

NORTH CAROLINA MEDICAL GENETICS ASSOCIATION

ANNUAL BUSINESS MEETING

OCTOBER 16, 2009

WAKE FOREST UNIVERSITY BAPTIST MEDICAL CENTER

2009 NCMGA Officers:

President: Jack Tarleton, Ph.D.

Vice President: Betsy Swope, M.S.

Secretary-Treasurer: Randi Stewart, M.S.

Past President: Sonja Eubanks, M.S.

Officers Present: Jack Tarleton, Betsy Swope, Randi Stewart, Sonja Eubanks

Members and Guests in attendance: Tara Stamper, Lori Terry, Peggy Berry, Randi Stewart, Karen Corneliussen, Sonja Eubanks, Pat Koty, Jack Tarleton, Kerry Crandall, Stuart Schwartz, Jenny Goldstein, Adam Buchanon, Megan Mortenson, Chad Haldeman-Englert, Jean St. John, Betsy Swope, Ferrin Wheeler, Christie Turcott, Julie McClure, Debra Keelean-Fuller, Advie Tolun, Catherine Fine, Stephanie Francis, Jennifer Schafer, Tracey Leedom, John Wiley, Frank Grass, Mark Pettanati, Christy Stanley, Beth Hudson, Sarah Young, Rebecca Crimian, Jessica Hooks, Nancy Adams, Deanna Carere, Whitney Cogswell, Kristen Cornell, Kelly East, Courtney McGuire, Teresa Mihalic, Brooke Rush, Holly Taylor

Call to Order

President Jack Tarleton called the meeting to order. Wake Forest University Baptist Medical Center was thanked for hosting the Fall meeting. Business meeting lasted approximately 30 minutes.

Minutes Approved

Jack Tarleton made a motion to approve the minutes from the Fall 2008 business meeting. Frank Grass, Pat Koty and then the membership approved this motion. There was no discussion of minutes.

Committee Reports

Genetic Counselors discussed licensure and organizing clinical rotations to help standardize for students. Also, it was discussed and voted upon to allow host sites to plan and formalize the committee meeting discussions rather than have a nominated chairperson.

Cytogenetics and Molecular Genetics met together. Dr. Schwartz was welcomed. Array CGH was discussed followed by a tour of the WFUBMC labs.

Biochemical/Metabolic and Clinical Genetics met together for case discussions. Current Galactosemia testing was also discussed.

Secretary-Treasurer Report

Randi Stewart reported that NCMGA account balance is currently \$7,269.87. An audit of NCMGA accounting was recently performed by Pam Reitnauer, M.D., Ph.D. There was a minimal discrepancy between the ledger and bank statements of approximately \$5. The ledger was updated to reflect the most recent bank statement and Dr. Reitnauer found the financial accounting to be reasonable and sound.

Old Business

1. Jack Tarleton summarized SERGG meeting held in conjunction with SENBS collaboration meeting in Asheville, NC in August 2009. Dr. Tarleton provided a meeting book for the membership to review if desired. Attending the SERGG meeting and reporting back to the membership is now a duty of the Vice President, which will be funded by NCMGA.
2. The website (www.ncmga.org) continues to be altered and updated as needed. It serves as a bulletin board for meeting announcements, NCMGA by-laws and minutes from past meetings. Sonja Eubanks continues to alter website content via contact with Homestead when changes are needed. We now pay a yearly fee to have search engines recognize our website as approved last year.

New Business

1. Spring 2010 NCMGA meeting

Next meeting will be held in Asheville, NC on either 4/17 or 4/23. The date will be chosen and announced via the NCMGA listserv and website.

2. Expense Guidelines

A. Expense guidelines for new or proposed expenses for future meetings were discussed. Please see separate document for details. Generally, NCMGA will provide up to \$1,000 for travel support and honoraria. Non-keynote speakers should come from NCMGA membership and honoraria and travel support are typically not awarded. It is realized that there may be exceptions and host institutions are encouraged to contact an executive committee member when special circumstances arise. The membership agreed without discussion.

B. In 2009 the NCMGA officers have started holding a luncheon meeting approximately 6-8 weeks in advance of each bi-annual NCMGA meeting to discuss the upcoming meeting and future directions of NCMGA. The cost of these lunches has been paid from the NCMGA treasury. The officers have found this meeting to be beneficial and wish to continue in subsequent years. The membership agreed with this expense without discussion.

C. A new program to support travel to professional meetings is proposed for genetic counseling students and postdoctoral trainees enrolled in ABMG accredited programs in North Carolina. Please refer to separate document for proposed guidelines. We propose to implement this in January 2010. The maximum grant will be \$150 per student available on a "first come, first serve" basis. Up to \$2,500 from NCMGA funds will be available in 2010 for travel grants. First time applicants and applicants with seniority will be given priority. Applications should be sent to the NCMGA Vice President using the Travel Grant Application Form posted at www.ncmga.org, which may be examined by the executive committee. Frank Grass, John Wiley and then the membership voted to proceed with the student travel grants. We will plan to revisit and/or postpone if concerns arise in the future.

3. Listserv Guidelines

A proposal has been drafted to clarify appropriate usage of the NCMGA listserv. Please refer to this separate document for details. Members have inquired about posting job announcements to the listserv and/or on the website. In addition to traditional uses of the listserv, posting the following is also proposed to be an acceptable use of the listserv: national or state news of interest and research studies to those in genetics in North Carolina, information about activities sponsored by NCMGA, and job postings in NC for genetics professionals. Other messages will be considered by the officers on an individual basis depending on whether they fit with the purpose and goals of the organization and listserv. The officers will monitor the listserv to see that the number of messages does not become overwhelming. Students do not receive the listserv. Please

contact the Secretary/Treasurer at any time to be removed from the listserv. Incurring a fee for a job posting to the listserv was questioned. Sonja Eubanks suggested posting to the listserv rather than the website. Concerns mentioned included the number of postings and thus emails that this could generate, website maintenance (if posted to website), and potential controversy regarding competing with other NC institutions. A motion was made to approve the Proposed Listserv Guidelines, which was approved by Pat Koty, John Wiley and the membership. The plan was made to revisit this at future meetings.

4. Committee Meeting Chairpersons

It was proposed to allow the hosting institution committees to plan committee meeting discussions rather than have a nominated chairperson, as has been done for the Genetic Counseling Committee in years past. This was discussed and voted upon in the Genetic Counseling Committee meeting. No committee meeting suggestions were made and other committees are okay to proceed as they are. Tara Stamper suggested that when meeting announcements are sent out to the listserv, solicit suggestions for discussions at committee meetings at that time to help the host site set the agenda.

5. New NCMGA Officer

Jack Tarleton nominated Pat Koty to become Secretary-Treasurer of NCMGA beginning in 2010. The nomination was put to a vote and unanimously approved. The incoming President and Vice President will be Betsy Swope and Randi Stewart, respectively. The "Immediate Past President" will be Jack Tarleton, who will remain on the executive committee.

Adjournment

There being no further business, the business meeting was adjourned by Jack Tarleton.

Respectfully Submitted,

Randi Culp Stewart
NCMGA Secretary/Treasurer