MINUTES
BOARD OF TRUSTEES
Oklahoma Dental Association

November 4, 2011
1:30 p.m.           Oklahoma City, OK

MEMBERS PRESENT
Dr. Douglas Auld, President
Dr. Todd Bridges, President-elect
Dr. Tim Fagan, Vice President
Dr. Matt Cohlmia, Secretary/Treasurer
Dr. Krista Jones, Speaker of the House and Trustee (OC)
Dr. Raymond Cohlmia, Editor and ADA Delegate
Dr. Steven Hogg, ADA Delegate
Dr. Scott Waugh, ADA Delegate
Dr. Carrie Chastain, Trustee (NW)
Dr. Kevin O’Halloran, Trustee (SW)
Dr. Jandra Mayer-Ward, Trustee (N)
Dr. Sid Nicholson, Trustee (E)
Dr. Richard Brown, Trustee (TC)
Dr. Steve Young (seated for Dr. Stephen Glenn)
Dr. Lee Beasley (seated for Dr. Michael Jackson)

NON-MEMBERS PRESENT
Dr. Brad Hoopes, President, Oklahoma Board of Dentistry
Dr. Jana Winfree, Oklahoma State Health Department
Ms. Lydia Miller, Director of Communications/Education
Mr. Jerrell Welch, Director of Membership/IT
Ms. Aubrey Weatherford, Special Projects Manager
Ms. Lacey Trent, Membership Services Manager
Mr. John Bobb-Semple, Operations Manager
Ms. Lynn Means, Executive Director

MEMBERS ABSENT
Dr. Carrie Chastain, Trustee (NW)
Dr. Kevin O’Halloran, Trustee (SW)
Dr. Jandra Mayer-Ward, Trustee (N)
Dr. Sid Nicholson, Trustee (E)
Dr. Richard Brown, Trustee (TC)
Dr. Steve Young (seated for Dr. Stephen Glenn)
Dr. Lee Beasley (seated for Dr. Michael Jackson)

CALL TO ORDER & CERTIFICATION OF QUORUM
Dr. Doug Auld, President, called the meeting to order at 1:34 p.m. Dr. Matt Cohlmia, Secretary/Treasurer, certified a quorum.

APPROVAL OF MINUTES

COMMUNICATION FROM ALLIED ORGANIZATIONS

OU College of Dentistry
Dr. Steve Young, Dean, reported on several changes within the school including changes to the calendar and curriculum. The College plans to renovate the third floor clinic area to create a more patient friendly and comprehensive care facility. The College continues to integrate new technology in the clinic and classrooms including an online learning system. Dr. Young informed the Board of recent and upcoming changes in faculty.

Oklahoma Board of Dentistry
Dr. Brad Hoopes, President, reported that a new license renewal form has been sent to all OK licensed dentists and is due November 31st. This form requires a lot more information than in the past in order to gain more accurate records. The Board is also working to advance technology within the Board offices and to put more information online about new rules/regulations for nitrous oxide and anesthesia. Dr. Hoopes discussed the Prescription Management Program that is currently available to all dentists online. He also reported that the ODA Annual Meeting attendees will receive CE for visiting the exhibit hall.

Oklahoma State Department of Health
Dr. Jana Winfree, Dental Director, discussed water fluoridation and efforts made to promote the issue across the state. Information is now available on the ODA website listing dentists available to treat patients with special needs. Dental Screenings will be offered to Oklahoma public schools, though they are not mandatory. Dr. Winfree updated the Board on
the Loan Repayment Program status. The Department of Health, OU College of Dentistry and OU College of Public Health are working together on the oral health needs assessment for all Oklahoma third graders.

ASDA – no report

DENPAC - A written report was submitted. Dr. Krista Jones opened discussion about the value of continuing the DENPAC Silent Auction at the ODA Annual Meeting. Dr. Doug Auld suggested this item be referred to the DENPAC Board.

Oklahoma Dental Foundation
Dr. Lee Beasley, President, reported on the staff changes at the Foundation. The ODF is working to expand the types of programs on the mobile unit to include a Prison Release Program for women, returning veterans and senior citizen care programs. Mr. John Wilguess, Executive Director, is working on new ways to raise money and interest from other groups for support of the ODF. Dr. Beasley updated the Board on the new ODF Board members. The Foundation staff is also working closer with the ODA staff to build programs and not duplicate them.

