

**Wisconsin Perfusion Society
Board Meeting Minutes
Saturday, January 16, 2010
Kalahari Resort and Convention Center
Wisconsin Dells, WI**

Present: Michael Gough, Scott Brown, Eric Rauch, Marianne Pilger, and Suzanne Keuler

1) Call to Order

The meeting was called to order by Michael at 9:40 am.

2) Approval/Addition to Agenda

The agenda was approved, with no additions, by a motion from Michael, second from Eric, and a vote from the board.

3) Approval of Board Meeting Minutes (September 26, 2009)

The Saturday, September 26, 2009 Board Meeting Minutes were approved by a motion from Michael, second from Eric and a vote from the board.

4) Treasurer's Report (Scott Brown)

A. Scott reported the Projected Budget for 2010 (see attachment).

- i.** Scott increased the projected meeting expense to \$12,000 due to the increase cost of food at the Kalahari Resort.
- ii.** The projected meeting income was also increased because of the change in meeting dues. The projected meeting expense should match the projected meeting income.
- iii.** The Class A, A/R, B & C membership dues will remain at \$10/member. The Class A and Class C meeting due was increased \$20 from \$65 to \$85/member. The vendor dues were increased 25% from \$400 to \$500.
- iv.** Scott displayed the Year End General Fund Balance chart (see attachment) which illustrates the decline in the 'year end general fund balance' since 2006. With the increase in meeting dues in 2010, the 'year end general fund balance' should increase to approximately \$7,978.18.
- v.** Scott reported on the Scholarship Fund Summary (see attachment). The Scholarship Fund balance is \$4,090. This will allow (8) \$500 scholarships to be awarded at the 2010 Annual Meeting. Scott pointed out, that as usual; the Scholarship Funds is not reflected in the General Account balance.
- vi.** Michael motioned to accept the revised Projected Budget for 2010, Suzanne second, and it was passed with a vote from the board.

5) Committee & Ad Hoc Assignee Reports

A. Membership Committee (Anna Young not present)

- i. Marianne reported for Anna.
- ii. Anna would like to resign as Membership Committee Chairperson after the 2010 Annual Meeting.
- iii. Anna sent registration forms to all members via email, no paper mailings were sent this year. Since the 2010 Annual Meeting is earlier than the past, Michael was concerned that not all members would be contacted through email. Michael will work on a postcard to send out to members to remind them of the meeting and to direct them to the WPS website. Michael will also make sure the meeting is posted on the AmSECT and Perfusion.com page.
- iv. Michael mentioned that the increases in 2010 meeting dues were not voted on at the last meeting. The 2009 dues for Class A and C were \$10 membership fee and \$65 meeting fee. The 2010 dues for Class A and C will be \$10 membership fee and \$85 meeting fee. The vendor dues will be increased from \$400 in 2009 to \$500 for 2010. The student and retiree dues will remain at \$10 for membership and \$0 for meeting dues. Michael motioned to accept the increase in membership dues for 2010, Scott seconded the motion, and it was approved by the board.
- v. Suzanne volunteered to become the new Membership Committee Chairperson. Anna will remain chair until after the 2010 meeting. Suzanne will transition to chairperson by the end of 2010 meeting.
- vi. Suzanne will ask Anna for the 2010 Service Awards to be presented at the 2010 meeting and pass this information onto Michael.

B. Awards Committee (Kevin Ireland not present)

- i. Michael will talk to Kevin about the 2010 awards. Eric will help out this year with the awards and try to find some candidates for the Young, Cooksey, Ferries, and Nichols awards. The Young award is usually a doctor from the program directors' area, Cooksey award is a Class C member, Ferries is a Class A member, and Nichols Award is a merit award for an active member in WPS.

C. Education Committee (Jim Bobby not present)

- i. Scott noted that he has received calls from Kalahari Resort and Convention Center for WPS to book the Annual Meeting years in advance. This would require a \$200 financial commitment on a yearly basis. This may be beneficial for WPS in order to guarantee a date each year. Scott will look at the contract between WPS and Kalahari to make sure if we backed out on a given year that we would not be charged more than the \$200 fee.

D. Scholarship Committee (Tom Steffens not present)

- i. Tom Steffens, the new Scholarship Committee chairperson, forwarded a copy of the essay questions and requirements (see attachment). According to Michael, Tom would like the essay questions posted on the WPS webpage.

