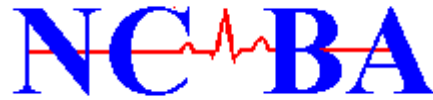


FALL 97'



RECAP OF FOURTH ANNUAL NCBA SEMINAR

Once again NCBA has done a "Two Thumbs Up" presentation of their annual seminar.

This event finalizes a year of intensive planning and organizing by committee members who have donated time, expertise, and creativity.

Those members were:

1. Rodney Severson - Mayo
2. Sue Finney - U of M
3. Mary Ross - HealthEast Biomedical Services
4. Nancy Thomas - HealthEast Biomedical Services
5. Ken Erickson - Hennepin County Medical Center
6. Jim Skipper - Virginia Regional Medical Center
7. Karla Peterson - HealthEast Biomedical Services
8. Steve Bursaw - Allina-CES

Vicki Snyder would like to take this opportunity to thank these people for their efforts and time. Without all of them, our seminar would not have been a huge success.

This year's seminar was attended by ninety-seven registrants and twenty-four exhibitors. Comments from those attending were mostly favorable. A few were rated great and others not meeting expectations.

With that being said, here is the results of the seminar survey. On a scale of 1-5, 1 being the lowest and 5 the highest, how would you rate the following questions.

1. Overall rating of NCBA's Seminar?
1) 0 2) 0 3) 5 4) 20 5) 26

Comments: Vendors on display previous evening. Just keeps getting better and better every year-great classes, very informative and great networking with fellow professionals in our field. Very good variety of class options. As a first time guest I found all of the classes I attended to be very informative.

2. Did the location and accommodations meet your needs?
1) 0 2) 0 3) 1 4) 21 5) 29

Comments: Fantastic. Exhibit hall and class rooms very nice. Great place! Make more time for golfing, ect. Large enough, private enough and good food. Wow I should have stayed longer.

3. Were the vendor exhibits beneficial?
1) 0 2) 1 3) 6 4) 20 5) 24

Comments: Well setup and staffed. Great door prizes-good setup. Would like to see vendors stick around for whole day. Exhibit time too long.

- 4) Any other locations, comments or suggestions for future NCBA seminars?

Comments: Breezy Point Resort. This was a good one. Great Place, would you have a two-day seminar so I could take in more classes. Golf tournament, fishing expeditions, weekend event would get more

participation. Hawaii. Good job NCBA. Keep meetings at resorts-it provides activities day prior to meeting(I.E. pizza party). Jamaica, Rutgers, Rochester. Same place-Awesome. Great job, really enjoyed getting out of the cities for this.

Overall the ratings of attendees were favorable and suggestions were excellent. I especially favor the locations mentioned: Hawaii, Jamaica, and Cayman Islands. But I believe most members would have a hard time justifying, to their institution, the expenses of such a location for a seminar (Oh Well, we can still try, can't we?).

From the vendor surveys, here are the results.

- 1) Were the facilities and vendor area adequate for your display?
 Yes-15 No-0

Comments: Great. Had no power-used own cord. The best yet! Very nice and roomy. Let vendors choose exhibit location (first come, first serve). Would like eight foot table.

- 2) Prior to your arrival would an informational packet be helpful?
 Yes-14 No-1

- 3) Were you satisfied with the door prize distributions?
 Yes-14 No-1

Comments: Would like to present our own door prizes, no student participation in door prizes. I like the check off sheets for door prizes-it ensures that people will stop by. Give away a new car!

- 4) Any other locations, comments, or suggestions to improve exhibits at future NCBA Seminars?

Comments: Great show-felt most welcome, thanks for the shirt, will be back. An attendee listing would be nice. More exhibit

time. Duluth Holiday Inn has excellent facilities. Radisson MTKA.

Some of the new items added to the seminar this year were NCBA shirts and an expansion of door prizes. NCBA shirts may still be obtained from Vickie Snyder (look for the order form in this issue). Door prize winners, vendors donating, and prizes are as follows.