COMMUNICATION FROM OFFICERS

President
Antitrust Statement
Dr. Doug Auld read the antitrust statement and passed it around the room for signatures. The signed statement will be filed at the ODA.

Board Member Expectation Letter
Dr. Krista Jones moved and Dr. Raymond Cohlmia seconded that Board members sign the Board Member Expectation Letter at the March 2012 meeting of the ODA Board of Trustees.

On vote, motion adopted.

Centennial Membership Section/Building Fundraising Campaign - A written report was submitted. Dr. Auld report that $30,045 has been pledged and $25,685 has been received as of October 15, 2011.

Dr. Krista Jones motioned and Dr. Steve Young seconded that the ODA begin offering corporations the opportunity to purchase bricks and pavers as a means to donate to the ODA Building Fund.

On vote, motion adopted.

Oklahoma Mission of Mercy (OkMOM)
Dr. Auld reported that $62,845 has been raised for the 2012 OkMOM in McAlester, OK. Ms. Aubrey Weatherford reported that 822 volunteers are registered to attend as of November 4, 2011.

Special Presentation
Dr. Auld presented Dr. Raymond Cohlmia, ODA Editor, with bound ODA Journals and thanked him for his hard work at the ODA.

Executive Director Evaluation
Dr. Auld requested that the Board enter in to Executive Session at the end of the regular business meeting.

Expanded Duties Task Force
Dr. Auld reported, due to the lack of support by the Oklahoma Board of Dentistry, the ODA Expanded Duties Task Force has been sunsetted.

Dr. Doug Auld moved adoption of the following resolution from the Council on Membership and Membership Services:

Resolution H-BOT(2011-2012)-1

Permanent Disability
Submitted by: Council on Membership and Membership Services
Resolved, to amend the Bylaws, Article III, Section 2B,

3. “An active member in good standing who becomes permanently disabled shall make application, be nominated first approved by the Board of Trustees their component’s officers and elected then by the House of Delegates Board of Trustees. Provided, however, that if the disabled member recovers and resumes earning income in any manner as a dentist shall lose the status as a life member and become, if qualified, an active member.”

Budgetary Implications: N/A
Strategic Plan Goals: N/A

On vote, motion adopted. This resolution will be forwarded to the Council on Bylaws and Rules.

President-elect
Dr. Todd Bridges reported that the Council on Nominations and Elections will meet on January 13, 2012 at 11:30 a.m. Please submit your 2012 nominations for council seats, ADA Delegate, ADA Alternate Delegate, Speaker of the House of Delegates, and ODA Vice President to your Component President, President-elect or Dr. Todd Bridges at the ODA.

Dr. Bridges updated the Board on the Rural Panel Discussion that was held on November 3, 2011. The Panel had 16 attendees, 10 dental students and six spouses. Dr. and Mrs. Doug Auld, Dr. and Mrs. Todd Bridges, Dr. and Mrs. Tim Fagan and Dr. and Mrs. Trent Yadon shared about rural dentistry in Oklahoma.

Vice President
Dr. Tim Fagan moved adoption of the following resolution:

Resolution B-(2011-2012)-1
OkMOM Committee Structure
Submitted by: Dr. Tim Fagan

Resolved, to amend the current OkMOM standing committee policy by substitution:

A Standing Committee of the Board of Trustees shall annually evaluate sponsoring a dental mission of mercy (OkMOM) event. The ODA President will appoint the Chair of OkMOM for the event to be held during that ODA President’s term of office; and the ODA President-elect will appoint the Co-Chair of OkMOM for the event to be held during that ODA President-elect’s term of office. The OkMOM Chair and Co-Chair will then appoint committee members, as necessary, for each event. The planning committee will solicit funds and other donations for this project and be responsible for the planning and execution of the events. The ODA Vice President will serve as the ODA Board of Trustees’ Liaison to the OkMOM Committee.

On vote, motion adopted.

Secretary/Treasurer – A written report was submitted.
Dr. Matt Cohlmia reported account balances as follows:

Dr. Cohlmia reported the membership figures as follows:
1,632 Total Active Members, 8 Affiliate Members, 40 Associate Members, and 227 Student Members. Dues Waivers: 1. Full Dues equivalent members 1,131. This equals 84% of the market share.

Executive Director - A written report was submitted.
Ms. Lynn Means reported that there were 841 total attendees for the 2011 Annual Meeting. After the Exhibitor Focus Group meeting in June, the Annual Meeting Planning Committee is making several changes in 2012 that will improve the exhibit hall and the meeting overall.

