



Indiana

Dental Hygienists' Association

IDHA ANNUAL REPORTS 2019

Due: September 9, 2019

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INDIANA DENTAL HYGIENISTS' ASSOCIATION OFFICER/COUNCIL/COMMITTEE REPORT

REPORT DATE: 09/07/2019

OFFICE/POSITION: President

COUNCIL/COMMITTEE NAME (if applicable): Administrative Council

NAME: Heather Taylor

A. ANNUAL GOALS:

- Fulfill all duties pertaining to role of President of IDHA
- Remain active in the Legislative Committee
- Maintain membership and grow
- Complete Operational Manual
- Mentor future leaders of the association
- Maintain and enhance new website

B. SUMMARY OF ACTIVITIES:

- November 3, 2018– Installed as the 2017-2018 IDHA President
- November 3, 2018 – Chaired Post Annual Conference BOD Meeting
- November 13, 2018 - Finalized and distributed Post Annual Conference Survey
- December 7, 2018 - Attended Indiana State Board of Dentistry Meeting with Eileen Curosh
- December 14, 2018 - Phone meeting with Legislative Committee discussing 2019 Legislation
- December to present - Email conversations with Lobbyist Steve Beebe on Indiana State legislation of interest
- January 12, 2019 - Chaired BOD meeting via Zoom
- January 12, 2019 - Presented ADHA Fiduciary Responsibilities Videos to BOD
- January 17, 2019 - Attended ADHA District V Meeting via Zoom
- January 21, 2019 - Reviewed and signed Executive Director Contract with Barbara Owens
- January 23, 2019 - Visited FQHC in Richmond, Indiana regarding APA for Lisa Markley
- January 29, 2019 - Sent Non-Renewed Members Letter to encourage renewal of membership
- February 7, 2019 - Lunch meeting with Executive Director and President-Elect
- February 9, 2019 - Attended Annual Conference Committee Meeting (via Zoom)
- February 19, 2019 - Invited Dental Hygiene Program Directors to establish dates for visit from IDHA
- February 28, 2019 – Sent input to the Bowen Research Center Oral Health Advisory Group
- March 11, 2019 – Corresponded with Washington Dental Hygienists' Association regarding governance transition
- March 23, 2019 – Chaired BOD meeting (via Zoom)
- March 28, 2019 – Worked with IOH Liaison Denise Conrad to complete member information regarding IOH

- March 29, 2019 – Uploaded required documents (IRS documentation, leadership information, etc.) to the ADHA Charter portal. Worked with Treasurer, President-Elect, and Executive Director to complete this task.
- April 18, 2019 – Attended ADHA Leadership Meeting (via Zoom)
- April 24, 2019 – Signed contract with Blue Chip on behalf of Northwest Component (Future C.E. event)
- May 4, 2019 – Attended Indiana University School of Dentistry graduation – gave greetings on behalf of IDHA to graduates of 2019
- May 15, 2019 – Chaired BOD meeting (via Zoom)
- June 5 – Annual Conference Committee meeting (via Zoom)
- June – Signed contract with Ft. Garrison for Annual Conference
- June – Worked with Steve Beebe to arrange Legislative Committee Meeting and discussion with IDA for 2020 Legislation activity
- June – Created postcard using Vistaprint to capture Non-Members in Indiana
- June – worked with Vice President to solidify Laverne Whitmore as Election Chair for 2019 Annual Conference and General Assembly
- June 18, 2019 – Invited to give special guest speech at IU Northwest Dental Education Program Honors Ceremony
- July 8, 2019 – Attended Legislative Committee meeting via Zoom with Steve Beebe
- July 20, 2019 – Chaired BOD meeting (via Zoom)
- July 20, 2019 – Completed Organizational manual for IDHA – Board Approved
- August 2, 2019 – Legislative Committee meeting with IDA
- August – Created flyer for solicitation of nominations
- August – Created flyer for student event at Annual Conference 2019
- September – Directly contacted some members via email for nomination solicitation
- August – Reached out to non-renewed members before Summer ADHA cycle ended
- August – Worked on proposed bylaw and proposed resolutions for General Assembly in November 2019
- August – reached out to VIP guests for Annual Conference
- **EXPENSES:** None at this time

C. RECOMMENDATIONS:

- None at this time

D. RESOLUTIONS:

- This report is informational and contains no resolutions.
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INDIANA DENTAL HYGIENISTS' ASSOCIATION OFFICER/COUNCIL/COMMITTEE ANNUAL REPORT

REPORT DATE: September 6, 2019

OFFICE/POSITION: President-Elect

COUNCIL/COMMITTEE NAME: Member of the Administrative Council, Member of Legislative Committee, Member of Nominating Committee, **Chair** of Bylaws Committee, Member of the Membership Council, Member of Membership Services – Recruitment.

NAME: Sheli Taulbee

A. ANNUAL GOALS:

- Assist the President and substitute for the President when required.
- Participate as a member of councils and committees, as directed by the Operational Manual.
- Perform all duties customarily incident to the office of President-Elect as directed in the Operational Manual and such other duties as may be prescribed by the Board of Directors.
- To succeed to the office of President upon expiration of the President's term of office, and in the event of the death, resignation, removal, or incapacity of the President.

