



CSRC Board of Directors Conference Call

DATE: November 18, 2019

PRESENT: Wayne Walls, Sherleen Bose, Sherry Blansfield, Tom Wagner, Jeffrey Davis, Roberto Bautista, Matthew Mendoza, Barish Erenler, Mark Martinez Non-voting: Michael Madison Guests: None		ABSENT: Marianne Shaw, Donna Murphy, Paul Casillas, Dave Wenhold
FACILITATOR: Wayne Walls (Chair)	NOTE TAKER: Sherleen Bose	TIMEKEEPER: Sherleen Bose
TOPIC / AGENDA	DISCUSSION / CONCLUSION	ACTION / FOLLOW UP
CALL TO ORDER	Meeting called to order at 8:05 pm	
QUORUM ACHIEVED	YES or NO	
MEETING PURPOSE	Board of Directors	
DISCLOSURES	Wayne Walls: Owner, D&W Resolution Management, LLC. Employee at Lakewood Regional Med Ctr. Concorde Career College, Garden Grove, no conflict Sherleen Bose: Employee at PMI, VVC, Cutis Care, Member of RCB of CA. No conflict. Sherry Blansfield: Enloe Regional Med. Ctr. No conflict Tom Wagner: No conflict Jeffrey Davis: Employee at UCLA, no conflict Roberto Bautista: UCSF Health, no conflict Barish Erenler: UCLA Health, no conflict Matthew Mendoza: Employee SJVC Visalia and Fresno City College. No conflict	



CSRC Board of Directors Conference Call

DATE: November 18, 2019

	Mark Martinez: Sutter Health, no conflict. Michael Madison: Flexicare, Black Hagen Design, no conflict.	
AGENDA ITEM 1: Approval of Minutes- September 14, 2019 and October 28, 2019	No discussion	Motion to approve minutes from September 14, 2019, and October 28, 2019. 8:09 pm R. Bautista, S. Blansfield, Motion Passes.
AGENDA ITEM 2: Treasurer's Report Financials – October 2019	Treasurer S. Blansfield gave financial report to the board. For the current FY, the CSRC is losing 20k due to decrease in membership dues, increase in legal fees, etc. The revenue stream from the Ethics course is also decreased. We are \$4580 down for the month of October. We recently discovered that the membership renewal notices were not going out, so that might be the reason why membership dues are down. This has since been resolved.	
Old Business		
AGENDA ITEM 3: AMC Progress Report, Financial, Operations	D. Wenhold is meeting with another client and cannot attend the call tonight. President Walls gave report on his behalf. Bank accounts transfer process has been initiated and in progress. Phil sent the	Motion to make an addendum to the current contract and send to Joel Corwin for review. 8:25 pm S. Bose, J. Davis, Motion Passes.



CSRC Board of Directors Conference Call

DATE: November 18, 2019

	<p>packet from Bank of America including credit cards to Dave in Florida. D. Welhold, W. Walls, and S. Blansfield will sign these documents to complete the transfer process.</p> <p>Phishing Scam – President Walls cautioned the board against possible phishing scams. With the transition process in place, we are somewhat vulnerable. If the board members notice any suspicious activities including email messages, they are to contact W. Walls or D. Wenhold immediately. S. Blansfield received an email asking to transfer money for Wayne Walls to an account. This is a phishing scam.</p> <p>There are concerns with the current signed AMC contract. The signed contract does not reflect the changes and edits approved by the board. A decision was made by the board to create an addendum to include these edits and send to J. Corwin for review. President Walls noted that this would incur additional legal fees.</p>	<p>S. Bose - Y, S. Blansfield - N, T Wagner - N, J. Davis - Y, R. Bautista - Abstain, M. Mendoza - Abstain, B. Erenler - Y, M Martinez - Abstain. 3 Y, 2 N, 3 Abstain, Motion Passes.</p> <p>J. Davis will work on creating the addendum and send to the board voter.</p>
AGENDA ITEM 4: Tahoe & Convention Updates	None at this time.	
New Business		



