

The Foundation for Osteopathic Emergency Medicine  
**BOARD OF TRUSTEES**  
Conference Call  
June 26, 2012

**Minutes**

**Members Present:**

Juan Acosta, D.O., MS, FACOEP – President  
Peter Kaplan – Vice President  
Sherry Turner, D.O. – Treasurer  
William F. Lynch, Jr.  
Janice Wachtler, BA, CBA, Executive Director  
Stephanie Whitmer, Director of Development

**Not Present:**

Robert E. Suter, D.O., FACOEP-D, FIFEM  
Victor Scali, D.O., FACOEP-D  
Douglas Webster, D.O., FACOEP-D

**Others Not Present:**

David Levy, D.O., FACOEP – ACOEP Board Liaison

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The meeting was called to order at 2:09 p.m. by Juan Acosta, D.O., MS, FACOEP, President. Peter Kaplan reported on the status of the FOEM Legacy Gala. At the time of the call, no new sponsors have been acquired so the total sponsorship remains at \$50,000. In order to cut costs, the invitations were being developed electronically to be sent out the first week of July. NORCOM sent 500 invitations to the FOEM office to be sent only to those that register for the Scientific Assembly in Denver. NORCOM also created 3000 FOEM Gala bookmarks that will be sent out with the ACOEP dues in August. Mr. Lynch reported that he and Kristin Wattonville visited the site 2 weeks prior to the call and booked the Windows Room for the event. Melissa Skakow, Event Planner, stated that she would have a budget prepared within the next month that would include the floral arrangements, emcee (already booked), food and beverage, as well as entertainment. The anticipated attendance for 2012 is 160.

The board discussed sending a progress report to the ACOEP board stating our activities. This should be done quarterly. Stephanie Whitmer volunteered to draft something within the next 2 weeks to submit to Dr. Acosta for review.

The board discussed the progress of the FOEM Research Network. At the time of the call, the survey had been created by Brian Thommen, Director of IT, and was ready for distribution to all Program Directors and Residency Coordinators. Dr. Scali would be in charge of this project and has 2 student interns that will make sure all data is collected from the residency programs.

A motion was made to approve the minutes from May 29, 2012. The motion was duly seconded and the minutes were approved as written.

Stephanie Whitmer briefed the board on the progress of the FOEM Competitions. At the time of the call, the competitions were being marketed heavily on all FOEM social media outlets, the website, and via email. Applications were trickling in, but the majority is not expected until the end of July. Ms. Whitmer discussed the need for emcees and the following positions were suggested – Dr. Turner (Paper), Dr. Suter (CPC), Dr. Webster (Oral Abstract), and Dr. Scali (Poster). Ms. Whitmer will also be charged with soliciting judges for these events.

As there was no new business, the meeting was adjourned at 2:39 p.m.

Respectfully submitted,

Stephanie Whitmer  
Director of Development