



## **POLICIES AND GUIDELINES MANUAL**

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## **Mission Statement**

**It is the mission of KATPO to provide high-quality, reasonably priced continuing education opportunities, to encourage certification, and to provide a forum for the exchange of ideas for the ophthalmic medical technicians in and around the Commonwealth of Kentucky.**

## **Goals**

**Advocate the profession**

**Set standards and encourage certification**

**Offer local continuing education**

**Discuss issues confronting the profession**

**Provide networking opportunities with other members enhance the image of Ophthalmic Medical Technicians.**



## KATPO BOARD OF DIRECTORS ROSTER 2020-2021

### Immediate Past President

Name: Deborah McDonald Certification: CRA, COT ATPO Member: Yes  
Home Address: 192 Old Coach Rd, Nicholasville, KY 40356  
Personal Cell: 859-227-7555  
Business: University of Kentucky  
Business Phone: 859-218-2626  
Business Email: [Deborah.mcdonald@uky.edu](mailto:Deborah.mcdonald@uky.edu)  
Personal Email: [deb4focus@gmail.com](mailto:deb4focus@gmail.com)  
Term: March 2020- March 2021

### President

Name: Meranda Sandlin Certification: COT ATPO Member: Yes  
Home Address: 3925 Hillside Dr., Lexington, KY 40514  
Personal Cell: 859-351-5490  
Business: Avesis  
Term: March 2020-March 2021

### President Elect

Name: Steven Vaught Certification: COA ATPO Member: Yes  
Home Address: 3836 Sugar Creek Dr., Lexington, KY, 40517  
Personal Cell: 859-967-3701  
Business: University of Kentucky  
Business Phone: 859-218-2620/859-323-5867  
Business Email: [steven.vaught@uky.edu](mailto:steven.vaught@uky.edu)  
Term: March 2020-March 2021

### Vice President

Name: Mary Bledsaw Certification: COA ATPO Member: Yes  
Home Address: 12533 Hedgeapple Way, Louisville, KY, 40272  
Personal Cell: 502-821-9985  
Personal Email: [mabledsaw@gmail.com](mailto:mabledsaw@gmail.com)  
Business: Robley Rex VA Medical Center  
Business Email: [mary.bledsaw@va.gov](mailto:mary.bledsaw@va.gov)  
Term: March 2019-March 2021

### Secretary

Name: Nicole Smith Certification: COT ATPO Member: Yes  
Home Address: 5308 Water Street, Milford, Ohio, 45150  
Personal Cell: 513-520-4886  
Personal Email: [lynch0604@yahoo.com](mailto:lynch0604@yahoo.com)



Business: Cincinnati Eye Institute  
Business email: [nsmith@cvphealth.com](mailto:nsmith@cvphealth.com)  
Term: March 2019-March 2021

### Membership Treasurer

Name: Kristena Pennington Certification: COA ATPO Member: Yes  
Home Address: 3636 SR 125, Bethel, OH, 45106  
Cell: 740-656-4066  
Personal Email: [kris40517@gmail.com](mailto:kris40517@gmail.com)  
Business: Cincinnati Eye Institute  
Business Email: [kpennington@cvphealth.com](mailto:kpennington@cvphealth.com)  
Term: March 2020-March 2022

### Member-At-Large

Name: Danielle Saylor Certification: COA ATPO Member: Yes  
Home Address: P.O. Box 132, Loyall, KY, 40854  
Personal Email: [danielle@huffmanandhuffman.com](mailto:danielle@huffmanandhuffman.com)  
Business: Huffman and Huffman  
Term March 2019-March 2021

### Member-At-Large

Name: Katrina Gjuraj Certification: COT ATPO Member: Yes  
Home Address: 117 Fox Run Train, Danville, KY, 40422  
Personal Cell: 859-699-2987  
Business: Eye Associates of Danville  
Personal Email: [Katgjuraj@gmail.com](mailto:Katgjuraj@gmail.com)  
Term March: 2020-March 2021

### Member-At-Large

Name: Laure Ulichney Certification: COT ATPO Member: Yes  
Home Address: 2561 Spring Valley Loop, Lexington, KY, 40511  
Personal Cell: 570-878-3135  
Business: UK Advanced Eye Care  
Business Email: [ula224@uky.edu](mailto:ula224@uky.edu)  
Term: March 2020-March 2022



### **KATPO PAST PRESIDENTS**

KENNETH E, WOODWORTH. JR. COMT COE

KAREN SUSCO, COMT

DEBORAH MCDONALD, CRA, COT

RENEE ELLIOTT, COA

LESLIE CORNETT, COT

MONA CARPENTER, COMT

ELAINE ROGERS, COT

KATRINA GJURAJ, COT

AMY JOST COMT, CCRC

LYNETTE LAMBERT

LAURA HOPKINS, COMT, OCJ-c

ROBIN CAFFEE, COA

JULIA DOERING, COA



### **Board Service Commitment Pledge**

I, \_\_\_\_\_, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of the Kentucky Association of Technical Personnel In Ophthalmology (KATPO), hereby pledge to carry out In a trustworthy and diligent manner the duties and obligations in my role as a board member.

#### **My Role**

- I. acknowledge that my primary roles as a board member are to:
  - a. Contribute to defining KATPO's mission and governing the fulfillment of that mission; and
  - b. Carry out the functions of the office of Board Member and/or Officer as stated in the Bylaws.

My role as a Board Member will focus on the development of policies that govern the Implementation of institutional plans and purposes. This role is separate and distinct from the role of the Manager, who determines the means of implementation of the plans and purposes determined by the board.

#### **My Commitment**

I will exercise the duties and responsibilities of this office with Integrity, collegiality, and care.

#### **My Pledge**

- To establish as a high priority my attendance at all meetings of the board and committees on which I serve, with a minimum of 60% attendance over the course of the service year.
- To be prepared to discuss the issues and business addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand.
- To work with and respect the opinions of my peers who serve this board and to leave my personal prejudices out of all board discussions.
- To always act for the good of the community.
- To represent this organization in a positive and supportive manner at all times and in all places.
- To observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
- To avoid conflicts of interest between my position as a board member and my personal life. If such a conflict does arise, I will declare that conflict before the board and refrain from voting on matters in which I have a conflict.
- To support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions.
- To agree to serve on at least one committee or task force, attend all meetings, and participate in the accomplishment of its objectives. If I chair the board, a committee, or task force, I will



- 1) Call meetings as necessary until objectives are met.
- 2) Ensure that the agenda and support materials are emailed to all members in advance of the meetings.
- 3) Conduct the meetings in an orderly, fair, open, and efficient manner.
- 4) Make committee progress reports/minutes to the board at its scheduled meetings.

