

**Society for Pediatric Sedation  
Board of Directors Meeting  
June 9, 2009, 6:00 p.m., Westin Philadelphia**

In attendance: President - Joseph Cravero, President-Elect – Mick Connors, Secretary – George Blike, Treasurer – David Werner, incoming Secretary – Trish Scherrer; Directors: Lia Lowrie, Cheryl Gooden, Jeff Linzer, Jana Stockwell, Jim Hertzog, Debbi LaViolette, Dan Cohen, Marc Leder, Sue Kost, Mark Buckmaster, Philip Bernard, John Berkenbosch, David Banks, Michael Mallory, Mary Hegenbarth; Executive Director – Stewart Hinckley, Association Manager – Joye Stewart, guest – Janey McGee.

The meeting was called to order at 6:05 p.m. EDT.

***Approval of Minutes from May 2008 Board of Directors Meeting in Savannah***

Motion was made to approve the minutes, was seconded and approved.

***Election of Officers***

The motion to approve Trish Scherrer as Secretary was seconded and approved. The motion to approve David Werner as Treasurer was seconded and approved.

***Financials and Treasurer's Report***

Dr. Werner provided a recap of the Society's current financial status. There is currently a little over \$118,000 in the checking account. Mr. Hinckley and Mrs. Stewart provided a preliminary recap of Annual Meeting expenses. The meeting generated \$89,000 including on-site registration fees and member dues. Total expenses are expected to be around \$103,000, generating an estimated net loss of about \$14,000. Because the hotel required payment prior to the completion of the conference, \$76,000 was wired to the hotel from the Society's checking account. Mrs. Stewart reminded the board that the July renewal period will generate an anticipated \$30,000 in additional revenue.

A question was posed about the Society investing a portion of its revenues. Mr. Hinckley explained the Society would need larger funds in their account before it could consider major investments. A more likely initial option would be to move money into a CD. It was also suggested that the Society seek grant funding from foundations as a means of income as well as the possible sale of a text book. Dr. Werner mentioned the possibility of producing a Pediatric Medical Board Review Manual. He will investigate this option and report back to the Board. It was mentioned that the Lippincott exhibitor seemed interested in offering a pediatric sedation textbook and that Blackwell Synergy approached CHOP about a book on pediatric sedation.

A question was raised about the Ruggles contract with the Society. Mr. Hinckley explained that the Ruggles minimum management fee is \$45,000 annually, but agreed to reduce that fee, temporarily, by half for the Society until further notice. Mr. Hinckley and Mrs. Stewart were recognized by the Board for their work on the conference.

***Bylaws Review***

Dr. Connors will continue as Chair of the Bylaws Committee for the next year. There will be a need for an additional one-third of the board to rotate off next year. It was requested that someone from hospital medicine be sought as a director as well as a lay person (ideally a consumer, non-sedation provider) in accordance with the bylaws. It was also suggested that a child life specialist be involved on the board.

## ***Membership***

A recap of the membership to date was included in the board packet. Dr. Connors suggested the board be more engaged in recruiting members for the Society by encouraging all the members within their practice or institution to join. The board should also consider how value could be added to membership – through online CME, a journal, etc. It was also asked of the board to assist with contacting delinquent members when necessary. Dr. Werner asked for a script when calling past members. Mr. Hinckley will provide this script. Other membership issues discussed was to make sure the website remains up to date and that services are continually added.

It was suggested that the Board focus on residents and encourage them to join the Society.

## ***Website***

Dr. Bernard informed the board that the Society is the first site that appears on Google when searching for pediatric sedation. The website had 10,000 hits this past March – the highest month to date. There is currently a topic on the blog, but no comments have been posted. Discussion was held regarding moving the blog to the public portion of the site. A motion was made to make the blog available from the members only section to an openly moderated source. It was seconded and approved.

