there any questions?"
 - If none: Treas. gives report to Sec.
 - Pres: "The Treasurer's report is filed."
 - If questions: Member rises—"Mr./Madame President, will the Treas. please clarify..."
 - Pres: "Mr./Madame Treasurer would you please clarify..."
 - Pres. steps aside and Treas. rises to answer.
 - Pres: "Are there any further questions?"
 - If none: Treas. gives report to Sec.
 - Pres: "The Treasurer's report is filed."
- Other reports are read and filed in the same manner.
- Pres: "The next order of business is the unfinished business."
 - If none: "Hearing there is none, the next order of business is new business."
 - If unfinished business: "At the last meeting, we had a discussion to..." "Is there any further discussion?" "Seeing there is no further discussion, is there a motion for..." "Is there a second?" "All those in favor say 'aye'." "All those opposed say 'no'." "The 'ayes' have it. Motion was made, seconded and carried that we..." "Is there any further unfinished business?" "Seeing there is none, the next order of business is new business."
- Pres: "The first item of new business is..."

- “Is there any discussion?”
- “Seeing there is none, the second order of business is...”
- “Is there any discussion?”
- After covering the agenda, the Pres. asks: “Is there any further business?”
- Make announcements, etc...
- “Is there any further business?”
- Pres: Adjournment.
 - “All those in favor of adjourning the meeting, say ‘aye.’ Those opposed say ‘no.’ The ayes have it, and the meeting is adjourned.

PARLIAMENTARY PROCEDURE ***(ABCs)***

“Where there is no law, but every man does what is right in his own eyes, there is the least of real liberty.” Henry M. Robert, author: Robert’s Rules of Order.

- It is democracy in action.
- Preserves and maintains democratic principals.
- Protects the membership’s rights.
- Maintains a balance of power between members and the elected board.
- Essential for the survival and growth of an organization.
- Preserves order; prevents disorder.
- Members can present, debate and vote on ideas.
- Gives impartial and fair leadership.
- Gives every member the right to speak about an issue.
- Chair maintains order.
- Chair is impartial and cannot debate or vote.
- Takes up business one item at a time.
- Follow an agenda listed in order of importance.
- Addresses only one motion at a time.
- Only 1 person at a time can have the floor.
- Members who want to speak rise and are recognized by the Chair.
- All members’ remarks are made to and through the Chair. No talking among membership. Members cannot address each other.
- Discussion must be kept to one subject—the one on the floor.
- Never address any speaker by name. Use 3rd party only to keep it impartial.
- Raising a point of order to correct infractions should not be done. Correct only when members’ rights are taken away.
- Members can motion to vote by ballot if an issue is controversial.
- Members must have a 60 day advance notice of all business meetings.
- Members have the right to reports on board actions and committee work.
- Never conduct business without a quorum. It is null and void.
- Sign in sheets give a record of a quorum.
- All questions are addressed to the Chair.
- Chair can give answers to questions or assign them to any member.
- When a member seconds a motion, it does not mean they are necessarily in favor of it. It means the motion should be discussed.
- Without a second, a motion will not be discussed.
- Any member can call for a division of a vote and it does not need a second. This is done to clarify a voice vote. A standing vote is then taken to clarify the voice vote.
- No motion is in order that conflicts with the State Assembly Bylaws.
- Use no inflammatory words or profanity. Use courtesy.

MOTIONS AND VOTES DURING BUSINESS MEETINGS

Handling a motion of a committee:

- Committee Chair: Rises-- "By direction of the committee, I move that we..." Steps aside or sits.
- Pres: Repeats the motion.
- Pres: "Is there any discussion?"
- Note: A motion from a committee of more than one does not need a second because the committee has already voted to present the motion.
- Pres: "Seeing there is no discussion, those in favor of adopting the motion to... please say 'aye.' All those opposed, please say 'no.' The 'ayes' have it. The motion is made seconded and carried that..."

Presenting a motion:

- Member: "Mr./Madame President?"
- Pres. gives member the floor.
- Member: "I move that..."
- Another member: "Second."
- Pres: "It is moved and seconded that..."
- Pres: "Is there any discussion?"
- Pres: "Hearing none, the question is on the adoption of the motion to..."
- Pres: "All those in favor say 'aye.' All opposed say 'no.'"
 - In favor: "The 'ayes' have it; the motion carries."
 - Opposed: "The 'noes' have it; the motion is lost."
 - No second: "Without a second, the motion will not be considered."

Standing vote:

- Pres: "All those in favor, please rise. Be seated. Those opposed, please rise. Be seated."
 - In favor: "The affirmative has it and the motion carries."
 - Opposed: "The negative has it and the motion is lost."

Counted vote:

- Pres. can call for a counted vote.
- If a member asks for a counted vote, it must be in the form of a motion that requires a second. It is not debatable.
- Must pass by majority vote.

Voting by general consent:

- Pres: "Is there any objection to..."
- Pres: "Hearing non, the..."
- Member: "Objection!"
- Pres: "All those in favor of... say 'aye.' All those opposed, say 'no.' The 'ayes' have it and the motion is carried that..."

