

OSEA MINUTES

Date: November 3, 2002

Place: Best Western in Stroud, Conference Room

Members Attending: Nancy Casteel, Carol Anwar, Peggy Dohlman, Patty Peters, Susan Goodman, Maryann Fite, Yvonne Moore, Tracie Albert, Susan McNeely

Our new OSEA President, Nancy Casteel, called the meeting to order at 1:45.

Discussion: Vicki Sue Loehrs had a baby boy, Caleb Grant. Tracie Albert and her husband adopted a 9-month-old son, Logan approximately one week ago.

There was also discussion concerning needed attendance to vote at the OSEA meeting. It was confirmed that the majority of the membership (five), was needed at a meeting to vote. It was also confirmed that it required a unanimous vote of all members present at a meeting to change our constitution.

Treasurer's Report: Tracie Albert reported the OSEA has \$6, 602.00 in the account. Tracie has asked that we all make a change for her mailing address and telephone number for now as she has recently moved her home. Her address is P.O. Box 923, Sand Springs, OK 74063. She can be reached on her cell phone number at 918-261-0046.

Advisory Committee Report: Susan Goodman reported there were no applicants for the electrology preceptorship program at this time. The OSEA does need to submit two names to serve on the Advisory Committee. Kathy Plant notified Susan this past week that her term had expired October of 2001 and Carol Anwar's term would be expiring very soon. Members were asked to volunteer if they were interested in serving on the Committee. Peggy Dohlman made a motion to recommend Susan Goodman and Carol Anwar to continue to serve on the Advisory Committee. Maryann Fite seconded the motion. Passed unanimously. Susan Goodman said she would notify Kathy Plant at the Board of this action. Susan reported that the end of the current continuing education accounting period would be Dec. 31st, 2003. Anyone calling the Medical Board to inquire about their current CEU's needs to be aware there may be a discrepancy. There were two confirmed OSEA meetings in 2001, but there is a question if we had a third meeting in late March or early April. We will verify with Vicki Sue if there are minutes from a meeting at that time and forward the information to the Medical Board.

OSEA Web Page Committee Report: Carol Anwar and Peggy Dohlman have been working on the web site development. Brent Dobson has been our web master up to this point in its development. He told Carol and Peggy he would be unable to fulfill the completion of the web page and resigned the position. He agreed to forward all the work he has done to the new web master. He requested only \$10.00 to reimburse him for the cost of our domain name, **electrologyoklahoma.com**. There was discussion that members felt we should pay him something for time and effort he had spent on the page.

Peggy Dohlman made a motion to pay Brent \$100.00 plus the \$10.00 we owed him for the domain name. Carol Anwar seconded the motion. Passed unanimously.

Carol and Peggy reported they have three other web masters to choose from.

- 1) Gerald, works for Thrifty, would charge us \$750.00 to finish setting up the site and clarifying the links. He would charge an additional \$250.00 to fix the map that locates the OSEA member practices in the state. He would charge an additional \$75.00 per hour (or MONTH?) for monthly maintenance and \$9.00 per month for a hosting fee.
- 2) Debbie, an independent web master Peggy has used, would charge \$150.00 to finish the site, \$50.00 per month to host (includes 30 minutes per month in updates), and \$75.00 per hour for anything beyond 30 minutes per month of site changes.
- 3) Mike, web master for Carol's church, would charge \$100.00 to finish the existing web site as is, or we could pay \$500.00 to greatly improve the web site. He charges \$9.95 per month to host and \$75.00 per hour for small changes as needed. Mike could also arrange for our members to have a code word to access our OSEA minutes and meeting dates to keep the public out of this information.

There was discussion. Maryanne Fite made the motion to use Mike as the web master paying him \$500.00 to re-work the web site, 9.95 per month for hosting, and \$75.00 per hour for any updates needed. Susan McNeely seconded. It passed unanimously. Web Page Committee will go forward with Mike.

There was also discussion about the possibility of the OSEA offering free changes to members once per year, but that will be discussed more and decided on later. Personal changes made during the year by an individual electrologist, would be paid by the electrologist at the \$75.00 per hour rate.