B. SUMMARY OF ACTIVITIES:

- 11.3.18 Attended the post Annual Conference Board of Directors Meeting
- 11.13.18 Attended District V Zoom Meeting
- Signed and returned required Board Policy Documents to Central Office
- Reviewed the Central Office/Executive Director contract and participated in the review process
- 1.12.19 Participated in the Board of Directors Meeting via Zoom
- 1.16.19 Participated in the ADHA Webinar via Zoom
- Answered questions via email and phone from the Trustee At Large to mentor her in the appointed position
- Reviewed the duties and responsibilities if the office of President Elect
- Sent, via email, the proposed speaker information forms to 3 individuals who may be interested in presenting continuing education courses for IDHA
- Sent the requested contact information for serving as a 2019 IDHA Delegate to the ADHA 3-year Delegate/Chair
- Registered for ADHA Annual Conference/House of Delegates
- 2.13.19 Participated in ADHA Membership Engagement Webinar via Zoom
- 3.13.19 Participated in ADHA Membership Engagement Webinar via Zoom
- 3.23.19 Participated in IDHA BOD Meeting via Zoom (9-noon)
- Sent written documentation of the motions I made during the 3.23.19 BOD meeting to Secretary Rettig

- Reviewed notes from BOD meeting regarding PBYS for the 2019 GA. Began draft for 2 PBYS. I plan to schedule a Zoom meeting this summer for the Bylaws Committee to further work on PBYS.
- 4.1.19 Signed and returned ADHA Constituent President Affirmation Statement as President-Elect per President Taylor
- 4.10.19 Participated in ADHA Membership Engagement Webinar via Zoom
- Agreed to give Greetings at IDA HOD in French Lick on 6.13.19 for President Taylor
- 4.18.19 Participated in District V Meeting for Constituent President and President-Elect via Zoom
- 5.15.19 Participated in BOD meeting via Zoom
- Reviewed 2019 ADHA Trustee Assessment
- 5.30.19 Participated in District V meeting via Zoom
- 6.6.19 Participated in District V meeting via Zoom
- 6.11.19 Participated in ADHA Webinar: HOD Orientation
- Reviewed all documents, Delegates Manual, House of Delegates Standing Rules, PBYS and PRs for the ADHA HOD.
- 6.13.19 Traveled to French Lick and gave greetings to the IDA HOD
- 6.20.19 thru 6.25.19 Traveled to and participated in the ADHA CCL/HOD
- 7.8.19 Participated in Legislative Committee meeting via Zoom
- 7.20.19 Participated in BOD meeting via Zoom
- Met with IDA in Indianapolis as a member of the Legislative Committee
- 8.29.19 Participated in District V meeting via Zoom
- Secured a presenter for the officer installation ceremony for 2019
- Sent submitted PBYS and PRs to the Bylaw Committee members and scheduled a meeting via Zoom for 9.10.19
- 9.5.19 Participated in Legislative Committee meeting via zoom
- Responded to all email in a timely manner

C. EXPENSES:

- Emailed IDHA Treasurer receipt for ADHA Annual Conference/House of Delegates registration and ticket for the Presidents Reception. \$399
- ADHA attendance per diem reimbursed by IDHA
- ADHA registration, hotel and Presidents/Awards Dinner reimbursed by IDHA
- Travel to and from French Lick for IDHA Greetings-donated

D. RECOMMENDATIONS: None

E. RESOLUTIONS: This report is informational and contains no resolutions.



INDIANA DENTAL HYGIENISTS' ASSOCIATION OFFICER/COUNCIL/COMMITTEE ANNUAL REPORT

REPORT DATE: September 6, 2019

OFFICE/POSITION: Vice President

COUNCIL/COMMITTEE NAME (if applicable): Annual Conference Committee/Council

NAME: Afton Cooper, RDH

A. ANNUAL GOALS: Coordinate & plan the IDHA Annual Conference

B. SUMMARY OF ACTIVITIES:

- BOD meeting; discussed survey results, made the decision to host a one-day Annual Conference for 2019, and speaker outreach.
- Initiated contact with Kim Healy at Fort Harrison to discuss facility availability.
- Discussed event facility availability with Kim Healy. Tentatively scheduled Annual Conference for Saturday, November 9, 2019, pending signing of contract.
- Touched base with Kim Healy regarding status of contract.
- Emailed Kim Healy regarding questions & changes regarding the contract for Fort Harrison for the 2019 Annual Conference.
- Spoke with Kim Healy via telephone regarding the email sent previously.
- Discussed questions the BOD discussed at our previous meeting regarding seating, meals & room block reservations.
- Sent Kim Healy another follow up email asking for a dining quote for 100 people for the menu discussed at the BOD meeting.
- Gathered more Request for Speaker info for the 2020 Annual Conference.
- Initiated Speaker contracts for 2019 Annual Conference.
- Emailed Kim Healy regarding room block contract, and times we have access to the conference center.
- Forwarded Kim Healy Room Block Contract signed by President Taylor.
- After review & approval by Barb & President Taylor, sent Speaker Contracts to Nancy Mann & Lisa Stillman.
- Reached out to potential Annual Conference Committee members.
- Reviewed Conference Exhibitor/Sponsor Contracts with Barb.
- Created Greeting Letter for Annual Conference Packets.
- Received Speaker Contracts from Nancy Mann & Lisa Stillman.
- Assigned Sharon Fenton as Speaker Facilitator.
- Assigned Jessica Rocke as SPEX Facilitator.
- Initiated communication w/ Kim Healy regarding availability of Fort Harrison for the 2020 Annual Conference & intent to move forward with a contract.

- Communicated with Lillian Caperila regarding CE Speakers for the 2020 Annual Conference.
- Gathered names of people who responded to Central Office's call to volunteer to start assigning volunteer positions for Annual Conference.

C. EXPENSES: None

D. RECOMMENDATIONS: None

E. RESOLUTIONS: This report is informational and contains no resolutions.



INDIANA DENTAL HYGIENISTS' ASSOCIATION COMPONENT ANNUAL REPORT

REPORT DATE: 9/6/2019

OFFICE/POSITION: Treasurer

COUNCIL/COMMITTEE NAME (if applicable): Finance Committee

NAME: Paula Russell

A. ANNUAL GOALS:

- As stated in Operational Manual

B. SUMMARY OF ACTIVITIES:

- All bills have been paid to date. Checkbook registers for IDHA and its components have all been reconciled with the bank and Quickbooks. Reimbursements have been made on behalf of IDHA to those whom have requested such, as well as on the component level. Monthly reports have been sent to component representatives and to the IDHA Board of Directors. So that tax preparation can begin by our accountants, all necessary information is being gathered to be sent to them.

