**TRAC, Inc Business Meeting Minutes** 

**June 18, 2019**

**State of CT-Dept. of Public Health, Hartford, CT**

**1. Meeting called to** **order:** at 11:35 AM by Brooke Chang, President.

**2. Approval of minutes:** Minutes were emailed to members prior to the meeting.Cathy Phillips made a motion to approve the minutes from the November 16, 2018 meeting at Backus Hospital; seconded by Jen Cantillo and Margaret Filanosky. Motion approved.

**3. Treasurer’s Report: Michele Wojewodzki**

* Treasurer’s Report: Report was emailed to members prior to the meeting. The date on one of the line items needs to be corrected from 2018 to 2019. Cathy Phillips made a motion to accept the report provided the line item is corrected; Mary Jeanne Pierce seconded the motion. Report approved.
* 2018 Audit: Tammy Lepisto performed an audit of our bank account transactions from January through December, 2018. All transactions were verified. Audit will be submitted.
* Updates and Approval of Accounts: Our current bank account balance is $8,009.44; the value of our CD is $5,036.19 (the amount of our CD was increased to $5000 on 6/15/18). TRAC pays no fees for our account.
* # registered: Twenty-four TRAC members registered for this meeting (one new member joined today).

**4. Vice President’s Report: Sheri Amechi**

* CEUs: NCRA approved 6.5CEUs for this meeting, 2 of which are Category A credits. Certificate will be distributed at the end of the meeting.
* Next meeting: Our annual meeting will be held November 6th at Yale.
* TRAC scholarship: The scholarship is for re-imbursement of the registration fee to attend the CRANE annual meeting being held September 16-17 in Providence, RI.

**5. President’s Report: Brooke Chang**

* Policies and Procedures: are currently being drafted.
* Newsletter: Almost completed. Thanks to Nancy Santos for helping.
* Website: continues to be updated by Amy as needed. There have been several requests for job postings from various facilities.
* Executive Board meeting: to be held in July. Policies and procedures will be discussed.
* Insurance: Should TRAC obtain insurance? If anyone got hurt at a meeting they could sue TRAC. Terri will follow up with Yale legal for the November meeting. This will be investigated and brought to membership; possibly check with CRANE to see what they do. Margaret F. suggested that if we decide to not purchase insurance, we could have a waiver for attendees to sign, clearing TRAC of any potential negligence.

**6. By-Laws: Cathy Phillips**

* Proposed changes to the by-laws were discussed at our last meeting; they will be sent to membership, potentially in September, at least 30 days prior to the annual meeting. Items to be voted on include a second signatory and when to make changes to the by-laws. Currently, changes need to be made at the annual meeting.

**7. Elections for 2020:** Procedure: A preliminary email will be sent to membership asking for volunteers/nominations.Then a ballot will be sent out (probably in September), most likely using Survey Monkey.

**8. Member Numbers:** In the past, member numbers were assigned when a person joined TRAC. We are considering reinstating the use of member numbers for voting, etc to account for each member only voting once.

**9.** **Liaisons:**

* NCRA/CRANE:No update.
* SEER/State**:** No update.

**10. Ways N Means:**

* Lisa Vona won $14 of the $28 collected for Ways and Means
* The purpose of ways and means is to raise funds for TRAC. In the past we have done a Yankee Candle fundraiser. Suggestions-reusable bag fundraiser, raffle, Karen Miller has a friend who can print items at a good price.
* Trisha IaQuinto volunteered to be on the Ways and Means committee.

**11. Other business:**

* No new CTRs
* Please let Michele know of any facility or address changes.
* Mary Jeanne won the Maryland basket at NCRA.
* New member today: Kathleen Gould-Mitchell.
* Door prize winners: Kathleen Gould-Mitchell, Ann Marie Warren, Sheri Amechi and Tammy Lepisto. Congratulations!

Meeting Adjourned: 12:12PM

Recorded by: Rosemary Crawford, Secretary