Ms. Means also reported that Strategic Planning was held in June and was very successful.
Conflict of Interest/Statement of Disclosure forms were distributed to Board members that did not have one on file for 2011-2012.

COUNCIL AND COMMITTEE REPORTS

**Annual Meeting Planning Committee**
On behalf of the Committee, Dr. Doug Auld moved adoption of the following resolution:

Resolution B-AMPC(2011-2012)-2

**Annual Meeting Venue Rotation**
Submitted by: Annual Meeting Planning Committee

Resolved, to conduct the ODA Annual Meeting in Oklahoma City for two consecutive years and then in Tulsa for one year, on the third year of the CE reporting cycle, beginning in 2016.

Budgetary Implications: Registration and Exhibit Income
Strategic Plan Goals: Membership Participation

Dr. Steve Hogg moved to vote by roll call. Motion seconded and adopted.

**MEMBER YES VOTES**
Dr. Todd Bridges, President-elect
Dr. Carrie Chastain, Trustee (NW)
Dr. Matt Cohlmia, Secretary/Treasure
Dr. Raymond Cohlmia, ADA Delegate
Dr. Tim Fagan, Vice President
Dr. Krista Jones, Speaker of the House and Trustee (OC)
Dr. Sid Nicholson, Trustee (E)
Dr. Kevin O’Halloran, Trustee (SW)
Dr. Scott Waugh, ADA Delegate
Dr. Lee Beasley, ADA Alt. Delegate

**MEMBER NO VOTES**
Dr. Richard Brown, Trustee (TC)
Dr. Steven Hogg, ADA Delegate
Dr. Jandra Mayer-Ward, Trustee (N)

**ABSTENTIONS**
Dr. Steve Young, ADA Alt. Delegate

Motion adopted.

Dr. Kevin O’Halloran moved and Dr. Krista Jones seconded that this resolution be further reviewed and voted on by the ODA House of Delegates.

On vote, motion adopted.

The Board decided to postpone consideration of the 2016 Annual Meeting dates until after the ODA House of Delegates meeting in April 2012.

**Budget and Finance** - A written report was submitted.
Dr. Todd Bridges moved adoption of the following resolutions from the Budget and Finance Committee:

Resolution B-BF(2011-2012)-3

**2010 Audited Financial Statements**
Submitted by: Council on Budget and Finance
Resolved, that the attached 2010 audited financial statements, prepared by Cole & Reed, PC, be accepted as presented.

On vote, motion adopted.

Resolution H-BF(2011-2012)-2
Capitalization Policy
Submitted by: Council on Budget and Finance

Resolved, that the Oklahoma Dental Association expense assets in the period purchased if these assets cost less than $1,000 individually. Assets costing in excess of $1,000 individually will be capitalized and depreciated.

On vote, motion adopted. This resolution will be forwarded to the Council on Bylaws and Rules then to the House of Delegates.

Resolution B-BF(2011-2012)-4
Volunteer Reimbursement Policy
Submitted by: Council on Budget and Finance

Resolved, to amend H-BP(2003-2004)-26 by addition:

Volunteer representatives approved for travel on behalf of the Oklahoma Dental Association shall be reimbursed for lowest advance purchased coach airfare, to include luggage fees, with the exception of golf bags, or current government mileage rate, run of the house lodging at the designated leadership hotel, including Internet fees and up to $75 per diem reimbursement with signed receipts.

On vote, motion adopted as amended.

Resolution H-BF(2011-2012)-3
Public Information Fund
Submitted by: Council on Budget and Finance

Resolved, to repeal the earmarked public information funds and absorbing that portion of the membership dues into the general operating budget.

Budgetary Implications: none
Strategic Plan Goals: n/a – administrative

On vote, motion adopted. This resolution will be forwarded to the Council on Bylaws and Rules then to the House of Delegates.

Resolution B-BF(2011-2012)-5
Lunch for Annual Meeting Attendees
Submitted by: Council Budget and Finance

Resolved, to no longer provide lunch to attendees as part of the Annual Meeting registration fee, with no reduction to the registration fee.

Budgetary Implications: $20,000 savings to the ODA
Strategic Plan Goals: N/A

On vote, motion adopted.

