

FMDIC Face-to-Face Meeting  
July 22, 2016  
Meeting minutes

Note: These are the Notes from Steven Juett due to computer issues.

**Roll call**

**Approval/Correction of 6/24/16 meeting minutes.**

**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. **Open**
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 review.
6. 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.**
7. Steve to have Dan review standard grants letter to make sure the money is used as stated. **Done**
8. Diane/ 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. **All officers and Typical Chair position will follow the format from the approved Treasurer format.**
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. **Sent out in the meeting**  
Chairs and officers to start bullet pointing their roles and responsibilities
11. New Action Items:
  - a. Tom Brink resignation, nomination of Charles Hunter. Voted, approved. Karen to send a welcome and invitation.
  - b. Communications Chair – Jonnetta volunteered, voted and approved

**Committee Reports**

- Finance Committee
- Communications Committee
  - Website
- Quality Committee
- Events Committee:

BIG EVENT ACTION ITEMS:

**New Items**

The next AFDO meeting is next June in Houston. Tom Brinck just reminded everyone that FMDIC partnered with AFDO a few years ago when they met in Plano. Since there is no big event next year, it could be a great opportunity to collaborate on that again.

**Continuing Items:**

**Next Meeting Date**

**Important Dates**

2<sup>nd</sup> quarter

Scholarship Committee Meets