I shall hold in confidence all matters and information pertaining to KATPO obtained as a Board member in connection with my involvement with KATPO, unless disclosure of such information is authorized by KA TPO. I shall not disclose confidential matters, deemed so in writing or through Board meetings.

If, for any reason, I find myself unable to carry out the above duties as best as I can, I agree to resign my position as a board member/officer.

Board Member Signature \_\_\_\_\_ Date \_\_\_\_\_



## **CODE OF ETHICS**

KATPO believes in the highest standards of ethics. Each member of the Board of Directors volunteers and employees, in his or her official role or when representing KATPO, shall abide by the following standards:

### Personal Integrity

- Seek out the truth and avoid misrepresentation
- Ensure fairness and objectivity in all activities
- Ensure that all information, which is confidential or privileged, is disclosed only as intended
- Promote public confidence
- Act in a manner that conveys respect

### Organizational Excellence and Accountability

- Strive to meet the highest possible standards of performance and achievement
- Be good stewards of all resources entrusted to KATPO
- Promote a working climate where honesty, open communication, and opinions are valued
- Avoid impropriety or any appearances of impropriety
- Abide by all By-Laws and Policy Guidelines in a consistent and fair manner

## **CONFLICT OF INTEREST POLICY**

The standard of behavior in KATPO requires all directors, volunteers, contract staff, and representatives to carefully avoid conflicts of interest between KATPO and personal, professional, and business interests. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

### Full Disclosure

The Board of Directors, in decision-making roles, should make known their connections with groups doing business with the KATPO. Upon or before election or appointment, individuals will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file at the KATPO office and updated as appropriate.

### Abstention from Discussion & Voting

Those with voting power who have an actual or potential conflict of interest should not participate in discussions or vote on matters affecting transactions between KATPO and the other group. Directors/Officers who have an actual or potential conflict should not be substantively involved in decision-making affecting such transactions.

### Personal Beliefs

KATPO recognizes that the Board of Directors may hold a wide range of personal beliefs, values, and commitments. These beliefs, values, and commitments are a conflict of interest if they prevent volunteers and contract staff from carrying out their job responsibilities.





### **WHISTLEBLOWER POLICY**

It is the intent of KATPO to adhere to all laws and regulations that apply to KATPO. The purpose of this policy is to support KATPO's goal of legal compliance. The support of all members is necessary to achieve compliance with various laws and regulations. A member is protected from retaliation only if h~/she brings the alleged unlawful activity, policy, or practice to the attention of the KATPO Board of Directors and provides the board with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to members who comply with this requirement.

If any member reasonably believes that some policy, practice, or activity of KATPO is in violation of law, a written complaint must be filed by that person with the Executive Director or President of the Board of Directors.

KATPO will not retaliate against a member who, in good faith, has made a protest or raised a complaint against some practice of KATPO, or of another individual or entity with whom KATPO has a business relationship, based on a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

KATPO will not retaliate against a member who discloses or threatens to disclose any activity, policy, or practice of KATPO that the member reasonably believes is in violation of a law, rule, or regulation, or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

### **IRS REQUIRED DOCUMENTATION**

The Internal Revenue Service requires nonprofit organizations to have the following policies in force: Conflict of Interest, Whistleblowers, and Documentation Retention and Destruction.

The Sarbanes- Oxley legislation imposes criminal liability on tax-exempt and other organizations for retaliation against whistleblowers who report federal offenses and for the destruction of records with the intent to obstruct a federal investigation. Organizations are required to keep books and records relevant to their tax exemption and their filings with the IRS.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

\_\_\_\_\_  
Director/Officer Signature

\_\_\_\_\_  
Date



## **BOARD MEMBER ORIENTATION GUIDE**

### **I. Requirements for Board Meetings and Attendance**

- a. Required to attend Annual Continuing Education Program, including the Tech Bowl, Lecture Series, Workshops, and Break-out sessions.
- b. Attend a minimum of 60% of all announced Board meetings and conference calls.

### **II. Costs Associated with Board of Directors Service**

- a. All board members must stay current on the dues to KATPO and ATPO.
- b. Responsible for all costs incurred at the annual meeting, except registration fee.
- c. All requests for reimbursement must have a receipt and reimbursement form, approved and signed by the President or Executive Director.

### **III. Responsibilities as a Board Member**

- a. Members are expected to fully participate in KATPO activities.
- b. Members are to recruit or provide information for one speaker for the annual CE Program or Summer Review Session.
- c. Members are expected to know KATPO policy.
- d. Members should refrain from any public discussion of board meetings that contain private or sensitive matters.
- e. Members should disclose to the board any actual or perceived conflicts of interest and not vote on such committee matters.

### **IV. Rights as a Board Member**

- a. Members will be informed about responsibilities, time commitments, etc., before accepting the position of board member.
- b. Members will be offered orientation and training to assist the board member in functioning effectively.
- c. Members will be kept informed through accurate financial reports, and management reports about the operation of the organization.
- d. Members will be assigned jobs that are worthwhile and challenging.
- e. Members are free to decline an assignment if the belief is that the match of skills or interests is not appropriate.
- f. Members are recognized at appropriate times for one's work and involvement as a board member.



## Policy Manual

### 1.0 Financial

- 1.01 Association accounts will be balanced by an individual other than the Secretary/Treasurer. Typically, this individual will be the chairman of the Finance Committee but could be any other individual appointed by the President subject to majority Board approval. 2/25/96
- 1.02 There must be an invoice to support every expenditure. 2/25/96
- 1.03 Any expenditure in excess of \$100 must be approved in advance by the President subject to Board approval. 5/05/96
- 1.04 The Secretary/Treasurer will be an ex officio non-voting member of the Finance Committee. 2/25/96
- 1.05 Tax preparation and filing shall be conducted at the conclusion of each fiscal year, as regulations require it. 3/2007
- 1.06 Individuals authorized to sign checks on KATPO behalf are the following: 1) President, 2) President-Elect, 3) Treasurer 3/2016
- 1.07 Two authorized signatures are required on every check drawn on KATPO's account. 8/22/98
- 1.08 Returned check policy:
- 1.09 Fiscal Year. The Fiscal Year of the Association shall begin the first day of January and end the last day of December each year.

