

**BIG COUNTRY REGIONAL ADVISORY COUNCIL
EXECUTIVE COMMITTEE MINUTES
JANUARY 31, 2007**

Meeting called to order by H.T. Fillingim, Chair, at 1015.

Roll call: H. T. Fillingim, Chair
 Bobbie Collom, Secretary
 Cindy Boles, Treasurer
 Danny Owen
 Lee Ann Fraser
 Sheila Kuehler
 Josie Fillingim
 Randy King
 Tracy Emmons
 Todd Barnes
 Ronnie Brown
 Alicia Whitt

Attendees other than Executive Committee members: Andrew Cargile, DSHS, Barbara Vines.

Danny Owen asked that the minutes of the previous meeting reflect his attendance at the meeting, and the minutes will be amended to reflect this change. Motion to approve the minutes as amended by Todd Barnes, second by Josie Fillingim; all in favor, none opposed.

Treasurer's Report: Cindy Boles presented a report detailing the balances in the accounts as follows:

BT04 Contract #310053	\$ 7,667.36	Admin monies returned
BT05 Contract #320781	68,625.43	Admin
	19,558.48	Program
Tobacco Contract #322505	43,131.31	
EMS Co. Contract #317041	13,966.55	
EMS/RAC Contract #316849	25,912.94	
Dues Account	7,061.12	

There is only one outstanding bill of \$444.03 (newspaper ad).

As noted above the \$7,667.36 in administration monies for BT04 contract had to be returned to the State because they were not spent. There was discussion among members as to how the committee could spend these monies in the future that would benefit the organization and prevent having to return monies this year.

All members are asked to NOT send anything to the OLD post office box. The BCRAC NO longer has this post office box and mail is being returned or delayed if sent to same.

There was also discussion regarding funds from the State to Tri-City and PK Westlake that are sent to the BCRAC. Neither of these entities participate in our RAC nor will they respond to letters or phone calls. Andrew Cargile offered to look into the situation and contact these entities. Also there are still providers who have not turned in receipts in order to get their checks. Motion by Ronnie Brown, second by Alicia Whitt to approve the treasurer's report; all in favor, none opposed.

Old Business: Trauma Plan Revision - Alicia Whitt has been in contact with John Smith and she has made some proposed changes and additions. John is not in attendance today, but the committee has made significant headway on the revisions. The plan will be posted on the website (instead of in a hard copy) when it is approved by the general assembly.

Trauma Foundation - It was decided to ask Jorie Klein to attend the general assembly meeting in April to answer questions the group has concerning this foundation.

FY 06-07 Dues - The BCRAC set a 12/1/06 deadline for the payment of dues (in order for them to be current). As of this date, two entities have paid after the deadline and others have not paid. After discussion, it was decided that certified letters will be sent to these organizations. The letter will ask these entities to refer to Section 4.1.5 of the BCRAC Bylaws as to what steps to follow for reinstatement. The letter will state that loss of membership will include loss of funds until the membership is brought current. If the affected organizations wish to reinstate membership, they will need to submit a letter outlining steps to be taken to remain in good standing in the future. After approval of reinstatement at the April general assembly meeting, the organization in question will again be eligible for funds. Alicia Whitt made motion to send certified letters to non-compliant organizations as set out above and also stating that once they are reinstated they will be eligible for any unallocated funds, second by Ronnie Brown, all in favor, none opposed.

New Business: Executive Coordinator - The list of applications for the position has been narrowed to six persons; and interviews will take place at the RAC office on Monday, February 5, 2007 beginning at 1330. Todd Barnes made a motion that the person selected will be hired on an interim basis until he/she is approved at the April general assembly meeting, second Ronnie Brown, all in favor, none opposed.

Audit - Independent auditor, Don Cobb, gave favorable opinion on RAC financial status. His on recommendation was that the organization consider moving some of the funds into additional accounts due to the FDIC \$100,000.00 limit.

New Office - Due to the space limitations in the present office and the availability of a larger office in the same building, there is a request before the committee for approximately \$400 to move the office and an additional \$59/month rent. The following furniture/equipment is also needed: Lateral file cabinets, chairs, fax machine. Motion by Ronnie Brown, second by Tracy Emmons to approve moving the office and purchase of equipment/furniture; all in favor, none opposed.

Needs Assessment - The Needs Assessment will be due on or before March 1, 2007, and every organization should file one. Next year when the dues are payable the Needs Assessment will be submitted with the dues as it is required annually.

Committee Assignments - A Committee Participation Information Form should be completed and returned on or before March 1, 2007. Everyone MUST participate on a committee. The Stroke Committee will become the Stroke/STEMI committee as per information H.T. Fillingim brought from the latest meetings he has attended. Discussion was held on some of the new guidelines being discussed. The goal is to get all RAC entities on the same page as far as guidelines are concerned. There was also discussion on times for the Executive Committee and standing committee meetings. It was agreed that times will remain the same.

Next Meeting will be on March 21, 2007.

Open Forum - There will be a HRSA Stakeholders meeting Friday, February 2, 2007 in the Dallas area. If Sheila Kuehler is unable to attend, Barbara Vines as agreed to attend.

There being no further business, the meeting adjourned at 1210.

Respectfully submitted,

Bobbie L. Collom, Secretary