

Meeting Minutes from conference call May 6, 2019

Present - Ed, Karla, Don, Phil, Tom Marty.

- Team Compensation
 - Tom has submitted invoices to provide payment to accounting. It is in process
- Visionary Contract
 - Visionary has forwarded invoices for the service period of June 2019 to November 2019. Tom has forwarded it to accounting. The contract remains the same at \$2,943.00.
- In Person Meeting
 - IAFF has a meeting in Milwaukee Wisconsin and would like us to meet during that meeting. It is the week of July 22nd. All were in favor. Phil has planned vacation and will not be able to attend. Agenda to be set up during a June Conference call. Meeting to possibly be Monday night and all day Tuesday.
- Data System Fix
 - Don submitted a proposal to fix a part of the local data reporting that is in need of modification. It is a filter for creating reports. Currently, reports can only be generated on submitted cases. When a program completes a case and it does not have all 20 mandatory elements for submission complete, it sits in the program file without the ability to analyze it. By creating the filter, Programs will be able to treat finalized cases like submitted cases for their own program review. This was approved by all with a \$1,000 cap put on the project. Don will notify Visionary to move the project forward.
- Funding
 - Ed presented the solicitation letter. Don was uncomfortable with the language indicating we would have benefits for those who contribute since we have yet to develop that. All agreed. Ed will re-write and circulate for final approval before sending to users.
 - Donation from Ryan Financial Services - Tom checked with Pat and found no conflict with the \$1,000 donation from Daniel Ryan. Tom will get Don the payable to and where to mail it. IAFF will send a confirmation letter and Don will develop a thank you letter and a tracking system to remain engaged with past donors.
- Research Project
 - Karla will develop a survey for users to find out what people would like to see.
 - Don forwarded to Karla an "online consent" form he received when he participated in another research project. It might be able to be adapted for our use.
 - Don forwarded to Karla a summary of the 20 mandatory data elements he created to see what results would look like.
 - Full scope of the project is yet to be developed but the plan is to have something more substantial in hand to take to the July meeting.
- Budget Status
 - After June-November Visionary Contract Paid, \$3,967.23.
- Next Meeting
 - Thursday June 6 at 10 PDT, 11 MDT, 12 CDT, 1 EDT