C. EXPENSES: At this time, none to report.

D. RECOMMENDATIONS:

- None at this time

E. RESOLUTIONS: This report is informational and contains no resolutions.

Checking account balance: \$33,406.74

Money Market Savings account: \$24,445.93

Component checking account balance: \$39,582.57

Charity Gaming account: \$440.00

Edward Jones Investments: \$22,778.21, \$23,810.96

IK Edward Jones Investments: \$8,006.17

**INDIANA DENTAL HYGIENISTS' ASSOCIATION
OFFICER/COUNCIL/COMMITTEE ANNUAL REPORT**

REPORT DATE: September 2019

OFFICE/POSITION: Immediate Past President

COUNCIL/COMMITTEE NAME (if applicable): Nominating Committee

NAME: Stephanie Cohen

A. ANNUAL GOALS:

- Fulfill all duties of Immediate Past President.
- Continue assisting IDHA constituent and components maintain compliance with ADHA Charter Agreement, as needed and/or directed.
- Review and maintain duties and timeline of Nominating Committee.

B. SUMMARY OF ACTIVITIES:

- Follow up correspondence, as needed, from General Assembly/Annual Conference.
- Assist East Central component in understanding charter agreements, determine component leaders, and complete required signed page for IDHA.
- Attend November 8 EC component meeting, greetings on behalf of IDHA, gathered "Get to Know Me" surveys from attendees willing to fill one out.
- Attend IDHA BOD meetings: January, March, May, September
- ONGOING: Correspondence with IDHA related emails, as needed (absent July, August)
- ONGOING: Committee work and correspondence, as needed, for ADHA Constituent Advisory Committee
 - compliance portal updates
 - benchmarking surveys for constituents
 - uploading documents to ADHA compliance portal
- Attend March 11 ADHA Constituent Advisory Committee meeting
- Correspondence with District V constituents, as needed for follow up in completing ADHA Compliance Portal Documents needed
- Reach out to potential nominees for open BOD positions
- Prepare Slate of Nominations and Ballots for General Assembly 2019

C. EXPENSES: None submitted

D. RECOMMENDATIONS: I recommend the BOD consider adopting policy on BOD members having partial fees waived for attendance at Annual Conference (details can be discussed on guidelines, such as stipulations for honoring said “perk”, when/if budget allows each year, etc.) for the intent of not only rewarding the hard work in volunteer hours, but also to entice future BOD members. We live in a time where everyone is extremely busy, time and energy stretched, and we are often pulled in different directions and constantly prioritizing and re-prioritizing who/what receives said time and energy. Having heart and dedication to our profession may not be the deciding factor for potential members to be “active” or not; perhaps adding an incentive would not only be appealing but even encouraging to engage our members and be one small piece of inspiring more leaders. IDHA does have a history of this “perk” being policy, for some board positions; I recommend if the BOD considers such a policy that it be universal for all BOD members.

Secondly: I recommend the BOD consider using the GTKM surveys (and frankly all networking opportunities) not only for potential BOD positions open, but simply committee members. Often the personal invitation to ask someone if they’d be willing to help on a committee is less intimidating, smaller commitment, and may lead to engaging them in BOD activity. With no longer having “Trustees” from each component, we have a much smaller number of people with which to have a direct pipeline to fulfill leadership each year. When a member declines the idea of a BOD position, engaging them in a committee position is the next best thing.

E. RESOLUTIONS: This report is informational and contains no resolutions.

F.



INDIANA DENTAL HYGIENISTS' ASSOCIATION OFFICER/COUNCIL/COMMITTEE ANNUAL REPORT

REPORT DATE: 9/6/19

OFFICE/POSITION: Secretary

COUNCIL/COMMITTEE NAME (if applicable): Membership Council

NAME: Pamela Rettig

A. ANNUAL GOALS:

- To serve the IDHA association on the state and component levels
- To help the association run smoothly
- To increase membership among my peers

B. SUMMARY OF ACTIVITIES:

- Oct-Nov Created Membership information for Membership Table at Annual Conference
- Assisted Executive Director handing on registration packets at Annual Conference
- Attended October 30, 2018 BOD meeting
- Recorded, prepared, and submitted minutes for October 30 BOD meeting
- Recorded, prepared, and submitted minutes for 2018 General Assembly
- Attended November 3 Post Annual Conference BOD Meeting
- Recorded, prepared, and submitted minutes for November 3 Post Annual Session BOD Meeting
- Attended January 12 BOD meeting
- Recorded, prepared, and submitted minutes for January 12 BOD meeting
- Attended March 23, 2019 BOD meeting
- Prepared and submitted minutes for March 23, 2019 BOD meeting
- Attended May 15, 2019 BOD meeting
- Prepared and submitted minutes for May 15, 2019 BOD meeting
- Participated in discussion pertaining to postcard distribution to dental hygienists within the state of Indiana
- Attended July 20, 2019 BOD meeting
- Prepared and submitted minutes for July 20, 2019 BOD meeting
- Contacted non renewed members via email

C. EXPENSES:

- \$50.00 for copies of membership; submitted already reimbursed by Treasurer at November 2018 Annual Conference

D. RECOMMENDATIONS:

Due to the fact that many of the meetings are via Zoom, when individuals are making references to specific names that are suggested for speakers or recruitment, it would be helpful for individuals to submit a message in the chat via zoom on the spelling of the names. Many times, these members may not be listed in the leadership directory. This will save the correction later on and or having to search for the actual spelling of the name for accuracy.