### 2.0 Home Address

- 2.01 The business address of the Association shall be determined by the Board, and may be changed, from time to time, as required. Article XI, Section 1 of Bylaws

### 3.0 Continuing Education Fees

- 3.01 Registration fees for continuing education programs shall be set by the Board of Directors. 3/2007
- 3.02 The fee may vary from year to year and/or according to the type of program. 03/2007
- 3.03 Active KATPO members will be afforded a discount as set by the Board of Directors. 3/2007
- 3.04 The additional registration fee paid by a registrant who is not a member of KATPO, may be used, at the discretion of the registrant, as membership dues to KATPO. 3/2007
- 3.05 ATPO and KATPO Board of Directors members are exempt from registration and/or course fees for KATPO sponsored continuing education programs. 6/05/04



- 3.06 Instructors at the KATPO sponsored continuing education program are exempt from registration and/or course fees for the KATPO CE Program at which they are instructing; however, they must pay membership dues for KATPO and ATPO. 6/05/04
- 3.07 KATPO will pay the educational portion for the KATPO President to attend the ATPO Scientific Session and Grand Rounds at the Annual AAO meeting. Reimbursement will be limited to the portion unpaid by the President's employer. Reimbursement will be given upon receipt of proof of registration, proof of fees paid, and proof of attendance. 8/07 /04
- 4.0 **Membership**
- 4.01 Membership certificates and/or wallet cards will be sent to new and/or renewing members within 30 days of dues receipt.
- 4.02 'Fellow' members are exempt from membership dues for life. 1/10/98
- 5.0 **Nominating Committee**
- 5.01 The Nominating Committee shall report its slate to the board of Directors no later than January 1<sup>st</sup>. 1/10/98
- 5.02 The Board of Directors will notify the KATPO members of the Nominating Committee's slate no later than 30 days prior to the Annual Meeting. 1/10/98
- 5.03 The nominee for President-Elect must have (1) served on the Board of Directors for at least one year, must have been a KATPO member for two years and attended a KATPO CE Program in the past, or (2) been a KATPO member for two years, attended a KATPO meeting and served on a committee for two years.

Mileage reimbursement policy in financial

Bereavement policy

Attendance Policy



## **Committee Guidelines and Procedures Handbook**

### **I. Purpose of this Guide**

This handbook is a handy guide of practical, easy things you can do to chair a successful, efficient committee. It's a handbook that you should take time to read.

### **II. Types of Committees**

A volunteer board of directors governs KATPO. Committees are established to assist in this governance. There are types of committees:

Standing Committees are designated to make policy recommendations to the board, to undertake long-term assignments, and to carry out the work of the association. Only regular and Fellow Members may serve as chair.

Special Committees are designated to undertake specific charges and are appointed by the President with Board of Directors (BOD) approval. Special committees are discharged upon completion of its work or upon the completion of the appointing President's term of office, whichever occurs first. Only regular and Fellow Members may serve as chair.

### **III. Establishment of Committees**

#### **Appointment Process**

Each year the President appoints the leadership of standing and special committees of KATPO. The President consults with current committee chairs and others in making these important selections. KATPO strives for diversity in the makeup of its committees taking into consideration gender, geography, ethnicity, and type of membership. The appointed committee chair selects the membership for the committee with assistance from the President.

#### **Purpose of Committees**

Associations are built on a system of committee actions, linking KATPO with the attitudes and the interests and needs of its members. Committees represent, involve, and serve members, as well as provide an important training ground for future leaders. Committees are an effective workforce for the association; they ensure group participation in problem solving and provide a forum for the many interests within the association. Effective committees unify, represent, motivate, coordinate, consolidate, and communicate. They function best when their members are selected appropriately, and they have a clearly defined mission, and strong leadership.

#### **Administration**

##### **Board Liaison**

Each committee has a board member who serves as its liaison to the BOD. This person is a leadership resource person for the committee chair and a resource to the BOD regarding the committee's activities.



## Committee Reports

The committee chair is responsible for keeping committee members informed, with timely reports of all committee meetings and committee work conducted by telephone conference and written communications. At year end, the committee chair is expected to make recommendations to the president regarding future work of the committee.

## Committee Responsibilities

Committees are directly responsible to the BOD through the president. Committees may not commit to expenditure of unless specifically authorized by the Board. In proposing a program or activity that may involve expenditure of funds, committees must submit a program description and budget to the president for inclusion in the agenda and approval by the Board.

## Meetings

Because KATPO does not provide travel support for members to attend committee meetings, committees are encouraged to meet via conference call.

## Member Responsibilities

Members are expected to fully participate in committee activities by attending meetings and conducting business by telephone and written communications. Members are expected to do the following:

- Act in good faith and in accordance with what they believe to be in the best interest of KATPO and be familiar with KATPO policy.
- Discharge their responsibilities diligently and not delegate them to other committee members.
- Publicly disclose any actual or perceived conflicts of interest and not vote on such committee matters.

## **IV. List of KATPO Committees & Representatives and Their Purpose**

### **Annual Continuing Education Program**

- Chair: President
- President-Elect

Charge: Organize the annual continuing education program and tech bowl.

#### **TASKS:**

- a. Identify speakers
- b. Recruit speakers for: COA, COT, COMT review sessions.
- c. Provide speakers with faculty response forms.
- d. Follow up on faculty response forms.
- e. Provide the speakers' names and topics of lectures.
- f. Follow JCAHPO guidelines for appropriate topics.
- g. Be in attendance.



h. Prepare Committee Reports to Board.

### **Executive Committee**

- Chair: President
- President-Elect
- Vice President
- Immediate Past-President
- Treasurer
- Secretary

Charge: The Executive Committee shall manage the affairs of the Association between regular and special meetings of the Board. Act on behalf of the full Board when immediate action is necessary in the interim between regular board meetings.

#### **TASKS:**

- a. Appoint committee members and chairs.
- b. Review the annual budget and make recommendations concerning budgeting matters to the full Board.
- c. Assist the organization in obtaining adequate resources.
- d. Prepare Committee Reports to Board.

### **Finance**

- Chair: Treasurer
- President
- Immediate Past President

Charge: Supervise KATPO financial position and fundraising activities. All requests for special funds are submitted to the Board through the Finance Committee.

#### **TASKS:**

- a. Recommend an annual budget -early spring meeting.
- b. Collect and disperse KATPO funds.
- c. Recommend Potential corporate sponsors and exhibitors.
- d. Identify representatives with ophthalmic companies.
  
- e. Recommend revenue generating products and services.
- f. Prepare Committee Reports to Board.

### **Nominating Committee**

- Chair: Immediate Past President
- Fellow member
- Regular member
- Past BOD member
- Current member



Charge: Prepare a slate of candidates for KATPO offices.

- a. Recruit members to run for office.
- b. Verify candidates are eligible to run for office.
- c. Present slate of candidate to the Board at October BOD meeting.
- d. Gather biographies to be presented at the annual meeting.
- e. Prepare Committee Reports to Board.

### **Election Committee**

- Chair: To be appointed by the President
- Teller: to be appointed by the President

Charge: Conduct and supervise election at the annual meeting.