CSRC Board of Directors Conference Call

DATE: November 18, 2019

AGENDA ITEM 5: Motions Needed	ALA submitted a request to the CSRC board to “Sign On” to 2 letters to the CA Air Resources Board (letters attached to Agenda materials). Over 10 organizations signed on to endorse these letters.	Motion to endorse letters from ALA. 8:39 pm J. Davis, R. Bautista, Motion Passes.
AGENDA ITEM 6: AARC Disaster Relief Funds – Motion to Approve Request	President Walls requested that the board allow him to request the AARC to activate the disaster relief fund for its members that are victims of any FEMA declared disaster in California. M. Madison explained the process that the state affiliate has to send a request to the AARC to activate the fund. Once activated it remains open for 6 months. This is for all federally declared disaster.	Motion to allow the president to request the AARC to open the disaster relief fund for any FEMA declared disaster in California. 8:46 pm R. Bautista, T. Wagner, Motion Passes.
AGENDA ITEM 7: Recommendation for “Cynthia J. Molle Memorial Scholarship Award”	President Walls notified the board member that C. Molle passed away. She was a great leader for our profession, and a post will be made on our website. Recommendation made for “Cynthia J. Molle Memorial Scholarship Award”	
AGENDA ITEM 8: Trial Elections Process Update	We will conduct three mock elections to test two companies. M. Welch sent instructions to the BOD via email. Our current executive office will offer a third company for this. M. Welch will send an email about this. Call for nominations email went out as well.	



CSRC Board of Directors Conference Call

DATE: November 18, 2019

AGENDA ITEM 9: GSuite Email Transition 11/22/19	GSuite transition to happen this week. J Sherwood's email already transferred without any issues. Emails from Network Solutions accounts should migrate over. The emails before we switched to Network Solutions should also be there.	
AGENDA ITEM 10: CTS/CSRC Joint Conference – October 2021, Orange County	Possible joint venture with the CTS in October 2021 in Orange County. The Executive Committee will discuss this possibility on a conference call on December 9, 2019, and submit recommendation to the BOD.	
AGENDA ITEM 11: RCB RCP Vacancy	<p>S. Nunez informed President Walls of the vacancy on RCB. RCP Judy McKeever resigned. R. Hernandez and M. Terry are next in line on the CSRC recommendation list. J. Tannehill has their resume and CV. Speaker Rendon will make this appointment and likely will not happen until after the new year.</p> <p>For additional recommendations for RCB appointment, send email to W. Walls for board approval.</p>	
Open Forum	S. Bose updated the board on the progress of updating CSRC forms. She is working with D. Wenhold and his team on this. She	



CSRC Board of Directors Conference Call

DATE: November 18, 2019

	<p>sent emails to S. Blansfield, M. Shaw and A. Albee for edits on a few forms.</p> <p>The AARC HOD will submit report to the board soon.</p>	
<p>Plans for the next meetings; Executive Committee Call – Monday, December 9, 2019 8:00pm BOD Conference Call - Monday, December 16, 2019 8:00pm</p>	<p>The next meetings dates are in place. We will have conference calls on those days if needed.</p> <p>We will be switching from Gorilla to Zoom for conference calls. There is no timeline for this but will happen soon.</p>	
ADJOURN	Meeting adjourned at 8:59 pm	<p>Motion to adjourn the meeting. T. Wagner, R. Bautista, Motion Passes.</p>



CSRC Board of Directors Conference Call

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PRESENT: Wayne Walls, Marianne Shaw, Sherry Blansfield, Tom Wagner, Roberto Bautista, Matthew Mendoza, Barish Erenler, Mark Martinez, Paul Casillas, Donna Murphy Non-voting: Dave Wenhold, Michael Madison Guests: None		ABSENT: Sherleen Bose, Jeffrey Davis
FACILITATOR: Wayne Walls (Chair)	NOTE TAKER: Michael Madison	TIMEKEEPER: Michael Madison
TOPIC / AGENDA	DISCUSSION / CONCLUSION	ACTION / FOLLOW UP
CALL TO ORDER	Meeting called to order at 8:06 PM	
QUORUM ACHIEVED	YES or NO	
MEETING PURPOSE	Board of Directors	
DISCLOSURES	Wayne Walls: Owner, D&W Resolution Management, LLC. Employee at Lakewood Regional Med Ctr. Concorde Career College, Garden Grove, no conflict, Marianne Shaw, Employee Dignity Healthcare, no conflict, Sherry Blansfield: Enloe Regional Med. Ctr. No conflict Tom Wagner: No conflict Roberto Bautista: UCSF Health, no conflict Mark Martinez: Sutter Homecare, no conflict Barish Erenler: UCLA Health, no conflict Matthew Mendoza: Employee SJVC Visalia and Fresno City College. No conflict	