E. RESOLUTIONS: This report is informational and contains no resolutions.

INDIANA DENTAL HYGIENISTS' ASSOCIATION OFFICER/COUNCIL/COMMITTEE ANNUAL REPORT

REPORT DATE: September 9, 2019

OFFICE/POSITION: Trustee At Large

COUNCIL/COMMITTEE NAME: Awards Committee Chair, Annual Conference Council Member, Non-Dues Revenue Committee Member, Continuing Education Committee Member, Membership Committee Member, By-laws Committee Member, Nominating Committee Member, Finance Committee Member

NAME: Lynn Ramer

A. ANNUAL GOALS:

- To fulfill the duties as set forth by the By-laws, BOD and Operational Manual
- To assist the President as requested

B. SUMMARY OF ACTIVITIES:

Trustee At Large

- Accepted position as IDHA Trustee At Large
- Attended First BOD Meeting, Saturday, November 3, 2018
- Attended District V Leadership ADHA Update via Zoom November 15, 2018
- Contacted components introducing myself as the new Trustee At Large
- Requested an updated Leadership roster from components
- Submitted required signed documents for participation on the BOD to CO by deadline
- Submitted information for December IK newsletter
- Submitted information for January IK newsletter
- Emailed ADHA Member Engagement Chats information to component leaders
- Contacted ADHA for guidance on Component Charter Agreement update(s)
- Compiled a user friendly document of Get To Know Me! Survey for BOD.
- Attended BOD meeting via Zoom, Monday, January 12, 2019
- Emailed a Call for Quarterly Reports to the Component Leaders 3 weeks prior to deadline.
- Emailed Get To Know Me! document to component leaders for use at the local level.
- Emailed Fiduciary responsibilities videos to component leaders
- Contacted Lilian Caperila of Premier Dental. Forwarded information to BOD.
- Submitted information for February IK newsletter
- Emailed Quarterly Report reminder to Component Leaders 24 hours prior to February 8 deadline.
- Submitted TAL 1st Quarter Report by deadline.
- Attended BOD meeting via Zoom, Saturday, February 9, 2019
- Prepared and emailed a post BOD meeting report to component leaders
- Submitted information for March IK newsletter
- Attended BOD meeting via Zoom, Saturday, March 23, 2019
- Prepared and emailed a post BOD report to Component leaders
- Reviewed IDHA Speaker Contract for Components

- Emailed Call for 2nd Quarter Report to component leaders 2 weeks prior to April 26 deadline
- Emailed 2nd Quarter Report reminder to component leaders 24 hours prior to deadline April 26 deadline
- Submitted TAL 2nd Quarter Report by deadline.
- Forwarded communication from Lillian Caperila of Premier Dental to President Elect and Vice President for 2020 Annual Conference consideration
- Submitted Consent Agenda information to President Taylor and President Elect Taulbee
- Supplied photo for IDHA website
- Attended BOD meeting via Zoom, Wednesday, May 15, 2019
- Participated in Indiana MOM Saturday, May 18, 2019
- Emailed Call for 3rd Quarter Report to component leaders 3 weeks prior to deadline.
- Updated Component Officers list. Katelyn Mahoney is the new Chair/Vice Chair for Ohio Valley.
- Attended ADHA Annual Conference in Louisville, KY June 20-25, 2019
- Emailed final Call for 3rd Quarter Report to components 1 week prior to July 7 deadline.
- Submitted TAL 3rd Quarter Report by deadline.
- Requested component leader position updates as they occur.
- Shared IDHA leadership opportunities with components: PE, Secretary, Trustee-at-Large
- Emailed Bowen Center for Health Workforce Report to all component leaders.
- Provided input/vote for Annual Conference postcard.
- Attended BOD meeting via Zoom, Saturday, July 20, 2019
- Emailed Central Component 3rd Quarter Report to Central Office.
- Requested copy of IDHA Policy Manual for review.
- Forwarded Call for Officer Nominations and Position Descriptions to components. Offered to answer questions or provide mentoring.
- Assisted in Membership Goal Campaigns by calling, emailing, texting and/or reaching out on social media to members prior to drop deadlines.
- Responded to all emails from BOD members appropriately and in a timely manner.
- Submitted information for September IKDHA newsletter.
- Emailed Call for Component Annual Report on September, 5, 2019.
- Requested component meeting/CE scheduled for 2019-2020 for posting on IDHA website.
- Submitted TAL Annual Report September 9, 2019.
- Emailed reminder for Component Annual Reports September 9, 2019.
- Assisted in securing various door prizes for Annual Conference.
- Fulfilled role as a member of the Annual Conference Council by assisting and completing all requests made by Vice President/Annual Conference Chair.
- Fulfilled role as a member of the Bylaws Committee by attending committee meeting on September 9, 2019
- Attended BOD meeting via Zoom, Saturday, September 21, 2019
- Attended BOD meeting via Zoom, Saturday, October 12, 2019

Awards Chair

- Emailed Dental Hygiene program director's and student advisors for A. Rebekah Fisk Award recipient's
- Received and verified list of A. Rebekah Fisk Award recipients by March 7, 2019 deadline.

- Confirmed order for A. Rebekah Fisk Award plaques with Central Office and Imperial Trophy March 8, 2019
- Consulted with Central Office on Awards Criteria documents regarding update email address for submission
- Emailed call for IDHA Awards with Awards Criteria documents to component leaders April 5,2019
- Emailed Call for IDHA Awards nominations to all component leaders June 15, 2019
- Provided link to IDHA website for IDHA Awards criteria June 15, 2019
- Responded to inquiry from Northwest component about former student scholarship award.
- Collected nominations for IDHA Awards to be presented at the July 20, 2019 BOD meeting
- Conferred with President-Elect Taulbee on ordering and collection of Life Membership Award Plaque from Imperial Trophy
- Prepared PR for Life Membership Award
- Confirmed location of Membership pins.
- Began preparing presentation for Awards Ceremony on November 9, 2019

C. EXPENSES: None

D. RECOMMENDATIONS: None

E. RESOLUTIONS: This report is informational and contains no resolutions



INDIANA DENTAL HYGIENISTS' ASSOCIATION OFFICER/COUNCIL/COMMITTEE ANNUAL REPORT

REPORT DATE: 9/6/2019

OFFICE: ADHA 3-Year Delegate

NAME: Nichole Dicke

A. GOALS:

- To serve as liaison between District V and IDHA delegates.
- To help guide delegates in registration, travel plans, and preparation for AC.
- To attend AC and contribute to the legislative process while also growing professionally.
- To communicate frequently and effectively with IDHA delegation and members.

