

**PACIFIC COAST OBSTETRICAL AND GYNECOLOGICAL SOCIETY
MINUTES SECOND BOARD OF DIRECTORS MEETING
COEUR D'ALENE RESORT COEUR D'ALENE, IDAHO
SATURDAY SEPTEMBER 29, 2018**

Attendance

Board of Directors-Voting

Arzou Ahsan, San Francisco Caucus Director
Kathleen Bradley, Los Angeles Caucus Director
Aaron Caughey, Editor of Scientific Proceedings
Jane Dimer, Seattle Caucus Director
Barbra Fisher, Member at Large – unable to attend
Thomas Gaylord, Secretary-Treasurer
Martha Goetsch, Historian
Laura Greenberg, Past Portland Caucus Director
David Lagrew, Past President
Fung Lam, President-Elect
James Macer, President
Lori Marshall, Assistant Secretary/2018 Program Chair
Heidi Wittenberg, Member at Large – absent
Vera Stucky (Incoming San Diego Caucus Director-named following meeting)-not in attendance
Mark Tomlinson – Portland Caucus Director – unable to attend
Marilyn Laughead – Parliamentarian

Invited Guests - Tom Powers – AV Manager, Brian Acacio – CME Coordinator, Kurt Finberg – Incoming CME Coordinator, Dale Reisner, 2018 Arrangements Chair, Glenn Huerta-Enochian – Audit/Arrangements Committees, Caryl Reinsch – 2019 Program Chair, Ron Reinsch – 2019 Arrangements Chair

Society Administrator - Linda Hinrichsen

1. **Call to Order**-The meeting was called to order by President Macer at 1:05 PM. Members and Guest were welcomed.
2. **Approval of Minutes**- Minutes of first business meeting and first Board of directors meeting 2018 were not available for approval. Dr. Lam will send to the Board for review prior to the interim Board meeting in March 2019.
3. **Report of Outgoing Secretary Treasurer Lam** -The prior report of the first business meeting was available with no new information. Dr Lam recommended reducing meeting costs by reducing meal costs especially breakfast by eliminating or modifying some or all. Meeting sites that comp breakfast would help.
4. **Audit committee**-Dr Huerta-Enochian presented his report which was available prior. Highlights were that meeting profits/losses varied with locations and with rising meal costs. Meal prices charged by the hotel/resort are excessive and increased capriciously without our control, minimums stated but not maximums. Dr H recommends audit and finance committee to merge, which requires a bylaws change, and to work with arrangements. "Alex" of 21st Century Group, who has been hired to help the society find accommodations for the annual meeting was discussed. His assistance was questioned as to conflict

of interest and uncertain value. Continuing his contract was discussed but no decisions were made.

5. **Survey**-The last membership survey was 2005. It was suggested to review the old survey instrument, tweak it as needed and resurvey. Issues to add to survey were Industry reps at welcome reception or hospitality room, Industry hosted reception, timing for upcoming meeting, partial meeting registration fee and Wednesday meeting activities.

6. **Meeting issues**- Locations for meetings need to be determined a minimum of 2 years in advance obtaining a signed contract 2 years prior as well. Waiting closer to year of meeting erodes negotiation with resort for concessions that benefit the Society, i.e., no resort fee, reduced or free parking, free Wi-Fi in meeting space, breakfast included with room rate etc. An ongoing person on the committee with corporate knowledge was suggested.

7. **DUES**-Currently at \$380 with \$50 late fee not including the caucus dues which is different for each caucus. These dues cover the administrative cost of the society which is \$70,000 divided among 176 active fellows.

MOTION: INCREASE SOCIETY DUES TO \$395. SECONDED AND CARRIED UNANIMOUSLY

Each caucus to submit their dues amounts for 2019 in November. 2019 dues statements will be distributed starting November 15th per Board direction in 2017.

7. **New Candidates**-No concerns were voiced and they will go to the entire fellowship vote.

Unfinished Business

8. **Replacement of Society Administrator due to retirement**-A potential replacement has been found in Danielle Esquivias. Transition will take one year and expect a 1.5 pay multiple in this period for administration costs.

9. **CME application**-budget for next years' meeting needs to be submitted by interim Board meeting, March 2019.

10. **Meeting registration fees**-A partial fee was discussed and at the interim meeting, the amounts will be determined. Currently companions are not allowed to attend scientific meeting, but it was suggested that a half fee be available. Also, the \$100 off site addition to registration was noted. These issues will be clarified at the interim meeting.

11. **Semi-permanent Subspecialists committee industry liaison**-to be named in the future. LA Caucus submitted Jennifer Israel and Al Phillips for this committee.

12. **Ad hoc committee for Survey and Advanced Planning**-Volunteers include Rebecca Dunsmoor-Su, Steve Woods, Dale Reisner, Kristina Roloff, Kathryn Macaulay and Arzou Ahsan. Glenn Huerta-Enochian and Jim Macer will also work with this committee.

13. **Website**-"How it Works" is our webmaster. Board feels site needs to be "redone". Posting pictures that can become public and possibly misused was a concern. The privacy issue will need to be assured.

14. **History**-Location of old meeting Transactions journals needs to be investigated by local educational based Fellows. Medical school librarians could be of value.

15. **Adjoined** at 3:00 PM

Submitted by

Thomas Gaylord MD

Thomas Gaylord MD, PCOGS Secretary/Treasurer