Bill Rosten Shop Vac
 HealthEast Biomedical Services

Owen Oltman Shirt
 NCBA

Dewey Smith Shirt & Golf Balls
 Nellcor Puritan Bennett

Steve Bezanson Data Scheduler
 Biomedtronics

Cris Halstrom Business Calculator
 Hewlett Packard

Del Harris Daytons \$25 Gift Cert.
 Nellcor Puritan Bennett

Jason Horst Leatherman Tool
 K&L Products

Paul Burke Multimeter
 Stark Electronics

Tim Kelley Cooler
 Narco Medical

John Kruse TGIF Gift Certificate
 Spacelabs

Jack Kuriger Sony Discman
 NCBA

John Kruse Shirt
 NCBA

Mike Biederman Shirt & Golf Balls
 Nellcor Puritan Bennett

Paul Burke Hewlett Packard	Business Calculator
Mark Manning Zoll Medical	Emergency Road Kit
Eric Strand Executone	Phone
Huy Trang Conmed	Planner
Jeremy Saemen Spacelabs	TGIF Gift Certificate
Sue Engleman Ohlin Sales	Rechargeable Battery
Tim Kelly Ohmeda	Vacutimer
Darren Sieg NCBA	GPS
Rob Hoffman NCBA	Shirt
Greg Lenz St. Croix Systems	Mag Light
Bill Decrans Hewlett Packard	Business Calculator
Dave Fashant Newark	Target Gift Certificate
Bill Maras Conmed	Planner
Joy Amundson Marquette	\$50 Gift Certificate
Owen Oltman Narco Medical	Cooler
Chris Hallstrom Nellcor Puritan Bennett	Shirt & Business card holder

Heather Lodey Shirt & Golf Balls
Nellcor Puritan Bennett

Bill Rosten Multimeter
Allied Electronics

LETTER FROM THE PRESIDENT

I would like to take this time to say "hello" to all of the people involved with the NCBA. Without you, this organization would not be such a success.

I met many of you last year and hope to meet and speak with more of you throughout the coming year. If you have suggestions, concerns, or questions, please call me.

During the next year, we will be looking for volunteers for various events. Some of these events are the NCBA quarterly meeting's. If you are interested in sponsoring a quarterly meeting in 1998, or know of some great educational possibilities during a meeting, please call me @ (612)232-2938.

The highlight event of the year is the annual NCBA Seminar, which is held in the fall. We like to see new faces involved with the planning each year. If you are interested in volunteering for the planning committee, please call Sue Finney @ (612)626-5713.

*Vickie Snyder
President*

BIOMEDTRONICS INC
422 4TH STREET PARKVILLE MN 55768

DEALER FOR:

**BIO-TEK: MEDICAL PERFORMANCE
AND TEST EQUIPMENT**

OPHIR: LASER TESTING EQUIPMENT

**VICTOREEN: RADIOLOGY AND IMAGING
TEST EQUIPMENT**

**HAMEG: ELECTRONIC TEST
EQUIPMENT**

WESTERN: DIALYSIS

RIKEN: ANESTHESIA

HAS CHANGED ITS NUMBER TO

1 800 777-7540

SALES [NEW AND USED]
SERVICE RENTAL

announced and congratulated. They are as follows:

President - Vickie Snyder
V.P. - Sue Finney
Treasurer - Ken Erickson
Secretary - Bill Maras

The members present approved the minutes of the prior meeting and the Treasurer's Report. As of September 12th. The treasury has about a \$6000.00 balance after the Alexandria Seminar. Along with the registered attendees there were several walk-ins.

Old Business:

A: Web Page- Ken Erickson is doing a fine job on the NCBA Web Page. www.angelfire.com/mn/Biomed/index.html Several other options are being pursued by Ken to improve the page. Page size, cost, and content were of a concern.

B: Record Book Update- Putting past records and minutes in chronological order of the Web Page were discussed. Any one having old newsletters can help us build an archive.

C: Membership List- There was group discussion on cleaning up the membership list. Different ideas on eliminating past unpaid members, and duplicate mailings. Members were asked to help, by notifying an officer if they know of any corrections.

D: Membership Dues Update- \$1220.00 was taken in for dues before the 12th. Adding 23 walk-ins today, that brings our total to about \$1400.00

Other Business:

A: NCBA phone/announcement/fax- Members talked about possibly using one of these devices to get and give information on the NCBA. Members felt that using these older methods of technology would

Next Meeting Update

November 14, 1997
Emanuel St. Joseph
Mankato, MN

Eric Strand will be hosting this meeting. At this time the agenda has not been formalized. He may be contacted by phone at (507)345-2639, with any questions concerning this meeting.

NCBA BUSINESS MEETING MINUTES

**September 12, 1997
Alexandria, MN**

Call to order: 4:30 PM

The Third Quarter Business Meeting was called to order by the new NCBA President, Vickie Snyder. New Officers were

have their own pit falls, i.e. someone checking / clearing messages etc. Discussion was dropped.

B: Award of Excellence- An Award of Excellence to a outstanding member was discussed as an annual event. A couple members are looking into specifics. Possibly a all expense trip to the annual AAMI meeting may be a prize.