B. SUMMARY OF ACTIVITIES:

- Attended 2017 IDHA General Assembly
- Various Zoom Meetings for IDHA and ADHA
- Created new IDHA group on FB
- Completed and updated Indiana's delegate roster
- Communicated with delegates about registration, what to expect, detailed schedule, expected duties, etc.
- Confirmed delegate registrations
- Reserved hotel for ADHA Annual Conference, confirmed travel plans.
- Collaborated with Trustee and other DV members about ADHA PBYS and PRs.
- Sent a summary of mandatory and highly recommended ADHA AC activities/meetings to delegates, also verbally discussed during a Zoom meeting.
- Attended 2019 ADHA Annual Conference and HOD, along with three first-time delegates from Indiana.
- Wrote a detailed letter to Indiana membership relaying key points from the 2019 Annual Conference and HOD, which was distributed (emailed) by Central Office.
- Authored proposed PR for 2019 IDHA General Assembly, resulting from discussions and experiences at ADHA Annual Session.
- Served as administrator for Facebook page, added Sheli Taulbee as moderator.

C. **EXPENSES:** within budget

D. RECOMMENDATIONS:

- Work towards defining mid-level practitioner, dental therapist, and advanced dental hygiene practitioner to specify dental hygiene licensure as a required prerequisite (to be presented at 2020 General Assembly).
- Create a policy supporting the development of a hygiene-based mid-level practitioner, if ever deemed necessary to help address an identified access to care deficit in our state (to be presented at 2020 General Assembly).

- Comb through our policy statements and definitions and identify necessary updates (to be presented at 2020 General Assembly).
- Consider creating an event similar to Unleashing Your Potential, but at a state level, to identify and foster potential leaders. Perhaps a Leadership Development Committee needs to be created first? This was also suggested by members of other states who have been successful with it.
- Develop and recruit members for a committee dedicated to public relations and social media presence, including ongoing monitoring/moderation of various social media accounts. Investigate utilizing Twitter and Instagram.

E. RESOLUTIONS: This report is informational and contains no resolutions.



INDIANA DENTAL HYGIENISTS' ASSOCIATION COMPONENT ANNUAL REPORT

REPORT DATE: Sept 12, 2019

COMPONENT: Central

CONTACT NAME: Sharon Fenton RDH

A. NUMBER OF MEMBERS: Feb 2019: 113 members, April 2019: 96 members, July 2019: 101 members, Sept 2019: 80 members

B. HIGHLIGHTS OF MEETINGS:

- In Feb Pam Rettig and I had a meeting to discuss our CE in end of Feb. We had a 2nd meeting to discuss cancelling the Ce due to lack of response. We only had 5 people registered. If we didn't cancel we would have had to pay Tricia Osuna a \$1000 speaking fee and all of her expenses to fly here from CA and her overnight stay. We decided to just pay her cancellation fee and forgo the CE. We have decided to only go with local speakers from now on.
- In April Pam Rettig and I discussed future CE topics. We have decided on doing one on CBD oil and medical marijuana. We will do this closer to license renewal time and combine it with Law and Ethics course.
- In July we did not have any formal meeting; Pam Rettig and I are brainstorming ideas for new and exciting CE topics.
- In Sept we did not have any formal meeting, Pam Rettig and I spoke over the phone and through email. We are trying to come up with new and exciting CE topics. We have an Ethics course in the works with Kathy Nahrwold; we are waiting on confirmation for the meeting room for Jan 9, 2020 or Feb 6, 2020. Once we get the date confirmed we will send out flyers and emails.

C. ACTIVITIES (Fundraisers, Special events, etc.):

- This year we have not had any fundraisers or special events.

D. MEMBERSHIP RECRUITMENT

- Word of mouth, networking at the ADHA conference. I would like to attend a few of the hygiene schools and address the students at a SADHA meeting.

E. RECOMMENDATIONS:

- none

F. RESOLUTIONS: This report is informational and contains no resolutions.

Respectfully submitted:

Sharon Fenton RDH

INDIANA DENTAL HYGIENISTS' ASSOCIATION COMPONENT ANNUAL REPORT

REPORT DATE: September 6, 2019

COMPONENT: East Central

CONTACT NAME: Jill Dickey

A. NUMBER OF MEMBERS: 38

B. HIGHLIGHTS OF MEETINGS

- Bret Cole of OraPharma presented an Arestin CE November 8th at Johnny Carino's in Muncie, IN.
- There were 0 meetings in December or January.
- A planning meeting is scheduled for February 12th.
- Feb 12 Member Planning meeting, 6 in attendance
- 5-28-19; Waterflosser CE Meeting, 1 Live Hour Credit at Great Lakes Family Dental Group
- 6-19-19; Budget Meeting

C. ACTIVITIES (Fundraisers, Special events, etc.)

- 6-19-19; Oral Hygiene product donation to Delaware County Foster Closet

D. MEMBERSHIP RECRUITMENT

- All CE email recommends to invite a coworker or hygiene friend.
- Email to current members to get involved, bring a friend

E. RECOMMENDATIONS

- NONE

F. RESOLUTIONS: This report is informational and contains no resolutions.

INDIANA DENTAL HYGIENISTS' ASSOCIATION COMPONENT ANNUAL REPORT

REPORT DATE: 9/16/19
COMPONENT: Northwest
CONTACT NAME: Shirley Bootz

A. NUMBER OF MEMBERS: 47

B. HIGHLIGHTS OF MEETINGS:

- June 8, 2019—Blue Chip Casino: Eileen Morrissey presented *Whisk Away Clinical Practice Challenges* (3 hours), Valerie Pickford, Physical Therapist, presented *Dental Ergonomics* (1 hour). 25 attendees: 10 members, 15 nonmembers

C. ACTIVITIES (Fundraisers, Special events, etc.):

D. MEMBERSHIP RECRUITMENT:

- CE event at Blue Chip Casino to attract members/nonmembers.
- Reach out to nonmembers who attended event.

