

**Membership Committee Meeting**  
**Tuesday, February 9th, 2021 6:30pm**  
**Zoom Conference Call**

**Present:** Dr. Randy Ogata, ED; Dr. Joe Vaughn, Chair; Drs. Audrey Tatt, Van Anh La, Brigitte Higgins, Rica Mackert, Imahn Moin, Ohie Charoenkul, and Adam Kennedy.

**I. Welcome and call to order - Dr. Joe Vaughn**

A. Meeting called to order at 6:37pm.

**II. Approval of November 10th, 2020 meeting minutes**

A. It was M/S/C to approve the minutes from the previous meeting.

**III. Routine Business**

A. Virtual webinars on Study Clubs

1. Drs. Vaughn and Ogata gave an update on these events. It was decided to host 2 virtual panel-type events featuring the leaders of various study clubs in the Seattle Area. Dr. Vaughn will act as moderator for the first one, scheduled to be held on March 16th, and Dr. Charoenkul is planning to act as moderator for the second session to be held in mid-May. The final date is yet to be determined. Both sessions will be in a question/answer format but will also allow for each study club leader to give a short presentation featuring their study club as well as their CE journey. Randy and Sandra will continue to work to try and get sponsorship to cover any associated costs.

B. CE requirement Member Benefit event

1. Dr. Tatt gave an update on this event and informed that committee that Dr. Mark Donaldson had agreed to lecture on topics that would satisfy state requirements for minimal sedation / nitrous administration. Dr. Donaldson gave the option of a single day of 7 hours of lecture material. or to split the material up so that it consisted of four lectures of 2 hours in length spread out over several days time.
2. The Committee agreed that it would be better to split material up and have 4 virtual webinars of 2 hours each, spread out over 4 weeks time. The target dates as of now are March 2, 9, 23, and 30. Dr. Donaldson will provide pre recorded lectures and will be available for 30 minutes at the end of each session for any audience questions.
3. His requested honorarium is \$5,250. This amount is still within budget for this event and for the committee budget for 2020-2021.
4. **It was m/s/c to approve the requested honorarium of \$5,250 and to proceed with date confirmations.**
5. **Action items:** Dr. Tatt, Dr. Ogata, and Sandra will confirm the event dates with Dr. Donaldson and begin promoting the event to our members.

C. SKCDS Calendar update

1. Dr. Ogata has now confirmed that the Outlook calendar is not going to be the best choice logistically, so he will need to create a totally new Google Calendar and then post that on the website. Dr. Ogata will work to create and update this calendar and work with Joe to create a page on the website for it. Dr. Ogata will plan to include only the essential details of calendar events, including time, title, brief descriptions, and zoom links.

D. Ambassador Program update (Ohie/Randy)

1. Drs. Ogata and Charoenkul have been working with Dr. Isabella Amar (from the New Dentist Committee) to revive the Ambassador program. Dr. Charoenkul reported that they were able to access the old Ambassador training powerpoint from Dr. Peanut Hattaway. They will plan to revise and update this presentation, present it to the current pool of ambassadors, and then plan to officially relaunch the program.

2. **Action Items:**

- a) Drs. Charoenkul and Amar will update/revise the Ambassador training presentation by the end of February.
- b) By mid-March, there will be a virtual training program held to orient and train all current Ambassadors on how the program is to function moving forward.
- c) By the end of March, the Ambassador program will be fully active again.

- E. Membership Chair recommendations needed

1. Dr. Vaughn reported that there is not yet a replacement for MC Chair and encouraged any potential suggestions. The next meeting in May will be Dr. Vaughn's last meeting serving as chair. Dr. Charoenkul volunteered to act as a short-term Interim Chair during the transition until a new Chair can be found.

#### IV. **New Business**

- A. Dr. Ogata asked if the Committee felt like there needs to be a budget increase for next year. Right now, the budget is set at \$10k, but with the honorarium for Dr. Donaldson, we will be just shy of meeting that even though this year has been much less expensive due to the lack of in person meetings and all of those associated expenses.
- B. The Committee agreed that if we are to continue to plan and host a larger Member Benefit event every year targeted at satisfying WA state CE requirements, a larger budget would be necessary. The Committee agreed that requesting an annual budget of \$15k per year should be sufficient.

#### V. **Next Meeting**

- A. Tuesday, May 11th at 6:30pm, Zoom Meeting.

#### VI. **Adjournment**

- A. It was M/S/C to adjourn the meeting at 7:24pm.