Building and Grounds Committee
Dr. Lee Beasley, Chair of the ODA Building Committee, discussed the replacement of the air conditioning systems in the building; one unit has been replaced with another scheduled for replacement in 2012. He also noted that 17 piers were placed under the building to repair the foundation.
Communications Advisory Committee
Dr. Raymond Cohlmia, Chair of the ODA Communication Advisory Committee, moved adoption of the following resolution from the Communications Advisory Committee:

Resolution B-CAC(2011-2012)-6
Mailing Membership Directory & ODA Journal
Submitted by: Communications Advisory Committee

Resolved, that all member dentists receive the 2012-2013 Membership Directory in print.
Be it further resolved, that all member dentists receive a printed copy of the ODA Journal beginning with the January 2012 issue.

Budgetary Implications: $6,000
Strategic Plan Goal: Membership Participation
On vote, motion adopted.

Dental Care - A written report was submitted.

Dental Education & Public Information - A written report was submitted.

Endorsements Committee - A written report was distributed at meeting.
On behalf of the Standing Committee on Endorsed Products and Services, Dr. Krista Jones moved to endorse the following companies: SMRTNET, Alexander & Strunk Identity Theft Insurance Policy, Association Gloves and MedJet Assist.
On vote, motion adopted.

On behalf of the Standing Committee on Endorsed Products and Services, Dr. Krista Jones moved to terminate the agreements with the following companies: Direct Dental, DRNA Waste Management and TDIC.
On vote, motion adopted.

On behalf of the Standing Committee on Endorsed Products and Services, Dr. Krista Jones moved to adopt the new program name, ODA Rewards, and the ODA Rewards logo.
On vote, motion adopted.

Governmental Affairs - A written report was submitted. Dr. Lee Beasley, Chair of the ODA Council on Governmental Affairs, updated the Board on Governmental Affairs business as noted in his written report.

Investments Committee
Dr. Doug Auld moved adoption of the following resolutions from the Investments Committee:

Resolution B-INV(2011-2012)-7
Reserve Funds to Pay Off Mortgage
Submitted by: Standing Committee on Investments

Resolved, that the note on the building be paid in full using reserve funds.
Be it further resolved, that the ODA continue to budget an annual mortgage payment at the current note rate of 4.5% until 2015 (maturity date of the note) to be transferred to reserves annually to rebuild the reserve account to at least 30 percent of the annual operating budget.

On unanimous vote, motion adopted.
Resolution B-INV(2011-2012)-8

**Reserve Funds**
Submitted by: Standing Committee on Investments

Resolved, that the reserve funds be transferred to a money market account earning a higher interest rate than the current accounts.

On vote, motion adopted.

Dr. Krista Jones moved and Dr. Todd Bridges seconded that, upon payment of the current ODA building mortgage, the 4.5% interest rate on the mortgage be assigned to the Funded Depreciation within the Reserve Funds.

On vote, motion adopted.

**Membership & Membership Services** - A written report was submitted.

On behalf of Dr. Lindsay Smith, Dr. Doug Auld moved adoption of the following resolutions from the Council on Membership & Membership Services:

Resolution H-MMS(2011-2012)-5

**Dues Installment Payments**
Submitted by: Council on Membership and Membership Services

Resolved, that the ODA allow dues to be paid in six month and twelve month prepaid installments. Six month installments begin in July of the prior year and complete in December. Twelve month installments begin in July of the prior year and complete in June of the membership year.

Budgetary Implication: Projected credit card fees of $3,600
Strategic Plan Goal: Membership Participation

On vote, motion adopted. This resolution will be forwarded to the Council on Bylaws and Rules then to the House of Delegates.

Resolution H-MMS(2011-2012)-6

**Dues Installment Convenience Charge**
Submitted by: Council on Membership and Membership Services

Resolved, that there be a $6.00 convenience charge per installment assessed on members participating in a dues installment plan.

Budgetary Implication: Projected income of $3,600
Strategic Plan Goals: N/A

On vote, motion adopted. This resolution will be forwarded to the Council on Bylaws and Rules then to the House of Delegates.

**Technology & Electronic Communications**

On behalf of Drs. Ray Beddoe and Stephen Mayer, Dr. Doug Auld moved adoption of the following resolution from the Technology & Electronic Communications Committee:

Resolution B-TEC(2011-2012)-9

**Computer Equipment Maintenance/Replacement Rotation**
Submitted by: Standing Committee on Technology and Electronic Communications
Resolved, that the Standing Committee on Technology and Electronic Communications recommends replacing ODA computers on a four year cycle.