TASKS:

- a. Prepare ballots for Member Meeting
- b. Count the ballots -Teller
- c. Report results to the President and membership

### **Membership Committee**

- Chair: Appointed by President

Charge: Identify strategies to attract new members into the Association. Administer and coordinate a Welcome Network.

TASKS:

- a. Recommend incentives for membership recruitment and retention.
- b. Recruit members to make welcome telephone calls/emails to new members.
- c. Recruit members to be available to talk at schools for career day.
- d. Prepare Committee Reports to Board.

### **Scholarship Committee**

- Chair: Appointed by President
- 3 judges, must be COA or higher
- Grading scale -follow "Rubie" scale
- Final decision by appointed Chair

### **Volunteer Coordinator**

- Chair: Appointed by President

Charge: Recruit volunteers to assist at the Annual Meeting

TASKS:

- a. Coordinate handing out and collecting evaluation forms
- b. Coordinate disbursement of certificates of attendance
- c. Coordinate room monitors
- d. Follow up on volunteer recruitment participation.





## **V. Checklists for the Committee Chair**

The following checklists are provided as quick references to help the committee chair lead his or her committee.

### **Qualities of the Effective Committee Chair**

#### **Administrative Skills**

- Demonstrate willingness to take the initiative
- Demonstrate ability and willingness to carry out responsibilities
- Support orderly procedures for conducting work.

#### **Communication Skills**

- Demonstrate ability to communicate with committee members and other groups.
- Demonstrate willingness to actively listen.

#### **Leadership**

- Demonstrate ability to create a positive work atmosphere.
- Control without dominating.
- Understand how the committee fits into the larger work of KATPO.

#### **Participation**

- Demonstrate active participation and interest in the association.
- Possess knowledge of the subject in which the committee is involved.
- Support KATPO goals.

#### **Responsibilities of the Chair**

- Attend all meetings.
- Accept and support the committee's charge.
- Exercise leadership.
- Maintain records and relevant information on committee work. The chair must be sufficiently informed to interact knowledgeably with other committee members.
- Move members toward participation and decision-making.
- Evaluate committee efforts and communicates accomplishments to the committee and to KATPO leadership.

## **VI. Conducting Meetings**

### **Making Early Contact with Committee Members**

- Send a welcome/orientation letter.
- Provide the committee with its charges and goals.
- Provide the date and location of the first meeting, even if tentative, and a calendar of future meeting dates, even if tentative.



- Review recent accomplishments of the committee so that the work to be done and be put into context.
- Include an RSVP sheet for committee participation and for attendance at the committee meeting if the date is set. Some chairs may wish to solicit agenda items.

### **Developing and Structuring the Meeting Agenda**

- Provide an agenda sheet with beginning and ending times for the meeting, a list of committee members, and the agenda of topics to be discussed and/or acted upon.
- Sequence agenda items thoughtfully. Start the meeting with agenda topics that will unify the committee. This sets the stage for working together. Early in the meeting is a good time to discuss topics that require mental energy, creativity, and clear thinking. Do not put difficult topics back-to-back -people need a break. End the meeting with topics that will unify the committee -people like to leave meetings feeling that they are a part of a productive team.
- Do not over schedule the meeting. Provide sufficient but not too much time for each topic.
- Provide background information for each agenda item, written if possible.
- Indicate whether the item is for discussion only or if action is expected.
- Identify the person who is presenting each item.

### **The Chair's Role as Facilitator**

- Be a facilitator of the meeting, don't "hold court." The committee belongs to KATPO not the chair.
- Guide, mediate, probe and stimulate discussions. Let *others* thrash out ideas. Committees are not formed to validate the thinking of the chair or staff.
- Encourage a slash of ideas, but not of personalities. Good decisions are made when committees examine all sides of an issue, but don't let members personalize the debate.
- Prevent one-sided discussions.
- Deal with dysfunctional behaviors. Don't let a person who is blocking constructive discussion ruin the committee meeting for everyone else. Strategies for dealing with this behavior include confronting the member privately in a caring manner, pointing out the effects of the behavior and suggesting alternate behaviors.
- Keep discussion track. Periodically restate the issue and goal of the discussion.
- Monitor participation. Control talkative members and raw out silent members.
- Use well-placed questions, seek points of information and clarification and periodically summarize to keep the discussion focused.
- Be sensitive to the feelings of members. Listen for verbal cues to determine if a member is not happy with the discussion, and then deal with this.
- Keep the group focused on the central question and moving toward a decision. Call on the least senior members first to express their views. Discussions tend to "close down" after senior members express strong views.
- Seek consensus, but unanimity is not required. Sometimes trying to get every last person to completely agree compromises an idea.
- Close the meeting by noting achievements.

## **VII. Checklists for the Committee Chair**



### **Written Report of the Committee Meeting**

- Include the date, time and place of the meeting. Note the chair's name, members present and absent, and other key people in attendance.
- Note all formal motions and passage or defeat.
- Note all decisions reached, including motions passed and follow-up action to be taken, with deadlines or implementation.
- Include a brief summary of discussions. Do not attribute comments to members, except possibly where formal motions are introduced (attribution for motion is not required).
- Provide information on the time and place of the next meeting.
- Distribute the report to all committee members, including those who did not attend.
- In most instances, meeting reports do not require formal approval by the committee. A good approach is sending the meeting minutes out immediately following the meeting with a statement to contact the chair if errors are noted.

### **VIII. Parliamentary Procedure**

Parliamentary Procedure is a set of rules for conduct at meetings; it allows everyone to be heard and make decisions without confusion! Parliamentary Procedure means democratic rule, flexibility, protection of rights, and a fair hearing for everyone. So, it's important that everyone know these basic rules.

#### **A Few Basics**

1. Verify a quorum; ask someone to count and report.
2. When a quorum is present, call the meeting to order.
3. Chair's opening comments, if any.
4. Approval of the minutes; have them read or not. Ask if any changes, etc. Ask for motion to accept.
5. Committee reports/previous business/old business.
6. Rest of agenda.
7. Recess to meet again; adjourn

#### **Do**

1. Repeat motion and ask for a second; may be best to repeat after the motion is seconded.
2. Turn unlimited and aimless discussion into a motion; ask if there is a motion.
3. Before a vote is taken, repeat the motion or ask the secretary to read the motion (this gives chair some time to think).

#### **Do Not**

1. Be concerned about technicalities; concern is over the business of the day.
2. Call people out of order unless conduct is so gross (recess or handle during a break).
3. Pretend you know all the rules; just ask someone in the group If o simple majority vote Is what Is coiled for

Remember: The result is the meeting substance, not the rules. Just about all motions call for second, a discussion and a simple majority vote. Just know that there are a few exceptions, notably those



requiring special attention, i.e., point of order, point of privilege. The above is enough to conduct an informal meeting where others are just as concerned as you are about doing it right.

