

**BIG COUNTRY REGIONAL ADVISORY COUNCIL
GENERAL ASSEMBLY MINUTES
JANUARY 31, 2007**

Meeting called to order by H.T. Fillingim, Chair, at 1400.

Roll call: Sign-in sheets attached.

Minutes of the previous meeting posted on the website and a hard copy available at today's meeting. Motion to approve the minutes by Tammy Heidenheimer, second by Loretta Bronstein; 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.

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. Also there are still providers who have not turned in receipts in order to get their checks. Motion by Loretta Bronstein, second by Marylu Helton to approve the treasurer's report; all in favor, none opposed.

Old Business: Trauma Plan Revision - Alicia Whitt 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). Several entities have not paid their dues and there will be a process that must be followed in order to get back into good standing. 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 necessarily 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. There are some entities that have monies due them, but they do not participate, have not sent in their invoices, and do not respond to calls or letters. The State is going to be contacted regarding removal of these organizations from the BCRAC eligibility list.

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 Tammy Heidenheimer, all in favor, none opposed.

Audit - Independent auditor, Don Cobb, gave favorable opinion on BCRAC accounting practices. His on recommendation was that the organization consider moving some of the funds into additional accounts due to the FDIC \$100,000.00 limit. The Executive Committee will work with the auditor and see how this can best be accomplished. Motion to accept the audit by Tammy Heidenheimer, second Wanda McIlvain; all in favor, none opposed.

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 general assembly for approval of approximately \$400 to move the office and an additional \$59/month rent. The following furniture/equipment is also needed: Lateral file cabinets (\$370 each), chairs, fax machine (\$300.00). Motion by Grant Madden, second by Glynis Gotcher 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. This needs assessment is due annually.

Committee Assignments - A Committee Participation Information Form should be completed and returned (mailed or faxed 325-437-2478 to the RAC office at 3301 N. 3rd, Suite 123, Abilene, TX 79603) 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; and this new committee will have a lot of work to do.

RAC Chair comments - HRSA funds 07 have new tracking requirements (benchmarks).

There are 10 backboards and straps at the RAC office for EMS/First Responders. Please go by and pick up a backboard/straps if you need one. Reminder: Please check at hospitals outside our area for BCRAC backboards.

Friday, February 2, 2007, Barbara Vines will be attending a HRSA Stakeholders meeting on behalf of the BCRAC.

Next Meeting will be on April 18, 2007.

BCEMSPO meeting immediately following adjournment.

There being no further business, motion to adjourn by Jason Tyler, second by Loretta Bronstein; all in favor, none opposed. The meeting adjourned at 1455.

Respectfully submitted,

Bobbie L. Collom, Secretary