E. Government Relations Committee (Michael Gough)

- i. State Renewal date is now the end of February (2-28-2012) and cost is now \$141.00 CEU increase to 35 hours.
- ii. New license issues have been worked out and licenses should arrive within 30 days.

F. Manufacturer Liaison (Marianne Pilger)

- i. Marianne has 8 vendors signed up for the 2010 meeting so far. There are 3 new companies this year. Typically there are around 22 vendors total.
- ii. Marianne was going to place the bar in the center of the vendor room in 2010.
- iii. More seating will be added during the presentations next year.
- iv. Scott recommended that the scholarships and awards be presented at lunch time. If the lunch hour is split, ½ hour for lunch and ½ for awards, more points could be earned for the meeting. It was also recommended that all the awards be presented at the same time and no projector be provided this year. A poster could be used for the awards if anyone chooses. The final decision will be up to the 2010 program directors.
- v. The 2010 Tony Award was nominated by Tom Steffens and will be awarded to Nick Carvelli from Rush University.
- vi. During the presentations, a laptop will be provided at the podium next year. Some speakers preferred to have a computer in front of them during their presentation. Michael will talk to the program directors about this.
- vii. The speaker list was reviewed. There are a lot of student presenters. The \$2000 for students will be divided evenly between student posters and presenters.
- viii. It was recommended to include another poster session from 4:00 to 6:00 pm and 8:00 to 9:00 pm for more CEUs. The posters will be setup in the dinner hall.
- ix. Innovative Medical Devices Inc. and Terumo will be sponsoring the Friday night speaker.
- x. It was discussed whether there should be a break on Sunday or not to prevent people from leaving early. The talks usually end around 11:30. Scott had checkout extended last year and recommends it for 2010. Michael will talk to the program directors about this issue. Marianne will talk to the vendors about the possibility of handing out door prizes or a raffle in order to secure attendance.

G. Nomination/Election Committee (Michael Gough)

- i. Michael will send out a call for nominations soon.
- ii. The President (Michael Gough), Treasurer (Scott Brown), and Board Member at Large (David Leiber) are up for election this year.
- iii. The board discussed the potential conflict of interest and the future role of Michael Gough and Scott Brown as WPS officers. The board felt there is no violation of bylaws and the board will be sensitive to any concerns of the members and vendors that may arise.

H. Webmaster (Matthew Hietpas was absent)

- i. Nothing new to report.

The meeting was adjourned at 10:57 am by Michael.

Wisconsin Perfusion Society Scholarship Essays

First year question

Please describe the advantages and disadvantages of how to best process remnant blood from the adult CPB circuit utilizing modified ultrafiltration, cell washing and the Hemobag. Compare the final product of each method. Is there a patient population that is best treated with either of these methods? What obstacles or safety issues does each method entail?

Second year question

A referring institution that has not performed ECMO in the past is worried that the H1N1 pandemic will cause them to place a patient on ECMO unexpectedly. Because of your expertise in this area, describe what issues, concerns equipment, training and resources this institution will need to adequately place a patient on ECMO and transfer to your institution successfully.

Winning scholarships will be awarded \$500. More than one scholarship may be awarded for each essay and is at the discretion of the review committee.

Requirements:

- Essays must be more than 400 but less than 800 words. References cited do not count toward total word count.
- Essays must be typed and submitted in either MS Word or Adobe pdf formats.
- Applicants are encouraged to cite references.
- Applicants must be a current student in an accredited perfusion program and not currently employed as a Perfusionist. A letter from the program director verifying either first or second year status must accompany the essay submission form.
- Deadline for essay submission is February 14, 2010.
- Essay, application form and program director letter must be sent to tgsteffens@gmail.com.
- Winning applicants will be notified by February 28, 2010.
- Winning applicants will be recognized at the 2010 Wisconsin Perfusion Society meeting on March 26-28, 2010. Winning applicants are encouraged to attend but not required. Please see www.wisperfusion.org for meeting information.
- Incomplete applications will not be accepted for review.

2010 WPS Scholarship Essay Application Form

Applicants Name: _____

Street Address: _____

City, State, Zip: _____

e-mail Address: _____

Perfusion Program: _____

Program Year: **First** **Second**