## **Order of Business**

### **Opening the Meeting**

- The presiding officer should never call the meeting to order until a quorum is present. A quorum is the number of members entitled to vote who must be present in order for business to be legally transacted. Quorum is typically defined in the governing documents of the organization.
  - Once a quorum is present, the presiding officer calls the meeting to order by stating, "The meeting will come to order."

### **Approval of Minutes**

- In meetings when minutes are to be approved, the minutes are typically distributed to all members so that they do not have to be read aloud. Corrections and approval are normally done by unanimous consent. That is, the presiding officer can ask, "Is there any objection to approving the minutes as read [or distributed]." If there is no objection, the minutes are approved.

### **Reports of Officers, Boards, and Standing Committees**

- The first substantive item of business in meetings is typically hearing from the officers and established boards and committees. The logic in this order of arrangement is to give priority to the items of business from the leadership. Typically, the presiding officer learns in advance who needs to report and only calls on those officers, boards, and committees that have reports.

### **Reports of Special Committees**

- Unlike standing committees established in the bylaws, special committees do not have continual existence. Instead, special committees exist solely for the purpose of a specific project. For example, a special committee might be created to plan a specific function or event. Special committees typically go out of existence upon their final report.

### **Unfinished Business**

- Unfinished business refers to matters carried over from a previous meeting. This category of business is sometime incorrectly referred to as "old business." "Old business" is a misnomer in that unfinished business is not simply items that have been discussed previously. Instead, unfinished business items typically fall into one of several specific categories. For organizations that meet at least four times a year, unfinished business may include:
  1. Any matter that was pending when the previous meeting adjourned;
  2. Any matters on the previous meeting's agenda that were not reached; or
  3. Matters that were postponed to the present meeting.
- The presiding officer should know if there are any items to be considered under unfinished business. As a result, the presiding officer should not ask, "Is there any unfinished business?"



Instead, the presiding officer should simply state the question on the first item of business. If there is no unfinished business, the presiding officer should skip this category of business.

### **New Business**

- Much of the work in a meeting is accomplished during the heading of new business. In this category of business, members can introduce any new item for consideration. As a result, the presiding officer may be unaware of what items of business will arise under new business.
- The presiding officer introduces the heading of new business by asking, "Is there any new business?" Any member can then introduce new items of business by making a motion and obtaining a second. Following the consideration of each item, the chair repeatedly asks, "Is there any further new business?" This process continues until there are no additional business items to come before the assembly.

### **Closing the Meeting**

- In most assemblies the presiding officer can adjourn the meeting without waiting for a motion to adjourn. If all items of business have been considered, the presiding officer can ask, "Is there any further business?" If there is no response, the presiding officer simply states, "Since there is no further business, the meeting is adjourned."
- If custom or tradition requires that a motion to adjourn be made, the presiding officer can ask, "Is there a motion to adjourn?" Once the motion is made and seconded, the presiding officer can ask, "Is there any objection to adjourning the meeting? Hearing no objection, the meeting is adjourned."



## KATPO BY LAWS

### Article I

#### Name

The name of the association shall be the Kentucky Association of Technical Personnel in Ophthalmology, Inc., hereinafter referred to as KATPO or as the Association.

### Article II

#### Purpose

The purpose of the Association is to enhance the quality and availability of ophthalmologic care in the state of Kentucky and surrounding area by providing and encouraging continuing education of personnel in ophthalmology.

### Article III

#### Members

**Section 1. Regular Members.** Regular membership in the Association shall be limited to those individuals accepted for membership by KATPO who are certified by the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) and who are members in good standing of the Association of Technical Personnel in Ophthalmology (ATPO). Such individuals shall have the right to vote, chair committees and to hold office in the Association.

**Section 2. Associate Members.** Associate Membership in the Association shall be available to those individuals who do not otherwise qualify under the rules for Regular Membership but who are allied health personnel in ophthalmology as attested to by a sponsoring ophthalmologist by whom the Associate Member must be employed. Associate Members shall have the right to vote but not to hold office or chair committees. (Amended 2/27 /99).

**Section 3. Student Members.** Individuals who are currently enrolled in regular academic programs (not home study) for allied health personnel in ophthalmology are eligible for Student Membership. Student Members shall have the right to vote but not to hold office or chair committees.

**Section 4. Fellow Members.** Fellow Membership may be granted to a Regular Member by the Board of Directors (Board). Eligibility for Fellow Membership shall include: a minimum of ten years as a Regular Member of the Association; a personal record of outstanding contributions to the Association; such other qualifications as may be determined by the Board. Fellow Members may vote, hold office and chair committees.

**Section 5. Inactive Members.** Inactive Membership in the Association is available to those persons who are presently, or who in the past have been, certified by the JCAHPO, but who are not currently working in the field of Ophthalmology. Eligibility for this membership category shall also require membership in good standing of ATPO. Inactive Members shall have the right to vote and to chair committees but may not hold office.



**Section 6. Sustaining Members.** Sustaining Membership may be granted to those organizations, corporate sponsors or individuals which/who have supported Association projects during the current fiscal or which/who have donated funds to the Association general fund during the current fiscal year. There shall be no voting right, right to chair committees or right to hold office. Benefits for Sustaining Members shall be determined by the Board. Membership is renewable annually at the discretion of the Board and consistent with the requirements established by the Board, which may be changed from time to time.

**Section 7. Membership Category.** The membership category, except for Fellow Members, to which an applicant is assigned shall be determined by the Membership Committee appointed by the President and approved by the Board. In cases in which the determination of membership category is questionable, the Board shall make the determination.

**Section 8. Dues.** Dues shall be payable on or before the first day of January each year. The secretary/Treasurer shall notify members one month in arrears, and those whose dues are not paid within one month thereafter shall be automatically dropped from membership in the Association. Fellow Members are exempt from the payment of dues, but dues for every other membership category shall be established by the Board. Dues shall not be prorated.

**Section 9. Resignation.** Any member may resign by filing a written resignation with the Secretary/Treasurer, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments or other charges accrued and unpaid.

**Section 10. Voting Rights.** The right to vote on matters pertaining to the Association is limited to current members in good standing. For this purpose, good standing shall be defined as dues paid membership for a period of not less than thirty (30) days. Current members include continuous members and new members having fulfilled the good standing time requirement.

**Section 11. Reapplication for Membership.** Reapplication for membership, from an individual previously dropped from membership under Association rules, may be made at the beginning of the fiscal year and for a period of ninety (90) days thereafter. The Board may permit reapplication for membership at other times during the fiscal year in special cases and at its discretion. The Board shall make the membership status determination in all cases of reapplication.

