**SOUTH DAKOTA DENTAL HYGIENISTS’ ASSOCIATION**

**ANNUAL SESSION EXECUTIVE POST-BOARD MEETING**

**OFFICIAL MINUTES**

**Sunday, May 31, 2014**

The Post-Board Annual Session Executive Board Meeting of the SDDHA was held Sunday, May 31 at 6:00 PM mountain time; 7:00 PM central time via WebEx, the President being in the chair and the Secretary being present. The meeting was called to order at 6:00 PM mountain time; 7:00 central time and introductions were given. A quorum was established with board members Cindy Dellman, Amy Tejral, Pat Aylward, Susan Christianson (sp?), Keri Thompson, Darlene Bogenpohl, Katie Williams, and Leslie Greager. The agenda was reviewed and approved. Introductions were made for new board members. Dellman is going to purchase a copy of Roberts Rules for Dummies that she will donate to the association to be kept with the acting President.

Greager gave treasurers report of Annual session. She is concerned about lanyards and nametags not being returned because it is becoming costly for the association. Greager proposed using nametags with a pin because they are cheaper than replacing the lanyards. Aylward proposed asking sponsors for donations to fund the nametags. Greager will look into cheaper options for next meeting. Greager is requesting all the components send in CE sign-in sheets in a timely manner. Also, she is requesting anyone requesting reimbursement to send her an itemized receipt. At times, sleeping rooms get charged to members when they give their credit card for incidentals so always check your credit card to make sure SDDHA gets charged and not the member. Greager is requesting that each position make a budget for themselves so she can have a better idea of how to make a budget for the whole association. Other members in new positions were unsure what kind of budget they would need, and requested looking at past expenses in other years to give a better idea of future costs. Aylward reminded the board we should have one year of liquid funds before we invest any money. Budget will be further discussed at next executive board meeting.

Dellman would like to hold quarterly executive board meetings to speed up decision making and keep board members up to speed with current happenings.

Greager had idea to purchase more visibility for internet when searched, and Tejral already has this same type of ad program in place for the next 5 years free.

Dellman and Greager discussed keeping Thursday/Friday schedule for Annual session until further notice. Greager proposed we should start charging for business luncheon to recover some of the costs and Aylward suggested we have a refund policy set in place to reduce the amount of refunds we give out. Greager posed the question of whether or not we should split up the sign-up items for the Annual Session in order to make it simpler, and Aylward will revisit the idea at Semi-Annual meeting in Chamberlain.

State Board of Dentistry meetings will be June 19th, Oct 16th, and Jan 15th. Aylward is attending already in June so she will represent SDDHA as well. Thompson can attend the October meeting.

Collaborative Agreement meeting will be June 30th. Once we decide who will attend, let Thompson or Paul Knecht know.

The schedule of speakers for Semi-Annual is finalized. Greager posed whether or not we will do vendors at Semi-Annual. After discussion, it was decided Aylward will continue vendors at Semi-Annual and will put a payment policy into place to decrease loss.

Aylward proposed creating a template for a shorter newsletter to make it easier to produce and less timely to read. It was decided to try this template and see how it is received.

Dellman recommended components come up with ideas for Hygiene Appreciation month (October) at their next component meetings.

A Legislative Breakfast committee was created and will include Thompson, Bogenpohl, Aylward, Tejral, and Glines. The committee will come up with ideas for future breakfasts to reduce cost while getting effective visibility. They will present ideas to executive board by July 15 and these ideas will be discussed at Semi-Annual.

 Next Annual Session will be Thurs May 14 Fri May 15 (this was misspoken it will really by Thurs May 12 and Fri May 13).

Thompson gave SDDHA support to Dentist by One encouraging doctors to educate patients to bring their children to dentist by age one. Tejral and Dellman will ask Tammy Filipiak at regional meeting what the protocol is for giving SDDHA support.

 Thompson has education materials she would like to disseminate to our membership so they can provide their patients that information. She will give it to Williams for the newsletter and Aylward recommended to put it on Facebook and give it to component trustees as well.

 Thompson has identified an incomplete sentence in the brochure and Dellman will address it.

Quartlerly Executive Board meeting will be held Aug 9th, 7:00pm. If anyone has items to be discussed contact Dellman.

Aylward has proposed the idea of having an Executive Director, and will spend the next year coming up with duties and present it next year at the business luncheon. Aylward is also volunteering herself for the position, she thinks it will help with continuity and guidance for new board members. It will also be a permanent address and contact for the association. Aylward is encouraging everyone to make a pro and con list and we will talk about this in September.

Dellman is asking board members to reread the bylaws.

Meeting adjourned at 8:45pm central time, 7:45pm mountain time.