

AUDITING COMMITTEE

1. The Auditing Committee shall consist of three members:
 - Treasurer
 - Immediate Past-President
 - A member at large appointed by the President
2. The member at large will serve as chairperson.
3. The duties of the Committee will be:
 - Arrange for the audit of the Societies financial records by a qualified auditor.
 - The audit report from the C.P.A. should be sent to the Audit Committee. Any recommendations and tax forms should be referred to the Treasurer before presenting the report to the Executive Committee. This will allow the Treasurer to make I.R.S. reports in a timely manner.

BUDGET & FINANCE COMMITTEE

- At the June Executive Council meeting, request budget expenses from the committee chairs for the current year. Any committee, that is planning anything requiring unusual expenditures, should inform Budget committee by mid July.
*Keep reminding Program and Continuing Education chairs that they need to submit their numbers.
- Stress we need these numbers by July 15th.
- Late July or early August the budget chairperson and treasurer meets to set up the spread sheet hi preparation for the full Budget Committee meeting.
- Set date in August for the full Budget Committee meeting to generate a proposed budget.
- Present proposed budget for discussion and approval at the September Executive Council meeting.

BULLETIN EDITOR'S MANUAL

THE BULLETIN

Issues and format:

1. Seven issues are printed per year.
2. September, October, November, January, February, April and May.
3. Deadlines for submission of material is one month before the issue: Aug 1st for Sept issue, Sept 1st for Oct issue, Oct 1st for Nov issue, etc. YOU MUST REMIND BOARD MEMBERS WHO ARE RESPONSIBLE FOR SUBMISSIONS TO SEND INFORMATION BEFORE THE DEADLINE.
4. Current pricing is for black and white graphics in current format and size.
5. Once information is submitted, it cannot be proof-read. Be sure to proofread all submissions for grammar, typos and appropriateness before they are submitted to the publisher.

Rules of the Publication Format:

All layouts must be completed in multiples of four. Thus, a total page count, including the front and back covers, will be as such 20, 24, 28, 32, etc. (Price and postage per issue increases when the page count goes above 28 pages.)

1. Front cover is usually a photo or graphics. These can be obtained from the PDA or ADA as you see fit. Mark can also find graphics and photos to use.
2. Inside front cover is usually Thayer's advertisement or a full page advertisement.
3. Title page will change every year with changes of officers and the board. All names submitted to Smales are listed as "Dr.", without credentials.
4. President's message and editorial are usually accompanied by a photograph. A 500 word message with photo will take up a full page in the layout.
5. Program page informs the membership of the current month's meeting speaker. Information should be submitted by the Program Committee by the deadline and MUST include: Speaker's name, Title of Lecture, Short synopsis of lecture, Short Bio of the speaker and photo.
6. Any Mont-Bucks special events (golf outing, shredding event, etc) are typically placed in the first 8 pages so membership will see them readily.
7. The Bulletin Board pages must be centered in the layout. (Divide the total page count in half and place the Bulletin Board here.)

8. Executive Board meeting minutes must always follow the Bulletin Board. General meeting minutes for Monday night meetings should be placed behind Executive Board minutes. The recording secretary is responsible for submitting these minutes in a timely fashion. DO NOT PRINT MINUTES UNTIL THEY ARE APPROVED. ONLY PRINT THE FINAL COPY FOR PUBLICATION.
9. Information on Mont-Bucks CE seminars (the brochure) should follow the program page.
10. Place all advertisements throughout the publication where appropriate and where space allows. Shuffle the ads each issue to give each advertiser exposure in different areas of the Bulletin. Prioritize and rotate ads, keeping “like” companies away from each other!
11. Inside back cover is a full page advertisement
12. Back cover is Smale’s advertisement.

