

FSAB Board Meeting  
Seattle, Washington  
Feb. 18, 2006

The meeting was called to order by President Graham Jones at 2:05 pm.

President - Graham Jones  
Susan Johns  
Carol Henderson  
Yale Caplan  
Madeleine Hinkes  
Vickie Willard  
Vici Inflow  
Joe Polski  
Derek Hammond  
David Senn  
Jack Kalin  
Mary Fran Ernst  
Guests from BFDE: Emily Will and Eric Hobbs

The minutes from 2005 were approved.

Graham Jones and Susan Johns will reach term limits by February, 2007. The issue of continuity of the FSAB Board should be considered.

Derek Hammond presented the Treasurer's report. The fee schedule for 2007 will remain the same as for 2006.

Graham Jones reported that Fo NSSAB has applied to NFSTC for an extension for the remaining \$15,000 of our \$60,000 grant.

An Executive Session was held to consider applications. The BFDE and the ABFT were accredited. A third organization was given a maximum three month extension to complete some agreed upon changes to its program.

New Business:

A minutes review committee consisting of Tom Bohan and Graham Jones was appointed.

Certificates: Effective dates and certificate design were discussed. Carol Henderson will circulate a revised document.

Document Retention was discussed. Copies of documents used by committees will be destroyed in a confidential manner. A policy for document retention should be developed.

Accreditation of the a large organization was discussed. FSAB agreed that the this group could apply for accreditation as one program with various sub-specialties.

Succession Planning - Several people are reaching term limits or resigning from the Board. There should be a plan developed to allow Directors to leave the Board on a staggered basis. A mid-year Executive Committee meeting will be held to develop this policy and to review the Standards and Policies and Procedures documents. Graham Jones will be invited, as Immediate Past President.

Elections: The following slate of officers was approved for a one year term.

President - Susan Johns

Vice President - Yale Caplan

Treasurer - Madeleine Hinkes

Secretary - Mary Fran Ernst

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#### FSAB Executive Committee Meeting

Chicago, IL

Sept 7-8, 2006

Susan Johns, President

Yale Caplan, Vice President

Mary Fran Ernst, Secretary

Madeleine Hinkes, Treasurer

Graham Jones, Immediate Past President

Derek Hammond, Member at Large

Caron Henderson, Public Member

Tom Bohan, Director

The meeting was called to order by President Susan Johns at 9:05 am. Graham Jones and Derek Hammond were invited to attend the meeting.

Minutes had been reviewed by the Minutes Review committee. An addition to the minutes was approved. Yale Caplan and Madeleine Hinkes were appointed to be this year's Minutes Review Committee.

Expansion of FSAB Board - Bylaws changes to increase the number of at-large Directors from 2 to 8, to increase the size of the Board to 12-14, and to increase term limits to four three-year

terms will be presented at the 2007 annual meeting. Carol Henderson resigned at the end of the 2006 annual meeting, and President Johns appointed Joe Maltese as Public Member..

At this time there are four accredited Boards - ABC, ABMDI, ABFT and BFDE. Two more groups are pending.

Application Review Committees: The ARC chairman and one board member should be on each ARC. An additional person could be someone who is leaving the board. A review committee for a current application was appointed.

Officer Succession:

Officers should serve two years in each office. The office of VP should be changed to President-elect. We should change to By-laws to add the Immediate Past President to the Executive Committee as a voting member. The EC shall consist of the President, Vice President, Secretary, Treasurer and Immediate Past President, with the President as chair. If the IPP's term expires, that term shall be extended until the IPP is replaced by a new IPP.

Nominating Committee:

The IPP will chair the nominating committee. This will require a By-laws change. The number of nominees is not limited, but is also not necessary to provide more nominees than there are positions. The Initial Nominating Organizations are recognized until 2008. After 2008 the Nominating Organizations (accredredited bodies) will be solicited for nominations, but they are not entitled to a Director position.

PPM and Bylaws: - Madeleine Hinkes was appointed to review the PPM, update it, and coordinate it and the Bylaws with Yale Caplan, who was appointed to revise the Bylaws according to past minutes. Revisions that affect Standards will be sent to Graham Jones.

NFSTC Funding: These funds are not to be used for routine operating expenses. A grant report will be submitted to NFSTC.

Treasurer's Report: As of 7/31/06 Treasurer Hinkes reported a balance of \$33,933.64. It was recommended that there be no dues increase in 2007. AAFS is writing all checks for FSAB and no fee is charged.

Fee Structure:	# Certificants	= Fee
	< 100	= \$450
	< 500	= \$900
	> 500	= \$1350
	>1000	= \$1800
	>1500	= \$2250

Outreach: FSAB has an initial goal of 10 accredited groups.

Standards: Development of a Commentary to introduce the Standards document and an amplification document to explain definitions and concepts was discussed. Notes could be placed in the Standards as “guidelines.”

Standards Review/Website: Requirements for an applicant or accredited organization to have a website and the need to include certain information:

Standards

Certification/recertification Process

KSA Scope of Program

Study Guide

Criteria to evaluate required training programs

Application form and process description

Organizational structure

Ethics statement

Archive of changes to standards

An organization does not have to include its entire PPM on the website.

Definitions: A definition for “Grandfathering” should be developed for the Definitions section of the Standards.

Examinations: The practicality of having all examinations be proctored was discussed.

Appeal Procedures: There should be an appeals procedure added to the PPM so that an FSAB decision can be contested.

Ethics and Professional Standards: Combination of these two sections was discussed and encouraged.

Additional discussions centered on Standards provisions for Education, Training, Proctoring the Application and application process, and the use of the FSAB logo.