The next item of discussion concerning the Web Page Committee was how to advertise our new web site. It costs \$150.00 to 250.00 per day to advertise on the cheapest billboards in the Tulsa area. It costs \$400.00 to \$1,800 per month to advertise in the OKC area. It is not possible to have an ad in the Yellow Page books that would have statewide listing for all communities. We could use Internet advertising with Smart Pages.com by Southwestern Bell Yellow Pages and/or World Pages.com by Western Publishing. To be able to do this we would be required to have a phone number listing which would cost \$45.00 to activate if we used an existing inactive line. Peggy offered to let us use an existing inactive line in her house. It would also cost \$20.00 to \$25.00 per month to maintain the phone line. When someone calls this phone number there would be a recording giving our OSEA web site address. Our web site address would most likely be accessed by those with the Internet on Smart Pages.com or World Pages.com. To use SmartPages.com it will cost the OSEA \$139.00 month or \$1,668.00 per year.

This would give us 50 characters on mainline and a mini web page with 1,500 characters and a link to our web site.

Susan McNeely made the motion that after our web site was up and running, the OSEA would sign up for SmartPages.com using Peggy Dohlman's existing inactive phone line in her house and reimburse her for the \$45.00 cost of activation and the monthly phone service fee of approximately \$20.00 to \$25.00. Maryann seconded the motion. Passed unanimously.

Carol or Peggy will notify the members of the new test site address and how to communicate with the web master so members can have input on their individual web page.

OSEA Constitution and By-Laws Report: Carol Anwar has been going over all the past OSEA minutes to try to discover any changes in the OSEA constitution and by-laws. She has discovered different wording used in these documents over time as she has worked to ready them to place on our OSEA web site. These changes were voted on but never re-typed into a new document. At this time the OSEA officers are President, Vice Pres./ Secretary, and Treasurer. There was discussion that it was a problem to have the Vice President also be the secretary because if the President was absent from a meeting, the Vice President would have to oversee the meeting and take the minutes. Peggy Dohlman made a motion that in the By-laws, Article III, Section I and Article IV, the officers would change to President, Vice Pres./Treasurer, and Secretary. Susan McNeely seconded the motion. Passed unanimously. There was discussion that the existing officers at this time would decide together if they want to go ahead and change their offices now concerning the treasurer and secretary for the duration of their office. Changes voted on today would become permanent and effective at the next election.

Members were given old and new written versions of the OSEA constitution and by-laws to take with them to study for any concerns before placing them on the new web site. They must e-mail Carol Anwar by November 10th.

New Business: Carol Anwar, Peggy Dohlman and Nancy Casteel attended the AEA's convention in Las Vegas this October. Nancy Casteel purchased a video/book costing \$150.00 addressing Carpal Tunnel Syndrome to be given to the OSEA library. Peggy Dohlman made a motion of reimburse Nancy for The \$150.00 video/book. Carol Anwar seconded the motion. Passed unanimously.

Continuing Education Presentation by Carol Anwar: An oral report was given presenting information by all the speakers at the convention. Two hours of CEU's was given to all members present.

Carol requested the following information be included in the Minutes concerning how to order a helpful PCOS booklet at the following address:

American Society for Reproductive Medicine
1209 Montgomery Highway
Birmingham, AL 35216-2809
(205) 978-5000

This is an excellent booklet to hand out to potential PCOS patients in your practice.

Carol also sent along this statement given at the convention by a speaker concerning "No Shows": Electrologists offer their training and expertise as a service. All we sell is our time. When you reserve an appointment with us, you "contract" to buy a time segment from us. Once "used" it, unlike a product, cannot be "resold". Once it has passed, it cannot be retrieved. Therefore, if you "no show" an appointment, it has the same economic effect on a service business as it would if you entered a store and took a product without paying for it. Selling time is how we earn revenue.

The meeting was adjourned at 4:45 pm.

The next meeting will be on April 6th, 2003 at the Best Western in Stroud, OK at 1:30. The continuing education will be the viewing of the Carpal Tunnel Syndrome video. We will be raffling off pain-relieving gel and a wrist brace included with the video. See you there!!