

FMDIC Quarterly Meeting
June 24, 2016
Minutes

Members Present: Beckie Ellis, ASQ BD-pri (Industry Co-Chair)
Karen Daugherty (Regulatory Co-Chair)
Steven Juett, ACCE (Treasurer)
Randy Thoma- BioAustin (pri)
Mary Pat Moyer-BioMed SA (pri)-phone
Kelly Sheppard-FDA-DALDO-phone
David Makanani-OK Bio (pri) phone
Tom Brinck-TDSHS
Jeff Mansell-TDSHS
Dr. John Criscione- Texas A & M University (pri)
Hari Kotturi-pri- University of Central OK
Don Hurd – BioNorthTX (pri)
Shawn Beddes – BioNorthTX (alt)

Members Absent: David Yadin-ACCE, (alt)
Lynn Miller, BioMed (alt)
Brian Blankeship- AdvaMed- (pri)
Darrel Arterburn AdvaMed- (alt)
Jo Svochak (pri) CLMA
Jan Svochak (alt) - CLMA
RAPS- vacant
Rafi Baddour (alt) TMDA
Julie Thomas-TMDA (pri)
Danieli Rodrigues- University of Texas at Dallas (pri)
Stacy McAllister –FDA-DALDO
Cymbre Weatherly- FDA-DALDO
Jonnetta Wheaton-TDSHS
Mary Ellen Delaney, ASQ BD-alt (Secretary)

- Roll Call: The results above did constitute a quorum of membership (x of 11).
- Approval of March 4, 2016 meeting minutes. Motion made to approve, (x). Motion approved.

Review of Action Items

Action Items from December 4, 2015/March 4 2016 Meeting:

1. David Makanani to request OK BIO to submit a letter appointing an alternate representative.- Letter received, person reassigned. David to follow-up for the letter. Open
2. Code of Conduct forms need to be completed by the officers (and annually by all members) and posted on website by Lars. Forms to be resigned by all members at the December meeting. Julie to post to the website.
3. Steve to send Final Finance SOP and SOP/Job Description to co-chairs Karen and Beckie for final signature.
4. Ricky to reach out to David Yadin for contact at BioHouston.
5. Beckie will work on an introduction for Case for Quality and send the information for Ricky's review.
6. Steve to provide a copy of the before and after edits of our standard Grants letter.
7. Steve to have Dan review standard grants letter to make sure the money is used as stated.
8. Danieli to obtain a date for 2016 for another FDA 101 at UTD.
9. Karen- Search for Job descriptions and if not available will need to be developed.
10. Steve – To draft Job descriptions for Treasurer and Assistant Treasurer and Jeff to assist with referencing the bi-laws and will review at the next meeting.
11. Chairs and officers to start bullet pointing their roles and responsibilities.

12. Beckie to follow-up with Diane Easton to be replacement/alternate for Dr. Danieli

New Action items:

Committee Reports

- Finance Committee – Steve Juett
- Communications Committee:
- Quality Committee :
- Events Committee: no report
- Big Event:

New Items

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Next Meeting Date:

2nd quarter

Important Dates

Scholarship Committee Meets