E. RECOMMENDATIONS:

- We are planning to do CE events about once a month starting with the June Blue Chip event. We will alternate between South Bend and Gary for the CE for convenience of those who live in outlying areas. Open to suggestions of members as to location of CE.
- Have monthly meetings alternating between IUN campus and other locations.
- Continue to have meetings in various locations for convenience of members; perhaps do webinar or Zoom meetings so those farther away can still participate.

F. RESOLUTIONS: This report is informational and contains no resolutions.



INDIANA DENTAL HYGIENISTS' ASSOCIATION COMPONENT ANNUAL REPORT

REPORT DATE: 9-6-19

COMPONENT: Ohio Valley

CONTACT NAME: Donna Blythe, Katelyn Mahoney

G. NUMBER OF MEMBERS: 63

H. HIGHLIGHTS OF MEETINGS:

- 10-2-18 meeting with 2 CE (free for members, \$30 for non-members). Dr. Adam Hubert-Child Frenectomy. 18 members present, 15 non-members present with income for CE totaling \$450. Annual Conf. will be Nov 2-3 in Indy area. Voted to fully fund the 3 members attending. Raffle tickets to help fund expenses on Ann. Conf. available-contact IDHA as we do not have a seller in our component. Showed the gift basket of Libs chocolates and Wolf's BBQ sauces that we are donating for the raffle. Our current leadership positions are Chair: Cindy Goss, Secretary: Jenna Kuester, Financial: Donna Blythe.
- 11-7-18 meeting with 2 CE (free for members, \$30 for non-members) Christina Wicks-Human Trafficking Education for the Dental Professional. 21 members present, 22 non-members present (income of \$660), and 12 students present. Reports were given by the 3 members who attended the Ann. Conf. Reminder to ALL to call ourselves, IDHA: Ohio Valley Component (NOT OVDHA).
- 1-22-19 meeting with 2 CE: Dr. Robert Shumate-Oral Cancer, free for members, \$30 for non-members. 17 members present, 15 non-members present with income for CE totaling \$450. Discussed bringing treat bag donations to the next meeting for the 23 senior dental hygiene students at USI, to give them just before their boards. We hope this encourages them to join our component upon graduation. Discussion about a senior award for senior who will stay in our area, and the award will fund their dues. Thoughts are that they would have to help out at meetings in some way. USI Educator members will discuss this. We will be giving our scholarship money to USI Foundation soon also. Members asked to consider becoming our next vice chair. IDHA has a new website www.indiana-hygienists.org Log in as a new member to confirm membership. ADHA annual conference will be in Louisville, KY June 21-23, 2019.
- 2-19-19 meeting with 2 CE: Courtney Huffman, LDH, Orofacial Myologist – Introduction to Orofacial Myofunctional Disorders and Therapy, free for members, \$30 for non-members. 17 members present, 20 non-members present with income from CE totaling \$600. No students present. Treats were collected to make treat bags for USI Dental Hygiene Seniors. They will get them before they leave for spring break, since boards will be taken soon. A poster to decorate their locker

room was also decorated and signed by members. Discussion of Student Award, to be chosen by USI Dental Hygiene staff

- 4-10-19 Meeting with CE, Student Symposium on Current Dental Topics, held at USI, (free for members, \$30 for non-members) 33 students present, 14 members present, 6 non-members present with income for CE totaling \$180. Student Appreciation—all present were treated to Donut Bank Cookies. Member Appreciation Night—each current member received a \$5 Chick-fil-A gift card, and mailed it to members not in attendance. Student award was announced and certificate presented to Katelyn Sturgell, a senior who will be staying in our area, and the award will fund her first year dues. She will act as a liaison with dental hygiene students USI, to promote their involvement in our component. We have given our scholarship money to USI Foundation. IDHA has a new website www.indiana-hygienists.org. Log in as a new member to confirm membership. ADHA Ann. Conf. will be in Louisville, KY June 21-23, 2019. IDHA Ann. Conf. will be 1 day only, Nov 9, 2019 in Indy. Katelyn Mahoney will be our chair for the upcoming year (and vice-chair as well), Cindy Goss will be assistant vice chair, Donna Blythe will continue as Fin. Rep., and Jenna Kuester as secretary/meeting note-taker. This was our final meeting of the year. Watch for meeting schedule to come this summer for 2019-2020 year. Letters will go to members and local dental offices, and will be on Facebook as well.
- 9-3-19 meeting with 2 CE (free for members, \$30 for non-members) Joy Cook, MSED, RT (R) (CT) (MR) ARRT and Heather Schmuck, MSED, RT (R) ARRT Caring for Lead Apparel in the Dental Office, 15 members present, 2 non-members present with income for CE totaling \$60. Welcome to new year! Annual Conf. is Nov 9 in Indy 7am -5:30pm. Watch for IDHA emails and check website for volunteer positions needing filled. Be aware that Vaping is causing serious respiratory illness in teens and young adults. USI will have a CE on Sat 9-28-19, 3 CE, \$60 if registered by 9-16-19. EDAS offering CE at their local meetings for \$10 per CE. These now can be used by hygienists. Our CE fee will remain the same per member discussion. Welcome to Katelyn Sturgell, our liaison to students and new graduates! Discussed how being a member is great networking. Disconnect of current students with IDHA and ADHA brought up by a member. Are there any ways we can help this situation?