#### **ARTICLE IV**

##### **Board of Directors**

**Section 1. Members-at-Large.** There shall be three (3) Members-at-Large. One or more Member-at-Large shall be elected each year by the membership at the Annual Meeting for a two-year term. The newly elected Member-at-Large shall assume his/her duties thirty (30) days after the Annual Meeting at which they are elected.

**Section 2. Composition.** The Board shall be comprised of the President, the Vice President, the President Elect, the Secretary, the Treasurer, the Immediate Past President, three (3) Members-at-Large, and the Executive Director, should the Board appoint one. The type and number of individuals comprising the Board of Directors may be changed from time to time at the discretion of the Board.



**Section 3. Officers of the Board.** The officers of the Association shall serve in the same capacities on the Board of Directors.

**Section 4. Voting Rights.** All Board Members, except the Executive Director, shall have a single vote.

**Section 5. Duties.** The Board of Directors shall manage the affairs of the Association.

**Section 6. Meetings.** The Board shall meet at least once annually, typically in conjunction with the Annual Meeting of the Membership, and at any other time at the call of the President or any four (4) Board Members (Special Meeting). Notice of any Special Meeting shall be given at least fifteen (15) days in advance, in writing. Any Board Member may waive notice of any meeting.

**Section 7. Quorum.** So long as at least four (4) Board Members are present for any meeting of the Board of Directors, those Board Members present shall constitute a quorum.

**Section 8. Executive Director.** The Board shall, at its discretion, appoint an Executive Director, who shall serve as an ex officio member on all committees, and on the board, without vote. Additional duties shall be as specified in Robert Rules of Order, Newly Revised.

**Section 9. Vacancies.** A vacancy in any Board position because of death, resignation, disqualification, or otherwise, shall be filled by the Board for the unexpired portion of the term.

**Section 10. Removal from the Board.** Removal from the Board shall require a two-thirds vote of the Board, provided such action has been included as an agenda item in the call for the meeting during which this action shall be addressed.

## **ARTICLE V**

### **Officers**

**Section 1.** The officers of the Association shall be a President, a President Elect, a Vice President, a Secretary, a Treasurer, the Immediate Past President and the Executive Director, should the Board appoint one. Such officers shall have the authority and perform the duties described herein. With the exception of the Executive Director, who may be appointed for unlimited two-year terms, all other officers shall serve one or two-year terms, as described in Article VI, or until such time as a successor shall have been elected.

**Section 2. Eligibility.** Eligibility for office is limited to Regular and Fellow Members who live or work in the Commonwealth of Kentucky. The election of Officers shall take place at the Annual Meeting. Newly elected Officers shall take office thirty (30) days after the Annual Meeting at which they were elected.

**Section 3. Change in Eligibility.** "In the event an officer moves out of the Commonwealth of Kentucky and that officer feels willing and able to continue with the duties assigned to them as officer and requests to remain as an active officer, the Board at its discretion will decide the feasibility of that officer's ability to complete the unexpired portion of their term and/or to remain in office until the next regular member meeting, at which time a replacement will be elected."





**Section 4. Removal from office.** Removal from office shall require a two-thirds vote of the Board, provided such action has been included as an agenda Item in the call for the meeting during which this action shall be addressed.

**Section 5. Vacancies.** A vacancy in any office because of death, resignation, or otherwise, may be filled by the Board for the unexpired portion of the term.

## Article VI

### Duties of Officers and Members-at-Large

**Section 1. President.** The President shall be the principal executive officer and spokesman for the Association, and shall, in general, supervise and direct all the business and affairs of the Association. The President shall preside at all meetings of the members and the Board. The President shall sign, with the Secretary or Treasurer or any proper officer of the Association authorized by the Board, any deeds, mortgages, bonds, contracts, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board, or by these Bylaws, or by statute, to some other officer or agent of the Association. The President shall be ex-officio member on all committees except the Nominating Committee, on which the President may not be ex-officio or otherwise a member. The President shall appoint, subject to Board approval, representatives to other organizations, if necessary. In the event of multiple appointments to the same organization, in no case shall all individuals be replaced during the same year. The President shall, in general, perform all the duties incident to the office of President and such other duties as may be assigned, from time to time, by the Board. The President shall serve a term of one year, followed by a term as Immediate Past President for one year.

**Section 2. President Elect.** The President Elect is to be elected preferably from those KATPO board members who have served at least one year on the board or alternatively as an active KATPO committee member. The President Elect shall, in the absence of the President, perform the duties of the President, and, when so acting, shall have all the powers of the President, and be subject to all the restrictions on the President. The President Elect shall perform such other duties as may be assigned, from time to time, by the President or Board. The President Elect will serve a term of one year just prior to taking office as President. At the expiration of the term of the President, the President Elect shall assume the office of President for a term of one year.

**Section 3. Vice President.** The Vice President shall, in the absence of the President and President Elect, perform the duties of the President, and, when so acting, shall have all the powers of the President, and be subject to all the restrictions on the President. The Vice President shall perform such other duties as may be assigned, from time to time, by the President or Board. The Vice President shall serve a term of two years.

**Section 4. Secretary.** The Secretary shall serve as a full voting member on the Board of Directors. The secretary shall keep the minutes of all membership and Board meetings; see that notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate seal and the records of the Association; keep a register of the post office address of each member, which shall be furnished by each member; and perform such other duties as, from time to time, may be assigned by the President or Board. The Secretary shall serve a term of two years.



**Section 5. Treasurer.** The Treasurer shall serve as a full voting member on the Board of Directors. The Treasurer, as required by the Board, shall give bond for the faithful discharge of duties, in such sum and with such surety or sureties as the Board shall determine. The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the Association; receive and give receipts for monies due, and payable to, the Association, from any source whatsoever; deposit all monies in the name of the Association in such banks, trust companies, or other depositories as shall be selected by the Treasurer and approved by the Board. The Treasurer shall be responsible for sending out dues notices to members whose dues are one month in arrears as specified elsewhere in these Bylaws; and perform such other duties as, from time to time, may be assigned by the President or Board. All accounts signed by the Treasurer on behalf of the Association must be countersigned by a bonded Officer or other representative as assigned by the Board. The Treasurer shall serve a term of two years.

**Section 6. Immediate Past President.** The Immediate Past President shall serve as Chairman of the Nominating Committee, and, in general, perform such other duties as, from time to time, may be assigned by the President or Board or such other duties specified elsewhere in these Bylaws. The Immediate Past President shall serve a term of one year.