C: Video Taping- Video taping of classes, technical seminars and video libraries, was discussed. Legal liabilities and copyright infringements could cause complications. Many expressed the willingness to start a "Members Tape Library" on a "loan" type of basis. Further research is being done.

New Business:

A: Next meeting- is scheduled for Nov. 14 at Emanuel St. Joseph in Mankato, MN. The topic is still being decided.

B: Newsletter Deadlines- Submissions to our Newsletter MUST be in to Darren Sieg at least two weeks after the last scheduled meeting.(Kinko's Copies Rules!!)

C: Tape Recorder- A suggestion was made to obtain a recorder to record the minutes, meetings, ect. Bill will pick up one and send the receipt to Ken for reimbursement.

Motion to adjourn by Darren Sieg. Seconded by Jim Skipper. Meeting adjourned at 5:07 PM.

Minutes submitted by, Bill Maras, Secretary

NCBA Shirts For Sale!!

We are selling NCBA shirts for **\$16.00**. The shirt is a polo-style in gray with the NCBA logo in blue. Sizes are **Med., Large, X-Large, and XX-Large**. If you are interested, please contact Vickie Snyder @ (612)232-6224 or fill out the form below.

Make checks payable to: NCBA
Send the form below and your payment to:

HealthEast Biomedical Services
Att: Vickie Snyder
2579 Territorial Road
St. Paul, MN 55114

Name: _____

Address: _____

Phone: _____

Quantity: _____ @ \$16/ea.

Size: _____

Total: _____

Ship/Handle _____ @ \$4/ea.

Total Enclosed _____

NCBA Account
from
1/1/97-10/6/97

INCOME/EXPENSE

INCOME

Advertising	75.00
Cash Deposit	1,087.00
Dep. Correction	60.00
Door Prize	50.00
Gift Received: NCBA Pre-Seminar Pizza	80.00
Interest Income	43.78
Membership Dues:	

North Central Biomedical Association

PREAMBLE

We are the North Central Biomedical Association, providing a forum for medical professionals on the biomedical engineering and technician levels, who are involved with biomedical equipment management. We strive to promote cooperation, education, formal/informal exchange of ideas and technical information related to the health care industry. Thus, helping to assure quality patient care and cost effectiveness for the health care provider.

ARTICLE I

Meetings will be held four times a year on a Friday (which Friday is up to the hosting facility). Meetings will be held between the hours of 1 P.M. to 4 P.M.

ARTICLE II

The elected officers and serving terms shall be as follows:

- President - one year
- Vice-President - one year, then succeed to President
- Secretary - one year
- Treasurer - two years

An elected officer of the NCBA may be removed from office for performing unlawful acts or wrong doing. An officer may be impeached by written request of one-third of the voting members. The officer is removed from office by a two-thirds majority vote of the members present at a specific meeting called to consider the question of impeachment.

ARTICLE III - DESCRIPTION OF DUTIES

No Vote Member	120.00
Voting Member	630.00
Membership Dues: Regular	<u>500.00</u>
TOTAL Membership Dues	1,250.00
Promotional Income:	
NCBA Shirts	<u>112.00</u>
TOTAL Promotional Income:	112.00
Seminar:	
Individual Fee	4,730.00
Student Fee	120.00
Vendor Fees	<u>3,760.50</u>
TOTAL Seminar	8,610.50
TOTAL INCOME	<hr style="border-top: 1px solid black;"/>
	<u>11,368.28</u>
EXPENSES	
Bank Charges	5.00
Cash Out: NCBA Seminar cash box cash	500.00
Door Prizes: GPS Receiver, Port CD Player.	327.31
Dues:	
NCBA SBET Dues	<u>100.00</u>
TOTAL Dues	100.00
Mailbox	40.00
Office Expense:	
Certificates	23.11
Equipment	72.40
Mailings/Copies	578.49
Office Expense-Other	<u>206.37</u>
TOTAL Office Expense	689.35
Other Exp.: NCBA Tablecloth w/logo	100.00
Promotional: NCBA Shirts	1,728.80
Refund, Dues: Overpayments	10.00
Rental, Hall: Arrowwood Radisson, Alexandria, MN	4,954.16
Scholarship: (3) Scholarships	750.00
Speaker Fee: 1997 NCBA Seminar	1,253.86
Supplies : NCBA Certificate Labels	190.15
TOTAL EXPENSES	10,648.63
TOTAL INCOME/(EXPENSE)	<hr style="border-top: 1px solid black;"/>
	<u>719.65</u>

President - To preside at all meetings, enforce and adhere to bylaws. Serve a one-year term. Vote on all motions or amendments when the association is equally divided.

