

FMDIC Face-to-Face Meeting  
**20 January 2017**  
**Agenda**

Roll call

Approval/Correction of 9 September 2016 meeting minutes.

*Minutes approved, KCD move, BE 2nd*

**Action Items**

• **ACTION ITEM:**

1. David Makanani to request OK Bio to submit a letter appointing an alternate representative. Pending since 7/22/2016 meeting.  
*Still pending*
2. Jonetta to send out Code of Conduct Forms that need to be completed by the officer and annually by all members. Forms to be returned to Jonetta  
*Beckie sent out copies with the meeting notice, as an attachment. Sign and send to Jonetta by 1/31/17. Electronic signatures are not precluded.*
3. Beckie to forward the Treasurer Job Description and Assistant Treasurer job description to Mary Ellen and Karen Daugherty for electronic signature.  
*Karen needs to sign and return to Beckie; already sent this week.*
4. Committee Chairs and officers to start bullet pointing their roles and responsibilities.  
*Due 2/15/17*
5. Steve to provide a copy of the before and after edits of our standard Grants letter. Steve to send Word and PDF version to Lars for posting to the Members only page.  
*Steve not present today; Beckie will send a note to Steve to ask for this, and Jonetta will coordinate with Lars.*
6. Diana to obtain a date for 2017 for another FDA 101 at UTD.  
*Diana is not on the line today; we do not have date. Mary Ellen is willing to continue as an alternate for the biomedical division and to help coordinate 101. Beckie will reach out to Diana and ask for date, and coordinate with Mary Ellen.*
7. John and Diana will work together on developing an FDA201 course and consider doing it as a roadshow. Diana will reach out to John to begin working on this next week.  
*Beckie hasn't heard an update on FDA201. Beckie will reach out to John and Diana for an update. Yadin David has agreed to assist with this.*
8. Randy to write up the job description for the Quality Committee chair so that we can seek a replacement  
*Need a new Quality Committee chair replacement. Committee was in place and working on SOPs. Some were drafted, others were not because no active changes. Yadin David is interested in the position. He will reach out to Randy to discuss the status of the position, the time involvement. Nomination from the floor to make Yadin our Quality Chair, and Yadin does not object. The nomination was enthusiastically and unanimously agreed. Yadin David is the new Quality Committee Chair.*

9. Jonnetta is going to ask Lars how long he will be available to us and come up with a transition plan if we need to.

*Jonetta said this still needs to be an action item. Our transition plan is for Jeff Mansell to provide assistance. Jeff has been able to update the website, and Jonetta has experience uploading documents to other platforms. Lars has been helpful for AV coordination on big events; if we aren't able to find someone to assist on this, we will have to budget for it. Jonetta will do that next week.*

### **Committee Reports**

- Finance Committee
  - *Proposed change: removing \$4000 expense for flashdrives. We need to determine whether that quote is based on a bulk order and printing set up charges. KCD moved to remove this line item from this year's budget and otherwise approve the budget as written; Jonetta 2<sup>nd</sup>. Approved.*
  - *Grant SOP that addresses the scholarship – discussion around the language assuring that the amount of the scholarship is not fixed. Jeff will review the SOP and submit it to Yadin for approval. We think it is currently flexible, but Jeff will confirm. Scholarship grant guidelines state that we aware a grant of up to \$5000 may be made – wording allows for variation in amount and whether award will be given in a particular year. May want to modify to include consideration of the account balance.*
  - *Consider adding a low balance cutoff to the budget so that we maintain a minimum balance in our account. Possibly a mark of \$30,000. Jeff will speak with Steve about this.*
- Communications Committee
  - *Website – as discussed, Jeff has been able to make changes and corrections made today can be incorporated on the website.*
- Quality Committee
  - *New chair of the committee is Yadin David. He will work with Randy on the details of the position. Yadin has already reached out to Randy.*
- Events Committee
  - *We do not have a report from the events committee. Beckie will follow up and will include Yadin on response. As discussed, Mary Ellen is willing to assist.*

### **New Items**

1. Replacement of Secretary
  - Beckie will write an email requesting nominations for a secretary.*
2. Replacement of Primary Representative for AdvaMed
  - a. Darrell Arterburn is no longer a member. Brian proposes to be backup and to have Abbie Dunagen, the Quality Systems Manager for Smith and Nephew/Oklahoma City take over as Primary.

Brian was proposing Abbie as alternate of the primary, and Brian as the back up. Brian isn't sure what Darrell submit. He is trying to get information on what was done in the past – Beckie sent example, but what is needed is something on Advamed letterhead

recommending Abbie as primary and Brian as alternate. Secretary maintains document as an archived form.

We need the same thing from Mary Pat and Lynn for their change.

3. Replacement of Karen Daugherty as Regulatory Co-Chair
  - a. Her position is changing and she is looking for a replacement  
*Date is not confirmed; regulatory co-chair is not required to come from FDA. This could be a DSHS representative. Recommendation from the floor that we use a senior member. Nomination from Meghan for Jeff to be chair, KCD seconded. Historically regulatory co-chair has been a senior member of the organization. Jeff is agreeable to the chair if the secretary is someone from FDA, in order to maintain the relationship. Karen will reach out to Bill Shackelford in regard to serving as Secretary.*
4. Annual Meeting was scheduled for December 16<sup>th</sup>, which was postponed. Invitation to annual meeting must go out at least 2 weeks prior to the Annual Meeting. How do we accommodate this?  
*We have to send a meeting invitation out 2 weeks before, so soonest we could do it would be February. Friday is the best day. Beckie will reach out to Steve regarding the information needed for that meeting, and to set the date. She will do this today.*
5. Discuss the FD201 concept (John and Diana not present)
6. Finalize date for FDA 101 which Diana will work on with Mary Ellen. Who will be our Biomedical Division contact going forward? Will FDA provide speakers? *Tabled.*
7. Scholarship committee needs to meet 2<sup>nd</sup> Quarter. *Who will participate? Tabled, no scholarship offered this year.*  
*Discussion regarding the fiscal implications of scholarship in light of the current budget. Consider either reducing or foregoing a scholarship for the current year. We don't have an obligation to offer a scholarship.*

*AFDO in June – we do not currently have anyone appointed to birddog the event and get us involved. At the last one, we set up a table and put out some 820 booklets, but didn't necessarily have a manned booth. Jonetta remembers that we co-sponsored the drug/device track lunch. Karen will get the contact information for Randy Young to Jonetta.*

*New items from the floor:*

*Question regarding the finance report – we will hold for the annual meeting.*

**Next Meeting Date 7 April 2017. We normally meet in the last month of the quarter so April is off target. Do we have a proposed date for March? Proposed date is 3/31/17. Legislative session falls on that date for DSHS, so their participation may be limited.**

**Jeff moved to adjourn, seconded. Meeting adjourned at 10:40 a.m.**

### **Important Dates**

2<sup>nd</sup> quarter

Scholarship Committee Meets

Date

Big Event or Devices 101