**Section 7. Members-at-Large.** Members-at-Large shall serve as full voting members on the Board of Directors and such other duties as may be assigned, from time to time, by the Board or President of the Board. The Members-at-Large shall serve a term of two years.

**Section 8. Executive Director.** Executive Director shall serve as a non-voting member on the Board of Directors. The Executive Director will consult with the President on all issues, and such other duties as assigned by the Board or President of the Board.

## **ARTICLE VII**

### **Membership Meetings**

**Section 1. Annual Meeting.** The date, time and place for the Annual Meeting of the members shall be designated by the Board of Directors. When convenient, the Annual Meeting will be held consistent with the same dates and at the same location as the annual meeting of the Kentucky Academy of Eye Physicians and Surgeons. The purpose for the Annual Meeting shall be to conduct the business of the Association including the election of officers and Members-at-Large.

**Section 2.** The members present at the Annual Meeting shall constitute a quorum.

## **ARTICLE VIII**

### **Committees**

**Section 1. Executive Committee.** The Executive Committee shall consist of the President, the Vice President, the Secretary, the Treasurer and the Immediate Past President. An Executive Director of the Association may serve as an ex officio non-voting member. The Executive Committee shall conduct the business of the Association between meetings of the Board.

**Section 2. Nominating Committee.** The Nominating Committee shall consist of five (5) members. The Immediate Past President shall serve as Chairman, and four (4) members shall be elected by plurality vote of the membership at the Annual Meeting. This committee shall meet immediately following the Annual Meeting, and, if necessary, on subsequent occasions at the call of the Chairman.



**Section 3. Election Committee.** An Election Committee and its Chairman (Chairman of the Tellers) shall be appointed by the President, subject to Board approval. It shall conduct and supervise elections.

**Section 4. Continuing Education Committee.** A Continuing Education Committee and its Chairman shall be appointed by the President, subject to Board approval. This committee shall organize and conduct an annual continuing education program to be held in conjunction with the Annual Meeting and such other continuing education programs as may be held, from time to time, throughout the year at the discretion of the Board.

**Section 5. Membership Committee.** A Membership Committee and its Chairman shall be appointed by the President, subject to Board approval. The primary function of the committee shall be to attract new members into the Association. It shall also be responsible for determining membership categories as discussed elsewhere in these Bylaws.

**Section 6. Standing Committees.** All members, consultants and advisors of Standing Committees shall be appointed by the President subject to Board approval. Only Regular and Fellow Members may serve as Chairmen of Standing Committees. Standing Committees shall include the following: Bylaws Committee, Continuing Education Committee, Election Committee, Finance Committee, Long Range Planning Committee, Membership Committee and Nominating Committee. Duties for all Standing Committees, unless specified in these Bylaws, shall be determined by the Board.

**Section 7. Special Committees.** Special Committees (ad hoc committees) may be appointed by the President subject to Board approval. Special Committees shall function within the charge to the committee. Any member in good standing may serve on Special Committees, but chairmanships may only be held by Regular and Fellow Members. Special Committees may be re-appointed at the Annual Meeting. Each Special Committee shall be discharged upon completion of its work and receipt of its final report or upon completion of the term of office for the appointing President, whichever occurs first. Special Committees may include, but are not limited to, Disciplinary Review and Hearing Committees.

## **Article IX**

### **Parliamentary Authority**

**Section 1.** On questions of parliamentary procedure not covered in these Bylaws, Robert's Rules of Order, Newly Revised shall prevail.

**Section 2.** Parliamentarian. At the discretion of the President, a Parliamentarian may be appointed to rule at any meeting.

## **Article X**

### **Amendments**

**Section 1.** All amendments to these Bylaws shall be approved by a two-thirds vote of the Board prior to submitting such amendments to the membership for vote.

**Section 2.** Amendments to these Bylaws shall be voted upon by the membership in either of the following ways: 1) By mail vote, provided that a thirty (30) day notice has been given. Two-thirds of the votes returned by the membership shall be required to amend these Bylaws. 2) At any regular or special



meeting of the membership provided that a thirty (30) day notice has been given that such action will be taken. Two-thirds of those present and voting shall be required to amend these Bylaws.

#### **Article X**

##### **Amendments**

**Section 1.** All amendments to these Bylaws shall be approved by a two-thirds vote of the Board prior to submitting such amendments to the membership for vote.

**Section 2.** Amendments to these Bylaws shall be voted upon by the membership in either of the following ways: 1) By mail vote, provided that a thirty (30) day notice has been given. Two-thirds of the votes returned by the membership shall be required to amend these Bylaws. 2) At any regular or special meeting of the membership provided that a thirty (30) day notice has been given that such action will be taken. Two-thirds of those present and voting shall be required to amend these Bylaws.

#### **Article XI**

##### **Miscellaneous**

**Section 1.** Business address. The business address of the Association shall be determined by the Board, and may be changed, from time to time, as required.

**Section 2.** Fiscal Year. The Fiscal Year of the Association shall begin the first day of January and end the last day of December each year.



2021 KATPO Annual Membership Application

Individual Membership Dues:

[ ] Early Bird KATPO Membership Dues (Postmarked by January 31, 2021) \$25

(Early bird dues takes \$50 off the registration for the 2020 Continuing Education program)

[ ] 2021 KATPO Annual Membership Dues (Postmarked after January 31, 2021) \$35

Group Discounts are available to groups of 3 or more people from the same practice registering at the same time. Additional submissions from the same practice at a later date will be considered individual memberships.

[ ] Group Membership Dues (\$20 per person) x \_\_\_\_\_ (# of people) = \$ \_\_\_\_\_ (Postmarked by January 31, 2021)

[ ] Group Membership Dues (\$30 per person) x \_\_\_\_\_ (# of people) = \$ \_\_\_\_\_ (Postmarked after January 31, 2018)

Name/Certification(s): \_\_\_\_\_ [ ] New [ ] Renewing Member

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(Home/Cell) Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer: \_\_\_\_\_

Work address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name/Certification(s): \_\_\_\_\_ [ ] New [ ] Renewing Member

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(Home/Cell) Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer: \_\_\_\_\_

Work address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

For additional members, please use additional pages.

You may apply and pay for membership on-line at www.katpo.org/membership or by completing this form and submitting with a check or money order payable to KATPO.

If mailing, please send form and dues to:

Nicole Smith, 5308 Water Street, Milford, OH, 45150



## Get Involved with KATPO!

Please complete this form and submit it today!

The Board of Directors encourages all KATPO members to become involved! KATPO has many opportunities for you. We invite you to consider sharing your time and talents to promote the success of KATPO, your professional association. Here is your chance to build leadership, networking, and communication skills. We are actively recruiting volunteers to assist in a variety of ways. What are your interests?

