AEMS Board of Governors
Meeting and Member Orientation
TENTATIVE Agenda
December 21, 2016
Tempe History Museum • Community Room • 809 E. Southern Avenue • Tempe, AZ 85282

I. Call to Order and Introductions – *Gail Bradley, MD*

II. Approval of Meeting Minutes – *Gail Bradley, MD* **ACTION**

III. Executive Director's Report – *Peggy Baker*

IV. Board Officer's Report

A. Treasurer's Report – *Roy Ryals*
1. Financial Report **ACTION**
2. Financial Review – *Lois Wienshienk and Duane Eckelberg* **ACTION**

B. Chair's Report – *Gail Bradley, MD*

V. Miscellaneous Reports
A. RED Book **ACTION**
B. Other

VI Orientation

A. Organizational Structure
1. Incorporation Status – *Peggy Baker*
2. History and Evolution – *Sandy Nygaard and Roy Ryals*
3. Mission, Vision, and Goals – *Peggy Baker*
4 State Contract & Role of Central Region EMS Coordinating System– *Garth Gemar, MD*
5. Strategic Plan – *Gail Bradley, MD*

B. Board Structure – *Peggy Baker and Marcia Barry, RN*
1. Organizational Chart
2. Roles & Responsibilities
3. Standards of Conduct
4. Involvement and Commitment Expectations

C. Administration

1. Policies and Procedures – *Roy Ryals and Peggy Baker*
a. Bylaws
b. Meeting Rules
c. Conflict of Interest & Code of Ethics
d. D&O and Other Insurance
e. Other Paperwork Requirements

2. Financial Process – *Roy Ryals*
a. Funding Overview
b. Budget
c. Financial Reports
d. Internal Controls (Checks and Balances Accountability)
e. Audit / Financial Review
f. Taxes
g. Corporation Commission Report

D. Program – *Sandy Nygaard and John Gallagher, MD*
1. Education and Training
2. Community Outreach
3. Advocacy

E. Open Forum – *Gail Bradley, MD*
1. Assessment Review
2. Annual Meeting Planning
3. Discussions/Questions

F. Adjournment

NEXT MEETINGS:

AEMS Board of Governors Meeting:
February 15, 2017
Tempe History Museum • Community Room 809 E. Southern Avenue
Tempe, AZ 85282

AEMS Functional Group Meeting:
January 18, 2017
St. Luke's Medical Center
Philip Auditorium • Room 1
1800 East Van Buren • Phoenix, AZ

17th Annual EMS Odyssey Conference
June 1-2, 2017
Desert Willow Conference Center
Phoenix, AZ