Budgetary Implications: estimated annual cost of $2,000.00 in current and past budgets.
Strategic Plan Goals: N/A

On vote, motion adopted.

Resolution H-BF(2011-2012)-4

2012 Operating Budget
Submitted by: Council on Budget and Finance

Resolved, that the proposed 2012 operating budget, without a dues increase, to include projected income of $1,244,169 and projected expenses of $1,211,534, resulting in a net of $32,635 be approved by the Board of Trustees and ratified by the House of Delegates.

Budgetary Implications: Projected income of $1,244,169, expenses of $1,231,534, for a net of $32,635.
Strategic Plan Goals: The 2012 proposed budget was prepared with the strategic plan in mind. Priority funding was given to those programs resulting from the strategic plan.

On vote, motion adopted. This resolution will be forwarded to the House of Delegates.

COMMUNICATION FROM COMPONENT DENTAL SOCIETIES

Dr. Sid Nicholson, Trustee, reported that the Eastern District meeting will be held in Hot Springs, AR on March 23-24, 2012.

Dr. Carrie Chastain, Trustee, reported that the Northwest District met on October 14th in Alva, OK at the Northwest Technology Center.

Dr. Krista Jones, Trustee, reported on the Oklahoma County Fall party held October 27th at Mama Rojas Mexican restaurant.

Dr. Todd Bridges, President-elect, reported that the South Central District will meet next summer at the Simmons Center in Duncan, OK.

Dr. Richard Brown, Trustee, reported that Tulsa County continues to conduct several continuing education courses. The Tulsa County New Dentist Party was held September 22nd at the home of Drs. Ben and Eugenia Johnson.

COMMUNICATION FROM THE AMERICAN DENTAL ASSOCIATION

Dr. Raymond Cohlmia, ADA Delegate, reported on behalf of the ADA. ADA dues for 2012 will increase by $7. Dr. Robert Faiella was elected as President-elect. There were 27,000 ADA Annual Session attendees in Las Vegas, NV and Oklahoma was well-represented.

NEW BUSINESS

2012-2015 Strategic Plan
Dr. Doug Auld moved adoption of the following resolution from the Strategic Planning Committee:

Resolution H-(2011-2012)-7

2012-2015 Strategic Plan
Submitted by: Strategic Planning Committee
On vote, motion adopted. This resolution will be forwarded to the House of Delegates for consideration at the next meeting on April 26, 2012.

**Relief Fund Board of Trustees**
The ODA auditors advised that a separate board should be created to manage the ODA Relief Fund. Dr. Doug Auld proposed the creation of said board and that the board should not include any members currently serving on the ODA or ODF Board of Trustees. Further, no Board members currently serving on the ODA Board of Trustees can serve on the ODF Board of Trustees. The Board members suggested Drs. Vann Greer and Chad Reid. Additional nominations should be submitted to Dr. Auld.

**Record Retention Policy**
Dr. Doug Auld moved adoption of the following resolution for adoption:

Record Retention Policy
Resolution B-(2011-2012)-10

**Record Retention Policy**
Resolved, to adopt the attached record retention policy.

On vote, motion adopted.

**Request Oklahoma Dental Assistants Association**
Dr. Scott Waugh moved and Dr. Matt Cohlmia seconded to support the request submitted by the Oklahoma Dental Assistants Association to require that all dental assistants are certified in Infection Control.

On vote, motion adopted.

**ANNOUNCEMENTS**

*OkMOM 2012*
February 3 – 4, 2012 – Expo Center, McAlester

*Board of Trustees Meetings*
March 2, 2012 at 1:30 p.m. – ODA Building, Oklahoma City
April 26, 2012 at 10:00 a.m. – Cox Convention Center, Oklahoma City

*Dentist Day at the Capitol and Legislative Reception*
March 6, 2012 – ODA Building and State Capitol Building, Oklahoma City

*House of Delegates Meeting*
April 26, 2012 at 1:00 p.m. – Cox Convention Center, Oklahoma City

*Annual Meeting*
April 27 – 28, 2012 – Cox Convention Center and Renaissance Hotel, Oklahoma City
EXECUTIVE SESSION
Dr. Krista Jones moved to enter into executive session to discuss the Executive Director’s evaluation, and 2012 salary. Motion seconded and adopted.

ADJOURNMENT
Without objection, the meeting adjourned at 5:35 p.m.