### Elected Positions

- Nominating Committee
- Run for KATPO Board of Directors position

### Volunteer Positions

- Bylaws Committee
- Tech Bowl Committee
- Continuing Education Committee
- Membership Committee
- Author an article for the newsletter

### Miscellaneous Volunteering Opportunities

- Room proctor at annual meeting
- Registration desk
- Recommend a Speaker and/or Topic: \_\_\_\_\_
- Other Suggestions: \_\_\_\_\_

Name/Certification Level: \_\_\_\_\_

Practice/Employer: \_\_\_\_\_

Work Ph #: (\_\_\_\_) \_\_\_\_\_ Cell Ph #: (\_\_\_\_) \_\_\_\_\_

Email(s): \_\_\_\_\_

Comments: \_\_\_\_\_

Mail form to Nicole Smith, 5308 Water Street, Milford, OH, 45150

Or scan and email as an attachment to Nicole at [nsmith@cvphealth.com](mailto:nsmith@cvphealth.com)



### Application for 2021 KATPO Continuing Education Scholarship

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Level of Certification: COA \_\_\_\_\_ COT \_\_\_\_\_ COMT \_\_\_\_\_ Not Certified \_\_\_\_\_  
Name of Employer \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Years in Ophthalmology \_\_\_\_\_ Supervisor \_\_\_\_\_

#### Guidelines and Conditions for Scholarship

##### Criteria for Eligibility:

-Applicant must be a member of KATPO at the time of the 2021 meeting. You can download a membership application from the website: [www.katpo.org/membership-form.html](http://www.katpo.org/membership-form.html). You can submit your membership application and dues concurrently with the scholarship application.

-Applicant must submit an original essay titled: "**How does certification benefit our patients?**" The essay must be 300 words or less, typewritten and double-spaced on a separate piece of paper.

**-All applications must be submitted with a completed registration form and payment for the course.**

-Applications must be signed and must include all required information requested on the application.

-Applicants may be awarded only one scholarship in a three-year period.

**-All applications must be postmarked by January 31, 2021.**

##### Selection of Recipients:

-The scholarship covers registration for the 2021 KATPO Tech Bowl and Continuing Education Program to be held on February 5th & 6th. The scholarship is non-transferable. Regrettably, the scholarship is void if the applicant is unable to attend the 2018 program.

-There are two scholarships available. A committee appointed by the KATPO Board of Directors will conduct selection of the two (2) recipients. Their decision is final.

-All applicants will be informed of the status of their application by February 11, 2021.



Winners will be recognized at the Member Meeting and will be given a check equal to their registration fee.

I attest that all information provided in this application is true and accurate to the best of my knowledge and that the essay is my own original work. I agree to the guidelines and conditions of the scholarship.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Please mail this signed application, the essay, registration form with payment, and membership application, if applicable, to: KATPO, c/o Nicole Smith, 5308 Water Street, Milford, OH, 45150

You may also email the documents as an attachment to: [nsmith@cvphealth.com](mailto:nsmith@cvphealth.com). If you have any questions, please contact Nicole Smith at the email list above or by phone (513) 569-3658.

[www.KATPO.org](http://www.KATPO.org)





**EXHIBIT TABLE APPLICATION  
2021 KATPO TECH BOWL AND CE PROGRAM**

February 5<sup>th</sup> & 6<sup>th</sup>, 2021  
Marriott Griffin Gate Resort  
1800 Newtown Pike  
Lexington, KY 40511

Company: \_\_\_\_\_

Please print names of table representatives: (Limit of 3)  
\_\_\_\_\_  
\_\_\_\_\_

Contact person: \_\_\_\_\_

Best phone number for contact: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Table Requirements:**

Please bring a sign to identify your company. We will provide a six-foot, draped table.

\_\_\_\_\_ Check here if you will need an electrical outlet. (Included in the fee)

Please indicate the day(s) you plan to attend:

\_\_\_\_\_ Friday, February 5<sup>th</sup>

\_\_\_\_\_ Saturday February 6<sup>th</sup>

Exhibitor Fee: ..... \$500.00

Tax ID# 61-1306096

You can register and pay online (PayPal) at [www.katpo.org/exhibitors](http://www.katpo.org/exhibitors)

Or you can print this form and mail it with your payment of \$500 to:

- Application and payment must be received by March 1, 2019 to reserve a table.
- Table placement in exhibit hall is prioritized by date payment is received.
- Exhibit fees may be waived if company sponsors a meal or snack at the event.



**REQUEST FOR REIMBURSEMENT**

(Please file within 30 days of incurring expenses)

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

All items of expense should be supported by copies of invoices or receipts.

Please attach all invoices/receipts to this form.

Date	Itemized Expenses	Amount

TOTAL AMOUNT \$ \_\_\_\_\_

Approved

Amended

REASON FOR AMENDMENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PRESIDENT/TREASURER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BOARD MEMBER SIGNATURE

\_\_\_\_\_  
DATE



# CE Program Evaluation Form

Program Sponsor: KATPO Annual CE Program

Program Title:

Program Location (City, State): Lexington, KY

Program Date: February

Participant Name:

A. In the table below, please provide the information requested.		Directions: Circle the number that best describes your agreement with each statement. 1= strongly disagree 2=disagree 3=neutral 4= agree 5=strongly agree					
Please write the instructor's name and course title in the space provided below	Overall, I was satisfied with this course.	I would recommend this course to a colleague.	Handouts facilitated my understanding of this course.	Presentation was organized.	Presentation met the learning objectives.	Did the course contain any commercial or financial bias?	This course was taught at a level right for me?
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5 NA	1 2 3 4 5	1 2 3 4 5	Yes No	Yes No
<b>1. Instructor's Name:</b>	Comments on instructor, course, or both:						
<b>Course Title:</b>							
<b>2. Instructor's Name:</b>	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	Yes No	Yes No
<b>Course Title:</b>	Comments on instructor, course, or both:						
<b>3. Instructor's Name:</b>	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	Yes No	Yes No
<b>Course Title:</b>	Comments on instructor, course, or both:						
<b>4. Instructor's Name:</b>	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	Yes No	Yes No
<b>Course Title:</b>	Comments on instructor, course, or both:						
<b>5. Instructor's Name/Course:</b>	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5 NA	1 2 3 4 5	1 2 3 4 5	Yes No	Yes No
	Comments on instructor, course, or both:						

B. This course was delivered using the following media: Please check all that apply.

Classroom  Videotape  Audiotape  CD/DVD  E-Learning  Webinar  Other: \_\_\_\_\_

C. What part of the program was most useful to you?

D. What part of the program was least useful to you?



E. General comments about the program:

A large, empty rectangular box with a black border, intended for providing general comments about the program.