Debatable motions:

- ❖ Main motion. (Used to present new business. Deals with procedural questions. Requires a second and a majority vote to adopt.)
- ❖ Postpone indefinitely. (Used to kill the main motion for the duration of the meeting. Requires a second and a majority vote required to adopt.)
- ❖ Amend. (Used to change the pending motion before the vote. Requires a second and a majority vote to adopt.)
- ❖ Refer to a committee. (Uses a small group to investigate a proposal/motion. Requires a second and a majority vote to adopt.)
- ❖ Postpone to a certain time. (Put off a motion until another time and ensures it to be taken up at that time. Requires a second and a 2/3rds vote to adopt.)
- ❖ Appeal from the decision of the Chair. (Disagree with the Chair's ruling.)
- ❖ Rescind. (Members can recall motions adopted at previous meetings if they are unhappy with the previous decision. Requires a second and a 2/3rds vote if no notice given to members and a majority vote if notice given.)
- ❖ Amend motions previously adopted. (Same as above.)
- ❖ Reconsider. (Members can change their minds about a motion that was just voted on. Only a member voting on the prevailing side can make the motion. Requires a second and a majority vote to adopt.)
- ❖ Recess. (Take a break. Requires a second and a majority vote to adopt.)
- ❖ Fix the time at which to adjourn. (Requires a second and a majority vote to adopt.)

Undebatable motions:

- Limit or extend the limits of debate. (Shorten or lengthen debate. Requires a second and a 2/3rds vote to adopt.)
- Close debate. (Stop debate and immediately vote. Requires a second and a 2/3rds vote to adopt.)
- Lay on the table. (Set aside temporarily. Requires a second and a majority vote to adopt. Cannot be used to kill a motion or put it off to another time. It is used to address more urgent matters that can't wait to be introduced. Cannot be used during a special meeting that has been called to address specific issues.)
- Take from the table. (Reintroduce a motion previously set aside. Must be done by the end of the next meeting or the motion dies and must be reintroduced as a new motion. Requires a second and a majority vote to adopt.)
- Call for the orders of the day (agenda). (No second required. Puts meeting back on the agenda's schedule.)
- Raise a question of privilege. (Ex: speak louder, turn up the lights, etc. No second required and the Chair rules on the request.)
- Recess as a privileged motion. (Bathroom break, etc. Requires a second and a majority vote to adopt.)
- Adjourn. (End the meeting right now. Requires a second and a majority vote to adopt.)
- Fix the time at which to adjourn as a privileged motion. (It is made when other motions are on the floor and takes precedence over all other motions. Requires a

second and a majority vote to adopt. Unfinished business carries over to the next meeting.)

- Point of order. (The ruling is against the rules. Requires no second and Chair rules.)
- Withdraw a motion. (Before the Chair repeats the main motion, the person making the motion can withdraw or modify it. Requires no second or vote.)
- Suspend the rules. (Temporarily put aside a rule. Cannot conflict with Bylaws. Requires a second and a 2/3rds vote to adopt.)
- Object to consideration of the motion. (Used to prevent the main motion from being considered. Requires no second and a 2/3rds vote in the negative not to reconsider. Only a negative vote—not an affirmative one—can be reconsidered.)
- Division of the assembly. (Doubt the result of the vote. Requires no second. Vote is immediately retaken in a way different from the original vote.)
- Division of the question. (Divide a motion into 2 or more questions. Requires a second and a majority vote to adopt.)
- Incidental motions relating to voting, when the subject is pending. (Deal with questions of procedure arising from the pending business, but do not affect pending business. Usually must be decided upon immediately.)
- Dispense with the reading of the minutes. (Requires a second and a majority vote to adopt.)

** A board cannot rescind what the members have voted to do or not to do.

TELLER'S COMMITTEE

- Credential's Committee Chair can be helpful serving on this committee to verify candidates' credentials.
- Members appointed by President.
- Chair is appointed by President.
- Committee prepares report to be given by Chair to membership.

Blank Sample Teller's Committee Report:

Office: _____
Number of votes cast: _____
Number of votes to elect: _____
Number of illegal votes: _____
Candidates:
1. _____
2. _____
3. _____
4. _____
Signed by Teller's Committee:
1. _____
2. _____
3. _____
4. _____

Giving the Teller's Committee Report

- Given by Committee Chair
- Reads the entire report.
- Does not indicate who has been elected.
- Hands report to Pres. and sits.
- Pres. repeats report and announces election of each candidate.
- Pres. states that each elected officer will take office at the end of the annual meeting.
- Ballots can be filed with the Secretary for a certain number of days and then destroyed. This requires a vote from the membership.

Example of Teller's Committee Report to the Membership:

The Teller's Committee Report for the election of President:

Number of votes cast were 20.

Number of votes to elect were 11.

There were no illegal votes.

John Doe received 13 votes. (elected)

Mary Smith received 10 votes.

Sally Sue, Teller's Committee Chair

- * Illegal votes: Those not readable or those that contain the name of a person not eligible for office.
- * Number of votes to elect is the majority of the membership. If 20 were voting, then 11 would be the majority.
- * Each member of the Teller's Committee signs the report.

