



OCMS Executive Board Meeting Minutes

Tuesday, April 13, 2021

In attendance: Paul Bozyk, MD, Ashok Gupta, MD, Jason Schairer, MD and Cindy Dady

Meeting began at 7:11 p.m.

New Member Approval – Two physicians were approved for membership in OCMS.

Discussion of Executive Director Plans – Cindy discussed her resignation to take place in July. She said she felt that after 14 years it was the right time to retire from OCMS. She said she felt OCMS needed someone possibly with more of a social media background that would bring new ideas to the society.

Cindy mentioned that currently she does the financials for OCMS and inquired whether we wanted someone qualified in QuickBooks. Doctor Bozyk said we should look for someone that has worked with the financials of an organization and can interpret or produce financial statements. Cindy mentioned that we will need to determine a salary for the new director. Cindy also said that last time we hired a director we formed a committee from the board members that looked at the resumes and interviewed the candidates. Doctor Bozyk said that we should probably include a couple people from the Executive Board especially Doctor Schairer since he will be the next president. Cindy said the timeline for the new director would be to provide a description to the Executive Board for approval, post the job the beginning of May, receive resumes during May, and then start the interview process in June. The new director would start the week after July 4th.

Doctor Bozyk mentioned that he did reach out to Ben Louagie at MSMS for any advice in this process. Ben said to reach out to Jodi Schafer who has her own human resource

company. Cindy said Jodi would be a great resource. Cindy said she could possibly look at the job description or might know a candidate.

Discussion of New OCMS Lease – Cindy went over the proposed new lease. She said that Kerr Russell reviewed the lease and made some suggestions. She said that the lease is five years with five free months of rent, one month free each year of our contract. She said the attorney had an issue with if the construction on the suite was not completed by the proposed date, say we were shut down again, and we could not move into our suite. Cindy said that she does not feel this is problem as the construction company is ready to begin and they are estimating it will be completed by the end of June. Cindy said what she did ask for is if the construction is not completed by the move in date that they store our furniture at no cost. Cindy said that we will be paying for electric at \$1.25 per square foot which will increase our cost as currently we have our own meter. She said we are still saving a significant amount with the reduced rent. She said the new lease has different insurance requirements so she has contacted the insurance company to see how much of an increase it will be.

OCMS Move List – Cindy discussed how the current furniture is very old. She suggested not moving it again as it may break down. She then said she is unsure about taking the copier. She said she cancelled the maintenance contract because OCMS only paid \$5,000 for the copier and the maintenance contract was costing at least \$1,200 a year. Doctor Bozyk requested Cindy put together a budget with all the items we may need for the new office. She said we will have a cost for the IT needed for the new office and the moving cost which she said will be minimal since we are not taking a lot of furniture with us. She said she will look into getting a quote on both of those.

Discussion of OCMS Strategies – Cindy said that she would like to present to the new director a list of strategies, suggestions, ideas for OCMS that she did not get around to, that the Board may have, etc. She said she will create a survey for the Board to provide their suggestions. She mentioned that she hoped the new director would have marketing and even possibly sales experience, since we no longer have customer service reps at MSMS. Doctor Bozyk suggested possibly having a strategic session with the board before the new director is hired. Cindy suggested having it the same day as the June Executive Board meeting.

OCMS Events – Cindy said she has not scheduled any other events for OCMS. She said we have the Medical Malpractice 101 event coming up on the 20th. She said she is skeptical about having more events based on recent attendance. Doctor Bozyk said he will work with Ven Johnson to reschedule the malpractice event from February that was cancelled due to low attendance.

OCMS Diversity Statement – Cindy said she would like to establish a diversity statement for the website. Doctor Bozyk suggested asking the other counties if they have any thing they have written. Doctor Schairer mentioned that if we are going to write a statement, we should also have plans on how we are implementing the policy into the society. Doctor Gupta said it is very important that members and boards continue to promote diversity. Doctor Bozyk suggested possibly develop a sub-committee and include members not just board members. Cindy said Doctor Saluja would be great to lead as she is on a committee at the medical school. Doctor Schairer suggested contacting other groups like MAPI to see how we could work together. Cindy said she would add this to the strategic suggestions.

Meeting ended at 8:15 p.m.