

The Foundation for Osteopathic Emergency Medicine  
**BOARD OF TRUSTEES**  
Conference Call  
April 23, 2013

Minutes

**Members Present:**

Sherry Turner, D.O. – President  
Peter Kaplan – President-Elect  
Douglas Webster, D.O., FACOEP-D – Treasurer  
William F. Lynch, Jr. – Secretary  
Rudolph Bescherer, Jr., D.O., FACOEP  
Steve Hollosi, D.O.  
Victor Scali, D.O., FACOEP-D  
Robert E. Suter, D.O., MHA, FACOEP-D, FIFEM  
Janice Wachtler, BA, CBA, Executive Director  
Stephanie Whitmer, Assistant Executive Director

**Not Present:**

Juan Acosta, D.O., MS, FACOEP – Immediate Past-President  
Mike Allswede, D.O.  
Joe Kissinger, CASE

**Others Present:**

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

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The meeting was called to order at 2:04 p.m. by Sherry Turner, D.O., President. A motion was made to accept the minutes from April 3, 2013. The motion was duly seconded and the minutes were approved as written.

President's Report

Dr. Turner reported that in order to fulfill her duties as President, she will be flying to Chicago monthly to work with the FOEM staff in all capacities needed. This will include calling potential donors and sponsors, working on the policy manual with Ms. Wachtler, and reviewing the budget.

Vice President's Report

Mr. Kaplan reported that Ms. Wachtler, Ms. Whitmer, and he met the week prior to discuss the Foundation's need for corporate sponsors. To this end, Ms. Whitmer will be constructing a database that outlines the Foundation's relationship (if any) with all potential corporate sponsors, as well as which Board member should make the ask. This way, the onus of contracting corporate sponsors does not fall only on Ms. Whitmer and FOEM will have a better chance of success if the request is made by a

physician. This database will go out to the Board this week, and progress will be assessed on the monthly conference calls.

#### Treasurer's Report

Dr. Webster reported that FOEM currently has \$80,302.55 in their checking account and \$132,723.45 in investments. He stated that he will also be able to fly to Chicago periodically to fulfill his duties as Treasurer.

#### Secretary's Report

Mr. Lynch stated that the Event Planning Committee will need to meet in the near future to begin planning the 2013 FOEM Legacy Gala that will take place on October 7, 2013 in San Diego. He stated that his assistant Melissa will be available to help again this year and that the majority of the planning will be done by them. Mr. Kaplan and Ms. Whitmer volunteered to work on the administrative portion of the event planning, and will review the award categories at their next meeting. It may be advisable to lower the lowest bracket of donor awards to lifetime contributions of \$2500.00 or more in order to generate incentive to donate.

#### Los Cabos Raffle

The Board discussed the progress of the Los Cabos vacation package that was donated by Dr. Webster at the 2012 Legacy Gala and is currently being raffled off for \$100.00/ticket. At the time of the call, only 20 tickets had been sold. In order to sell more tickets, Ms. Whitmer requested that the Board members sell tickets to their colleagues and friends, and that they also "like" the advertisement on FOEM's Facebook page in order to boost viral exposure. She also noted that non-ACOEP-members are able to purchase tickets through PayPal so the raffle is open to everyone.

#### FOEM Research Network

Dr. Scali reported that the FRN is continuing to recruit individual sites. He stated that the National Alliance of Research Associates Program supplies the missing link for research in most of our programs – having enough clinical research associates to enroll patients. The NARAP is a complete program that uses post-bachelorette students that will enter med school to be research associates. The NARAP will do a lot of the footwork for us, and possibly enrolling all ACOEP sites in the program would be a good idea. He and Keith Bradley from Connecticut would be willing to come and lay out the entire program to the PDs in the fall. All we'd have to do is pay for his travel. Ms. Wachtler will put this out in the Program Director newsletter. It would be an incentive for our residencies to join because not having clinical research associates is a big impediment.

#### Bylaws and Policies

As the Foundation matures, the need for revised Bylaws and new policies is imperative. To this end, Ms. Wachtler volunteered to complete both documents for review by the middle of June. The Board will vote on the changes at their June conference call.

### Research and Awards Committee

The RAC reported that the current Handbook and evaluation tools will be used for 2013, but that the edits will be completed by October to be implemented in 2014.

### Research Quality Improvement Initiative

Ms. Whitmer reported that the budget was sent to the Finance Committee, and that the GME committee will review the document at their upcoming meeting. In order to cut costs, it is recommended that several of the members of the task force (including Program Director and Board Member) could be pulled from the GME committee because they are already scheduled to meet in September. That way, the travel and lodging expenses are already covered for those members.

As there was no other business, the meeting was adjourned at 2:38 p.m.

Respectfully submitted,

Stephanie Whitmer  
Assistant Executive Director