CSRC Board of Directors Conference Call

DATE: January 20, 2020

	<p>Paul Casillas: Employee of One Legacy, no conflict</p> <p>Donna Murphy: Sharp Healthcare – Coronado, no conflict</p> <p>Michael Madison: Flexicare, Black Hagen Design, no conflict.</p>	
AGENDA ITEM 1: Approval of Minutes- November 18, 2019 Conference Call Meeting	Deferred – Due to unavailability of November's minutes.	<p>Motion to defer, S. Blansfield, B. Erenler</p> <p>Motion Passed unanimously, no abstentions</p>
Old Business		
AGENDA ITEM 2: AMC Progress Report, Financial, Operations	<p>Executive Director Dave Wenhold and President Wayne Walls provided the BOD with an update on the AMC transition. Given the difficulties of navigating Bank of America processes, a request was placed to the BOD for authorization for ED Wenhold to open a bank accounts with Well Fargo Bank.</p>	<p>Motion to authorize ED Wenhold to open bank accounts on behalf of the CSRC with Wells Fargo Bank, Donna Murphy, Mark Martinez.</p> <p>Motion passed unanimously, no abstentions.</p>
AGENDA ITEM 3: Tahoe & Convention Updates	<p>Marianne Shaw, Rob Bautista and Dave Wenhold provided the BOD with an update on planning and registration for the Tahoe Conference and planning for the CSRC Annual Conference. Additional e-blast announcements and marketing focus was requested of the Executive Office for the</p>	No formal motions for action requested.



CSRC Board of Directors Conference Call

DATE: January 20, 2020

	Tahoe Conference and agreed upon by ED Wenhold. ED Wenhold also confirmed that the agreement with Pechanga Resort and Casino has been signed for the 2020 CSRC Annual Conference.	
AGENDA ITEM 4: CSRC Strategic Plan Next Steps	President Walls stated that he is planning to allocate a portion of the next face to face BOD Meeting Agenda (Sacramento, February 10 th) for additional work on the CSRC Strategic Plan and will be looking for volunteers to help facilitate.	No formal motions for action requested.
New Business		
AGENDA ITEM 5: CSRC Go Green Initiative	President Walls discussed the efficiencies and cost reductions that could be gained by the CSRC "Going Green" and focusing on electronic communications and processes versus paper-oriented communications and processes.	<p>Motion to adopt the concept of the CSRC Going Green and developing proposals, policies and processes for reducing the use of paper-oriented processes in favor of electronic processes and present those proposals to the BOD for review/acceptance, B. Erenler, Marianne Shaw.</p> <p>Motion passed unanimously, no abstentions.</p>
AGENDA ITEM 6: Jade Orchard Social Media and Membership Recruitment Proposal	A proposal from Jason Seidler, Jade Orchard, Inc. for Social Media Management and Membership recruitment services to the	Motion to secure the services of Jade Orchard for Social Media Management and Membership recruitment services for a



CSRC Board of Directors Conference Call

DATE: January 20, 2020

	<p>CSRC. There was detailed discussion of the advantages, disadvantage, short comings and potential opportunities to the CSRC with accepting the proposal and entering into agreement for these services with Jade Orchard, Inc.</p>	<p>period of 6 months with suitable progress metrics reported to the BOD monthly, S. Blansfield, R. Bautista.</p> <p>Motions passed unanimously, no abstentions.</p>
<p>AGENDA ITEM 7: CSRC Website Platform Conversion to MemberClicks Website Platform</p>	<p>The CSRC website update and streamlining of back office processes was only partially completed through work with Network Solutions. The KWMG Group utilizes MemberClicks (MC) and has recommended that the CSRC evaluate converting to MC. ED Wenhold has previously sent out a number of examples of the features/functions provided by MC for BOD viewing. After a brief discussion the consensus was for President Walls to appoint an Ad Hoc Committee to evaluate MC and develop a recommendation for website services though MC or otherwise and present it to the BOD.</p> <p>With agreement from Paul Casillas, President Walls appointed Paul chair of the ad hoc committee and will appoint additional members as needed.</p>	<p>No formal motions for action requested at this time.</p>