I. ACTIVITIES (Fundraisers, Special events, etc.):

- Members giving Dental presentations in local schools
- 2019-2020 Meeting and CE Schedule attached

J. MEMBERSHIP RECRUITMENT

- Inviting non-members to join, and the 2019-2020 meeting schedule and letter was sent out to local dental offices in August 2019
- Liaison to encourage students to join membership after graduation

K. RECOMMENDATIONS:

- A member wondered if emails go out to student membership from the national and state level.

L. RESOLUTIONS: This report is informational only and contains no resolutions.

**Indiana Dental Hygienists' Association: Ohio Valley Component
Continuing Education Meeting Schedule
2019-2020**

Date	Time	Topic/Speaker	Location
Tuesday September 3	6:00 pm	<u>Caring for Lead Apparel in the Dental Office</u> Joy Cook, MSED, RT (R)(CT)(MR) ARRT & Heather Schmuck, MSED, RT(R) ARRT	Browning Room B Evansville Central Library 200 SE Martin Luther King Jr Blvd, Evansville 812-428-8200
Wednesday November 13	6:00 pm	<u>Head and Neck Pathology</u> Dr. Scott Peifer, DDS	Browning Room B Evansville Central Library 200 SE Martin Luther King Jr Blvd, Evansville 812-428-8200
Tuesday January 21	6:00 pm	<u>Awareness of Domestic and Sexual Violence for the Dental Professional</u> Albion Fellows Bacon Center	Browning Room B Evansville Central Library 200 SE Martin Luther King Jr Blvd, Evansville 812-428-8200
Wednesday February 19	6:00 pm	<u>Dental Ergonomics</u> Kristen O'Nan, OTR/L	Browning Room B Evansville Central Library 200 SE Martin Luther King Jr Blvd, Evansville 812-428-8200
Wednesday April __	6:00 pm	USI Dental Hygiene Department Hosts: "Student Symposium on Current Dental Topics"	University of Southern Indiana Mitchell Auditorium HP Building

Non-member fee for 2 hour CE is \$30 (exact cash or check made out to IDHA)

Each meeting is worth 2 CEs for a total of 10 hours

If you have any questions about the schedule e-mail Katelyn Mahoney at kkmahoney12@gmail.com

INDIANA DENTAL HYGIENISTS' ASSOCIATION OFFICER/COUNCIL/COMMITTEE ANNUAL REPORT

REPORT DATE: July 7, 2019 (Did not receive report for the 4th Quarter)

OFFICE/POSITION: Legislative Chair

COUNCIL/COMMITTEE NAME (if applicable): Administrative

NAME: Amanda Apple

A. ANNUAL GOALS:

- Maintain open lines of communication with IDA
- Provide legislative support and growth

B. SUMMARY OF ACTIVITIES:

- Met with President Taylor and Steve Beebe to discuss legislative initiatives
 - Activity of DH licensure after graduation
 - Lasers
 - Nitrous oxide
 - Direct Access – the requirement for an NPI was removed 2019 legislative session by IDA
 - CPR
- Contacted hygiene schools to see what other changes could be relevant to graduating classes
- Arranged Legislative Committee meeting – July 8, 2019 at 5:30pm via Zoom
- Worked with Lobbyist to set up meeting with IDA in August to discuss 2020 legislation plans

C. EXPENSES: none

D. RECOMMENDATIONS:

- At annual meeting – would love to see a TED talk style/round table discussion on “hot” topics related to dental hygiene and would love direct access to be one of them
- At annual meeting – can we solicit a vender for electronic charting (MouthWatch or other) and a vendor that has mobile dental units (Midway)

E. RESOLUTIONS: none



INDIANA DENTAL HYGIENISTS' ASSOCIATION CENTRAL OFFICE ANNUAL REPORT

REPORT DATE: Sept 9, 2019

TITLE: Executive Director

NAME: Barbara L. Owens

A. GOALS

- Work with all Councils to keep IDHA Business Working smoothly
- Maintain IDHA Files and Records
- Serve as a clearing House for IDHA Questions through emails and phone calls
- Maintain Communications between Central Office, Officers, Councils and Members
- Maintain a current Database of IDHA members and Potential Members
- Secure meeting locations both for BOD and Professional Development Meetings

B. SUMMARY OF ACTIVITIES

First Quarter

- Worked a significant number of hours over allotted 80 hours/month, due to a new Vice President and significant changes regarding the 2018 Annual Conference; arranged with IDHA President Heather Taylor to take multiple comp days in November and December to balance the overage in hours worked, while maintaining an acceptable workload
- Checked IDHA PO BOX weekly
- Made bank deposits for annual conference registrations
- Answered phone messages, emails, and texts as soon as possible. Except for weekends, responded to most communications within 24 hours of receipt
- Attended October 30, 2018 IDHA Pre-Conference BOD meeting via Zoom
- Coordinated Annual Conference registration, maintained registration spreadsheet
- Prepared registration and other materials for Annual Session (name tags, registration envelopes, tickets for meals and President's Reception, CE sign-in sheets, etc.)
- Attended 2018 Annual Conference, worked registration, helped with General Assembly and other duties as assigned
- Attended the Post Annual Conference BOD meeting on November 3, 2018
- Met with IDHA President Heather Taylor in person on January 21, 2019, to sign ED 2018-2019 IDHA Contract, discuss remaining to-dos from 2018 Annual Conference, reviewed and discussed managing the new IDHA website
- Attended January 12, 2019 IDHA BOD meeting via Zoom
- Began work on Operational Manual, to provide final editing and formatting
- Maintained IDHA member and potential member databases
- Created initial draft of 2019 Leadership Directory, had it reviewed, posted to IDHA Website
- Began training on and working with new IDHA website
- Created CE attendance certificates for various component events