Vice-President - Assume the duties of President as necessary. Assume the office of President if vacated or if President if unable to serve. Serve one-year term, serve for the balance of the term if the President (as acting President) and succeed to the office of President for a one-year term.

Secretary- Records minutes of the meetings. Prepares and mails all notices for meetings, and the other duties assigned. Maintaining listing of membership and distribute.

Treasurer- Verify the operating budget of the association including all revenues and expenses accounted for.

ARTICLE IV - TEMPORARY COMMITTEES (AD HOC)

Authority to establish an ad hoc committee is vested in the President. The President appoints the committee members, all members serve at the pleasure of the President. Appointed positions shall include

the following: Newsletter, Program Director, Committee Chairpersons.

ARTICLE V - STANDING COMMITTEES

A membership committee shall be a standing committee and chaired by the secretary of the association.

ARTICLE VI - EQUIPMENT LIST

A list of our organization's equipment that our Biomedical technicians have expertise in maintaining. This list is made available for all members to use as a reference tool for solutions to equipment problems. This list may also be used as a reference source if an organization is interested in purchasing some equipment and would like some information from another organization that may already have this piece of equipment.

ARTICLE VII - AMENDMENTS

The bylaws may be amended or added to if the amendment or addition is submitted in writing to the membership via the newsletter. Previous to the regular business meetings then these bylaws may be amended by a two-thirds majority of those voting members present and by proxy votes sent to a NCBA officer. The amendment must be approved as presented, if it is altered in any way the same process must be followed.

ARTICLE VIII - ELECTIONS

Elections will be held annually at the third quarterly meeting. Written notice shall appear in the newsletter not less than thirty (30) days prior to all elections to each member entitled to vote in such elections. Only NCBA members in good standing are eligible to be a candidate to hold office. Elections for officers require a two-third majority of those voting members present. Each voting member has one vote. Officers may be reelected as often as the group desires.

ARTICLE IX - RESTRICTIONS

The names of group members will not be used by any group member for any solicitation for any purpose. Presentations directed towards solicitation of business will be made solely at the invitation of the board of directors (officers).

ARTICLE X - DUES AND FEES

The NCBA shall conduct an ongoing enrollment of members and persons may be admitted to membership at any time. Dues and fees are set by the board of directors, with approval by a two-thirds majority vote of the current members at the third quarterly meeting. The dues year shall run from January 1 of the current year the member joins, to January 1 of each following year. Any dues paying member is a current member. NCBA cannot borrow funds from any source for any purpose. In the event of group dissolution, funds remaining in the treasury after all obligations have been satisfied will be donated to a local charity selected by the current board.

ARTICLE X1 - PROPERTY AND INCOME

All property of the NCBA shall be used to promote the organizations purpose and objectives. All property shall be used for the personal benefit of the members or officers. The NCBA may elect to provide reasonable compensation to non-members for services considered necessary. The NCBA shall conduct and carry on its business without profit to itself.

CODE OF ETHICS

1.1 All members shall conduct themselves and their activities in a professional manner.

1.2 Members shall refrain from engaging in any activity which would violate the proprietary rights of their employers.

1.3 Members shall not engage in sales activity, including direct or indirect solicitation, or conduct any other activity contrary to the purpose of the NCBA.

1.4 Members shall not distribute any materials or post displays of any kind at NCBA functions or activities without prior approval of the board.

1.5 Members shall not engage in any form of personal recruiting at NCBA functions or activities.

1.6 Members shall not use the NCBA membership list or any part thereof except in the conduct of NCBA business as determined by the board.

1.7 Members shall restrict the use of NCBA documents and other data to the purpose defined in the bylaws.

1.8 Members shall keep confidential anything of a sensitive nature mentioned in the NCBA meetings (or written in the meeting notes). The nature of the topics implies that there must be a high level of trust and that private business information will not be misused.

1.9 Members shall not promote anyone's personal business: however announcements pertaining to members' personal business may be made with special permission.

MEMBERSHIP LISTS

2.1 The NCBA will not release its membership list to any outside individual or organization for any purpose.

FINANCIAL PROCEDURES

3.1 All disbursements shall be supported by voucher or receipt, and all disbursements over fifty dollars shall be by check. All checks shall be signed by any two officers of the four.

3.2 Annually the treasurer shall prepare and present a report and budget forecast at the third quarterly meeting.