

# FMDIC Face-to-Face Meeting

## June 16, 2017

### Agenda

#### Roll call

ACCE	Steven (Steve) Juett	X
ACCE	Yadin David	
AdvaMed	Brian Blankenship	X
AdvaMed	Abbie Dunagan	
ASQ- Bio	Rebecca (Beckie) Ellis	
ASQ- Bio	Mary Ellan	
BioAustin		
BioAustin	VACANT	
BioMedSA	Mary Pat Moyer	X
BioMedSA	Lynn Miller	
CLMA	Naomi (Jo) Svochak	
CLMA	Jan Svochak	
OKBio	David Makanani	X
OKBio	VACANT	
RAPS	VACANT	
RAPS	VACANT	
TDSHS	Jeff Mansell	X

TDSHS	Jonnetta Wheaton	
TDSHS	Meagan Snyder	
TDSHS	Charles Hunter	
TMDA	Julie Thomas	
TMDA	Rafi Baddour	
Academia (A&M)	John C. Criscione	
Academia	Lars Kuslich	
Academic (UTD)	Diana Easton	
Academic (UCO)	Dr. Hari Kotturi	
BioNT	Don Hurd	X
BioNT	Shawn Beddes	X
GOV	Karen Daughtery	
GOV	Cymbre Kooker	X
GOV	Elaine Crosby	
GOV	Kelly Sheppard	
GOV	Iris MacInnes	

#### Approval/Correction of 28 April 2017 meeting minutes.

Read, motioned to accept by Steve, seconded by David, and approved by majority vote

#### Action Items pending from last meeting

##### OPEN ACTION ITEM:

1. David Makanani to request OK Bio to submit a letter appointing an alternate representative. Pending since 7/22/2016 meeting. State of Oklahoma is still reviewing.
2. Beckie sent out Code of Conduct Forms that needs to be completed by the officer and annually by all members. Forms to be returned to Jonnetta and Jeff by 7/31/2017. Attendees on today's call have submitted their forms. Once formatted and posted, will review for outstanding forms.
3. Job descriptions to be received by Jonnetta & Jeff for posting to website by 7/31/2017. Pending.
  - a. Committee Chairs and officers to start bullet pointing their roles and responsibilities and return by 7/31/2017. Committee chairs to complete job descriptions. Beckie to target individuals. Steve will assist.
  - b. Randy to write up the job description for the Quality Committee chair so that we can seek a replacement. Yadin is interested in the position. Nominations from

the floor were made enthusiastically. Yadin to reach out to Randy to discuss the status of the position and 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 to. Yadin to reach out to Randy to discuss the status of the position and the time involvement. **No response.**

4. 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. **Complete.**
5. Diana to obtain a date for 2017 for another FDA 101 at UTD. 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. **Pending. Don Hurd will assist and relay info to Diana.**
6. 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. Yadin David has agreed to assist with this. No update.**
7. 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. Our transition plan is for Jeff Mansell to provide assistance. Jeff has been able to update the website, and Jonnetta 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. Graduating in August, paid hourly position John/ David. **Academics "committee" to discuss and come back with options (e.g. reach out for new AV and website intern, perhaps paid hourly by university, to be assistant to academic service and to FMDIC).**
8. **Replacement of Secretary.** Cymbre has accepted the Secretary position. Feedback is always welcomed and encouraged. **Complete.**
9. **Replacement of Primary Representative for AdvaMed.** Abbie Dunagan is the alternate. **Complete.**
10. **Regulatory Co-Chair & Industry Co-Chair Re-engagement.** A request for a regulatory co-chair (historically a senior member of the organization) and an industry co-chair needs to be sent. Cymbre will research who might be best to contact to verify FDA is still invested in FMDIC, in light of ORA program alignment, and request a meeting by 7/01/2017. Officers should prepare a presentation for said contact to show the value and intent of FMDIC. **Steve, Jeff, and Beckie will work on compiling a presentation for the meeting.**
11. **AFDO on Sunday.** Steve sent e-mail to Karen Daugherty on 6/16/2017 requesting she address FDA re-engagement to FMDIC via Regulatory Co-Chair and Regulatory Members at the AFDO meeting. **Pending.**
12. **Discuss the FDA 201 concept.** John and Diana were not present at January 2017 meeting. Tabled to April 28 meeting. **No update.**
13. **Finalize date for FDA 101 which Diana will work on with Mary Ellen.** Mary Ellen has indicated she is willing to do this. Will FDA provide speakers? This was tabled. **No update.**
14. Academics Representative, request a primary, discuss a time frame. **Report Primary role and alternates.**

## Committee Reports

### 15. Finance Committee

- a. Budget **correction needed for events**
- b. Finance Report approval **motion David, second Mary Pat, approved by majority vote**
- c. **Consider adding a low balance cutoff to the budget** so that we maintain a minimum balance in our account. **The SOP will be amended to state “maintain positive cash flow”.**

### 16. Communications Committee

Website – as discussed, Jeff has been able to make changes and corrections made today can be incorporated on the website. **Continuing to make changes to Website; members, please review and share with Jonnetta feedback. Member Orgs please send updates, events, and distribution list changes to Jonnetta. Notably, copy and include Secretary on official/non-committee communications.**

### 17. 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. **We request a job description following a discussion.**

### 18. 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. **No committee update. Per Big Event SOP, action required by 3<sup>rd</sup> quarter meeting to commit to Big Event. Full SOP must be activated in this quarter if Big Event is to be planned for April 2018. Participation needed by all members of FMDIC to complete the planning process in a timely manner. Cymbre will send the 2016 Big Event Feedback again to the membership distribution, stating assistance is needed this quarter! Staci and Cymbre’s site visits on hold until approximate date decided.**

## NEW BUSINESS

- a. **Records Update.** Need to update records regarding membership, committee leadership, etc. Website to be updated accordingly. **Pending.**
- b. **Items from the Floor.** **No additional items.**

## Review of Discussion

### Selection of Next Meeting Date

**September 22, 2017**

**alternate: September 29, 2017**

### Move to adjourn

**David moved, Jeff seconded**

**Meeting adjourned**