- Sent out 2019 membership dues renewal letters

Second Quarter

- Checked IDHA PO BOX weekly
- Answered phone messages, emails, and texts as soon as possible. Except for weekends, responded to most communications within 24 hours of receipt
- Created CE attendance certificates for various component events
- Worked on A. Rebekah Fisk Awards (Student awards given at each Dental School)
 - Prepared and sent order for award plaques (for those Dental schools that sent in nominations), including instructions on to whom they would be sent and who to notify
 - Created A. Rebekah Fisk Award Certificates and sent to respective Dental Schools
- Worked on IDHA Website
 - Created templates for component individual site pages
 - Posted various component meetings to component tab of website, as information received
 - Created page for Job Postings; entered the first posting
 - Worked on BOD-Only and Component-Only segments; tightened up formatting and straightened up and alphabetized Resource Documents pages
 - Created monthly IDHA Membership Directories, based upon ADHA alpha rosters; uploaded to website each month
 - Added PBYS, as approved at 2018 General Assembly, to IDHA Bylaws and uploaded revised Bylaws to website (replacing former version)
- Primarily worked on IDHA Operational Manual
 - Posted draft to website on 4.9.19 (excluding Appendix)
 - Worked on Appendices March through April (issues: multiple versions of many documents, making sure I had latest and approved versions, errors or formatting problems in documents I hadn't previously seen, clarification by President Taylor as to which documents to include)
 - Results: Appendices still need work before adding to Operational Manual
- Attended March 23, 2019, BOD Meeting via Zoom
- Created Speaker Contract for Component use, as well as instructions for its use
- Reviewed Ft. Harrison Inn and Garrison Banquet & Conference Center contract for 2019
- Set up IDHA: Northwest Component June 8, 2019, event on Eventbrite; after approval by component, published to go live on 4.29.19

Third Quarter

- Checked IDHA PO BOX weekly
- Answered phone messages, emails, and texts as soon as possible. Except for weekends, responded to most communications within 24 hours of receipt
- Created CE attendance certificates for various component events
- Set up Northwest's June 8 CE Event in Eventbrite
 - Worked with Component Chair and event coordinator to compile information necessary for online registration set-up
 - Once online event published, provided regular reports on attendance
- IDHA Website
 - Revised and updated pages to contain Conference information (home page, Events tab)
 - Entered 2019 IDHA Annual Conference Information and links, uploaded 2019 Annual Conference Brochure
 - Posted new component leadership information as identified
 - Created monthly IDHA Membership Directories, based upon ADHA alpha rosters; uploaded to website each month
 - Uploaded Lynn Ramer's photo to BOD section; cropped a group 2018 Conference photo to single out and upload Afton Cooper's photo (it is small; she didn't provide one as requested)

- Operational Manual Appendices
 - Clarified which documents to initially include
 - Uploaded identified documents to President Taylor's Box account for approval
 - Added approved documents in the Box account to the Appendix of the Operational Manual (involved reformatting some documents—maybe due to transition between folders?)
 - Created the Appendix Table of Contents (documents listed in alpha order)
- 2019 Annual Conference set-up
 - Revised Sponsor/Exhibitor (SPEX) Contract per Laverne Whitmore's recommendations after 2018 usage
 - Created 2019 Conference Brochure
 - Created 2019 IDHA Annual Conference in Eventbrite—involved many changes, as this year's conference is one day, has different pricing, includes a postcard discount possibility
 - Conference published on Eventbrite—registration was live on July 2, 2019
 - Sent out invitation to sponsor/exhibit and contract to SPEX data list (compiled from suggestions and past conference attendees and invitees)
- Attended Meetings as Requested or approved
 - Attended opening of IDA Annual Conference HOD to support Sheli Taulbee, who was giving greetings on behalf of IDHA
 - May 15—IDHA BOD Mtg via Zoom
 - May 30—Zoom Meeting with Heather Taylor and Afton Cooper
 - June 6—Zoom Meeting with Heather Taylor and Afton Cooper
 - June 22-23—Per IDHA BOD approval, attended Saturday and Sunday of ADHA Annual Conference (thank you, IDHA BOD!)
- Cleaned up mailing list of all Dental Hygienists in Indiana
 - Sorted and set aside individuals from other states and countries
 - Fixed zip codes/County references
 - Sorted by Counties to create segment for each Component using their respective counties (from list provided by Sheli Taulbee)

Fourth Quarter

- Checked IDHA PO BOX weekly
- Made bank deposits for annual conference registrations
- IDHA office was on hiatus the two and a half weeks of July while President Taylor was out of the country and Pres-Elect Taulbee was out of the continental US; with permission, put out of office message on email and tried to check voicemail and email messages as often as possible.
- Professional Services
 - Prepared 3rd quarter report and compiled all reports for board review
 - Prepared list of recommendations from third quarter reports for President Taylor
 - Blast emailed ADHA 3-yr Delegate's report to members
 - 7/20/19—attended IDHA BOD Meeting via Zoom
 - Proofed May 10, 2019 BOD Meeting minutes
- IDHA Website
 - Finished creating Annual Conference Event pages on website; published event
 - Cleaned up Component-Only resources section
 - Posted a DH position on IDHA website Job Board
 - Approved several requests for Members Only access; denied one
- 2019 Annual Conference
 - Finalized IDHA Annual Conference Registration Brochure
 - Sent blast-email inviting members to attend Annual Conference
 - Created spreadsheet for 2019 Annual Conference Registration
 - Emailed reminder solicitation notices to Sponsors/Exhibitors

- Prepared list of resolutions from 3rd qtr reports for President Taylor
- Began collecting registrations and SPEX contracts
- Downloaded first Eventbrite registration report
- Sent first preliminary conference registration count to President Taylor
- Cleaned up appendix documents to be placed in Operational Manual
- Additional blast e-mails (blast emails spaced so as not to incur spam)
 - Solicitation for PBYS/PRs
 - Unleash Your Potential information
 - Reminder about early-bird registration
 - Call for Nominations
 - Call for Conference Volunteers

C. EXPENSES: On Budget

D. RECOMMENDATIONS: None

E. RESOLUTIONS: This report is informational and contains no resolutions.