Also discussed was the idea of putting the Provider Course syllabus as a public resource, rather than in the members only section. It was suggested that a “teaser” be provided to non-members encouraging them to join. A motion was made to provide selected content from the Provider Course syllabus as a teaser on the site as a means of promoting membership and attendance at future courses. After lengthy discussion, the motion was withdrawn. Because the sources of the syllabus were Dartmouth-Hitchcock Medical Center and the University of Wisconsin, School of Medicine, most of the content can be found in other public arenas. A second motion was made to make the provider course syllabus available in the public area of the website. This motion was seconded and approved. It was decided that the additional provider course content, and the syllabus for the sedation conference itself, would not be made available in the public domain at this time. The motion was seconded and approved.

It was decided the general course syllabus would not be made available in the public domain.

## ***Location of 2010 Annual Conference***

General consensus was reached to sponsor the conference in 2010 with the same format as this year. There should be a scheduled board meeting, PSRC meeting, and provider course. The length of the course and details will be determined. John Berkenbosch offered to host the conference, and provider course, in Louisville. Kosair Children’s Hospital has a simulation center and sedation unit for hosting the provider course. He suggests looking at March or April to avoid citywide events later in the year. Mr. Hinckley will look into possible hotel options and Mrs. Stewart asked members of the board to send scheduled conference dates to avoid.

A motion was made to choose Louisville at the location of the 5<sup>th</sup> Annual Conference, pending further investigation of hotel availability and rates and provided a suitable proposal is made to the Board. The motion was seconded and approved.

## ***Research***

Dr. Hertzog asked the Board to consider the future focus of the Research Committee. He suggested that for future conferences, accepted abstracts be presented orally as well as posters – starting with the 2010 conference. It was also suggested that Board members encourage junior faculty to join the Society for its value on the curriculum vitae. Another idea mentioned was to ask the conference participants to choose the “Best of” among the presented abstracts.

### ***Promotion of the Annual Conference***

Dr. Cravero asked board members Marc Leder and Dan Cohen to assist the headquarters office with promotion of the conference, as part of the conference planning committee.

### ***Journal***

Dr. Linzer provided a brief update on Elsevier considering a journal for the society. Two major questions would be who would own the journal and if it would be offered in print form or online. The general consensus was to have the publisher own the journal, with the society being the editorial board, for an online journal.

A motion was made to move forward with Elsevier and have them provide a proposal to the Society for an online journal, owned by Elsevier, with the editorial board being Society members. The motion was seconded and approved.

### ***Location of the 2011 Annual Conference***

Dr. Scherrer offered to investigate Minneapolis as the location, with the goal of choosing a location within the next six months.

### ***Future Board Meeting***

Dr. Cravero suggested that a full day board meeting be scheduled in the near future, with a strategic plan as the focus.

### ***Added Provider Course***

Dr. Werner and Dr. Banks offered to prepare a preliminary proposal for the board on conducting a provider course at Scottish Rite Hospital and Emory University in November. It was suggested that a new Education Committee be formed to handle this with Greg Hollman as Chair, and Trish Scherrer and Joe Cravero as members.

### ***Conflict of Interest Policy***

The Board discussed the draft Conflict of Interest Policy included in the board packet. Mr. Hinckley explained the IRS' Form 990 as it applies to non-profit organizations when filing taxes. It was agreed the board should continue to review this policy and be prepared to discuss and approve it during their next teleconference. Mr. Hinckley will also investigate D & O policy options and report to the board during that call.

### ***Newly Elected Board Members***

Dr. Cravero thanked the outgoing board members for their support and efforts on behalf of the society: Dan Cohen, George Blike and Michael Mallory. Also outgoing, but not present at the meeting, were Ron Litman and Lonnie King. Dr. Cravero also recognized newly elected board members: David Banks, Cheryl Gooden, Debbi LaViolette, Mark Buckmaster and Mary Hegenbarth. He also recognized Greg Hollman and Jan Boswinkel for their efforts and hard work on the Provider Course and main conference.

A motion to adjourn the meeting was seconded and approved.

Respectfully submitted by Joye Stewart, Association Manager

Reviewed and approved by Trish Scherrer, Secretary