CSRC Board of Directors Conference Call

DATE: January 20, 2020

<p>AGENDA ITEM 8: CSRC Storage Unit and Stored Records/Memorabilia/Promotional Inventory/Properties</p>	<p>President Walls and JoAnn Sherwood made an informal survey of the contents of the CSRC Storage Unit in Watsonville, CA. There are a number of records/memorabilia/promotional inventory/property that will need to be moved to a more central (easily accessed) location perhaps in the Sacramento area and to reduce the CSRC's storage costs. Options will be investigated and brought back to the BOD.</p>	<p>No formal motions for action requested at this time.</p>
<p>AGENDA ITEM 9: CSRC Legislator of the Year 2019</p>	<p>Upon recommendation by Jennifer Tannehill the GA Committee recommends awarding the CSRC Legislator of the Year award to Senator Pan, MD for his work in promoting public health during the 2019 Legislative Year.</p>	<p>Motion to award Senator Richard Pan, MD CSRC Legislator of the Year 2019, D. Murphy, M. Martinez.</p> <p>Motion passed unanimously, no abstentions.</p>
<p>AGENDA ITEM 10: Nominations and Elections Committee Report on Election Management Services</p>	<p>The Nominations and Elections Committee Recommends securing the services of "Simply Voting" as the CSRC's election services provider. A short discussion of the features/benefits of the Simply Voting service followed.</p>	<p>Motion to secure Simply Voting as the CSRC's election services provider, B. Erenler, S. Blansfield.</p> <p>Motion passed unanimously, no abstentions</p>
<p>AGENDA ITEM 11: California Thoracic Society Policy Statement and Resource Guide on Vaping/E-cigarettes</p>	<p>The CTS Policy Statement and Resource Guide on Vaping/E-Cigarettes was presented to the BOD with a request for</p>	<p>Motion to endorse the CTS Policy Statement, D. Murphy, M. Shaw.</p>



CSRC Board of Directors Conference Call

DATE: January 20, 2020

	endorsement by the CSRC. A short discussion followed.	Motion passed unanimously, no abstentions
AGENDA ITEM 12: AARC 2020 Affiliate Boot Camp Attendees	After a discussion of a list of possible attendees a consensus was reached with, Barish Erenler and Michael de Peralta as the BOD's selectees.	Motion to approve sending Barish Erenler, and Michael de Peralta to the AARC 2020 Affiliate Boot Camp, M. Shaw, D. Murphy. Motion Passed: 6 Yes, 0 No, Barish Erenler abstaining
Open Forum		
1) M. Shaw requested that updated CSRC financials be prepared for the BOD for the February BOD Meeting. 2) It was noted that the CSRC Minutes, Board Books, Motion Log and associated documents have not been updated on the CSRC website Since September 2019.	ED Wenhold now has the CSRC Quickbooks files and needed information and plans to have that information for the meeting President Walls asked ED Wenhold to work with Secretary Bose to get the Motion Log updated and these documents posted on the CSRC website soonest possible. President Walls also requested that draft copies of minutes be posted until they are replaced by approved minutes so BOD Members will have ready access to the information.	



CSRC Board of Directors Conference Call

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3) The next BOD Meeting will be a face to face meeting and will be held Monday, February 10, 2020 from 10:00 AM to 4:00 PM in Sacramento, CA.	ED Wenhold will secure the necessary hotel facilities and lodging and provide the BOD will announcements of the details.	
ADJOURN	Meeting adjourned at 9:37 PM	Motion to adjourn the meeting. B. Erenler, M. Martinez, Motion Passed.