

FMDIC, Inc.
Face-to-Face Meeting
March 22, 2013

Members Present: Al Alonso, RAPS (Industry Co-Chair) - Leader
Jeff Mansell, TDSHS (Regulatory Co-Chair)
Steven Juett, ACCE (Treasurer)
Sue Thomason, FDA-DALDO (Secretary)
Brian Blankenship, AdvaMed (pri)
David Makanani, OK Bio (pri)
Audrey Swearingen, RAPS (alt) - Phone
Julie Thomas, TMDA (pri)
John Criscione, Texas A&M University (pri) - Phone

Members Absent: Rebecca Ellis, ASQ BD (pri)
Mary Ellen Delaney – ASQ BD (alt)
Randy Thoma, BioAustin (pri)
Jo Svochak, CLMA (pri)
David Braeutigam, AAMI (pri) - Phone
Tom Brinck, TDSHS (alt)
Ricky Rodriguez, FDA-DALDO
Susan Turcovski, FDA-DALDO
Graham Giesen, FDA-DAL
Elaine Crosby, FDA-SWRO
Darrel Arterburn, AdvaMed (alt)

1. Roll call: The results above constituted a quorum of membership (8 of 11). Jonnetta Wheaton, TDSHS attended representing Tom Brinck.

2. Approval/Correction of December 7, 2012 Meeting Minutes: The minutes were reviewed, discussed and approved.

3. Members:

- Alternates needed
 - CLMA – Unknown status – **Table** until Jo is able to attend again.
 - ACCE – requested an appointment from ACCE. Steve asked if the alternate could attend by phone only? Members present agreed the alternate could attend by phone and asked that the alternate attend at least one meeting in person.
 - AAMI – David B needs to address – **Table**
 - Academia – Al recommended Jack Hart. John will email Dr. Hart to see if he is interested in becoming the alternate (**ACTION ITEM**)
 - MDMA – Beckie recommended dropping due to lack of response
 - Sue to prepare notification letter to MDMA for co-chair signatures (**ACTION ITEM**)
 - OK BIO – Alternate named; however no letter received as of today. David M to request OK BIO to submit a letter officially naming Sheri Stickley as their alternate. (**ACTION ITEM**)

Review of Action Items from December 7, 2012

- *ACTION ITEM – Jo to follow-up on the appointment letter for CLMA alternate – Table*
- *ACTION ITEM – Brian to seek additional academia representative from an OK university. – Brian working on it and will email Sue the recommended name. Academia can be a member as an individual as clarified in the By-laws.*
- *ACTION ITEM - Beckie will contact MDMA one more time for membership status – See above – no contact from MDMA. Sue asked to prepare a letter to MDMA requesting a representative be named by our next meeting or their association will be removed as a member of FMDIC. (ACTION ITEM)*
- *ACTION ITEM – Steve will close OK bank and open account in TX adding Beckie as secondary signature. Steve opened the account in TX and closed the OK account. (CLOSED). Still needs signature cards on Beckie. (ACTION ITEM)*
- *ACTION ITEM - Sue to resend electronic documents to Randy (done by Al and Jeff) (CLOSED)*
- *ACTION ITEM – Tabled from 12/7/12 meeting. Set the date for the next Devices 101 course – Requested for the agenda by Julie Thomas. Al explained the Device 101 format to those in attendance. David A., Al and Bill presented in the past 101s held in Austin, San Antonio, Dallas, and Houston. Dallas District will provide FDA representative to replace David A. Dr. Criscione will present academic view and is available in the summer. July and early August are open for John. Sue asked the group to choose the location now to lock down facility. Julie suggested Austin again. The suggestion was made to hold one in early August in Oklahoma. Brian recommended Oklahoma City at the Moore Norman Technology Center. Sue to contact Jeff Cole/QA rep at MNTC at 405-364-5763 and the JJ Pickle Center in Austin for availability. John and Julie volunteered to help Sue. Al will represent Industry again. (ACTION ITEM)*

Incorporation Status Report

- Discussion and review of official documents
 - Converted to TX
 - Became non-profit
 - Received new EIN
 - No more attachment to OK
 - Working with CPA to ensure financial documents are correct
 - Co-Chairs and treasurer are meeting with him this afternoon
 - IRS Form 1023 will be used to file as a not-for-profit
 - Co-Chairs have questions for the CPA
 - Form has to be filed within 18 months of incorporation
 - They will talk to him about taxes for last year.
 - Taxes on over \$50K in earnings? (Brian)
 - We won't know until we file. (Steve)
 - How do they look at the money transferred at incorporation? (Steve)
 - Can acquire operational capital– Steve
 - Charter – Changed to TX to match By-laws.
 - No further questions on incorporation

Committee Reports

- Finance Committee
 - Treasurer's Report
 - Org reports FMDIC (see reports for details) Beckie Ellis voted as assistant treasurer. Will send corrected report.
 - Sue to send Pickle Center estimated costs to Steve for the budget (**ACTION ITEM**)
 - Budget estimates for 2013 distributed
 - Do we have a tax due forecast? (Brian) Forecasted tax liability of \$3800. (Steve)
 - Scholarship – Change label to Grant
 - Add webmaster fee – estimate \$100/month
 - **Action Item** for John to find a student to work as webmaster
 - Mainly maintenance of the current site
 - Resend new budget for email vote by membership
 - All financials to be submitted to the CPA to do the taxes
 - The state needs to know income in April
 - This can be done over the phone
- Communications Committee
 - David's replacement – Julie volunteered to be chair
 - Brian and Sue are committee members
 - Members voted to combine Publicity and Communications committees
- Quality Committee – Randy (no report)
 - Jeff – We've made progress on our documents
 - We need to finalize and send to Randy for historical record keeping
 - Changed the Charter to match By-laws
 - Scholarship – change title to say Scholarship/Grant Guidelines and any reference in the document itself. Sue (**ACTION ITEM**)
 - Julie will oversee the update of the website.
 - Charter approved as minimally changed. Sue to update and send (**ACTION ITEM**) motion by Julie, Brian 2nd
 - Scholarship/Grant change. Sue to update and send. (**ACTION ITEM**)
John/David M
 - Award scholarship/grant to OU this year
 - John motioned and Brian 2nd. Brian will send information to treasurer.
 - Amount to award \$5K as in the past. Steve motioned and Brian 2nd
 - Code of conduct revised/approved. Sue to update, print and sign. Scan, sign and send. **ACTION ITEM** completed at the end of the meeting.
- Big Event Committee
 - Chair – Beckie or Tom will be asked to chair the event committee
 - Ricky will be asked to gather presentations and put in “show” order
 - Al motioned to set date as April 11, 2014, Jeff 2nd
 - Sue will prepare the request for proposals and start the facility hunt
 - Recommendations at next meeting (**ACTION ITEM**)

New Items –

- Set date for Big Event in 2014 – See above
- Webmaster needed – John C to find a student to be out webmaster with pay

- Co-Chairs Elected to serve the next two year term
 - Regulatory co-chair - Ricky Rodriguez
 - Industry co-chair – Brian Blankenship
 - Treasurer – Steve
 - Secretary – Sue
 - David M motioned to accept the slate of officers, Steve 2nd. Members in attendance approved the new officers for April 2013-March 2015
- Educational presentation - Brian – can they start back?
 - All in attendance wanted the presentations to start back
 - Sue will talk to Ricky to present in June. Suggested topics - Recalls or compliance.

Next Meeting Date - June 21, 2013

Important Dates

July & August 2013	Medical Devices 101 Events
April 11, 2014	Big Event
2 nd quarter	Scholarship Committee Meets - Done