Logistics of submission:

1. All information is emailed to Smales (Connie or Martha @ smaleprint@aol.com) and Mark, the graphics person (markr@complete-graphix.com). Information can also be faxed to Smales at (610) 323-2187. Their phone is (610) 323-7775.
2. It is best to have all graphics submitted in jpeg format.
3. All artwork must be camera-ready in black and white for best clarity.
4. Turn-around time from end of submissions to mailing is about a week and a half.
5. Someone from Smales will contact you with a page count once all items for an issue are submitted. From this page count, and your review of submissions, the layout is completed according to the above method and either emailed or faxed to Smales.

Issue-specific points:

September: Is the first issue of the year. Begin compiling information in July.

Title page lists new officers and board members.

Bulletin Board lists all Mont-Bucks general meetings, executive board meetings, Second-District meetings, Mont-Bucks Friday CE lectures and Monday meetings, Chester-Delaware CE meetings, Valley Forge Meetings, and Lehigh Valley meetings. List day, date, speaker, topic, contact info. (Eg. Monday, April 26, 2010, MBDS Continuing Education Course, Ms. Linda Miles, Revealing Hidden Profits. Contact:mbdsdr@comcast.net)) These submissions must be typed and submitted to Smales. Additions throughout the year can be inserted by Smales.

Officer and Executive Board List with business contact information must be printed for the membership. List can be obtained from Executive Director and must be typed and submitted to Smales WITHOUT personal information, such as cell phone and home phone numbers.

Valley Forge Fall CE One-Day Seminar

October: Good to try to list Ski Trip information in this as the trip is usually in January.

Valley Forge Spring meeting info should be run from here through to February issue.

November: Good to try to list Ski Trip information in this as the trip is usually in January.

List Give Kids A Smile Volunteer opportunities.

January: List Give Kids A Smile Volunteer opportunities

February: List Golf Outing Information

April: List Golf Outing Information

May: List next year's meeting dates in the Bulletin Board as they should be set by now.

Valley Forge Fall CE One-Day Seminar, if available.

Incidentals!

Executive Director will send membership labels to Smales. Issues are mailed directly to members by Smales.

FILLER MATERIAL can be obtained from the ADA Digest Dental News: ada.org/goto/digest. This site lists current articles of interest in all scopes of dentistry.

Be aware of longevity of ad submissions. All ads do not run all year.

Submissions to the Website:

Submissions are sent to Wayne at LifeTree2@aol.com.

Website submissions for every issue must include the following: Editorial, President's Message, and Program Page (Monday meeting) Information.

Continuing Education Brochure should be submitted as well once it is complete.

THE CONTINUING EDUCATION BROCHURE

1. All information that appears in this brochure will be submitted to you by the Continuing Education Committee.
2. Information will be submitted for each speaker: Date of lecture, Speaker Name, Lecture Title, Short Speaker Bio or CV, Short synopsis of lecture and photograph in jpeg format.
3. Follow the format of previous brochures, including text regarding registration and directions.
NOTE: Prices may change as well as "deals" (i.e., "If sign up for all 5 courses, get free lecture at valley Forge meeting.) Check with the CE committee and executive board regarding this section.
THIS SHOULD NOT BE REVISED IN THE PROOF. Executive Board should decide on these changes well ahead of time and inform you of them.

4. Best to have CE brochure printed and mailed to membership before or in June. All CE brochures proceed from Smales to the "stuffer". The executive director is responsible for sending mailing labels to the "stuffer". Please account for this time for the brochures to reach the membership.
5. Give mention in the brochure to any companies that are sponsoring a lecturer.
6. Any change of venue should appear in red or a notable color from the remainder of the text.

BULLETIN MANUAL

Business Manager

The Business Manager of the Montgomery-Bucks Dental Society is the key contact person for all advertising in the Bulletin Publication.

The Business Manager is responsible for contacting all potential advertisers via mail, email, fax or phone in June to inquire regarding the advertisers' desire to place display or classified ads in the Bulletin for the issues listed below.

The Business Manager is responsible for billing and collecting all monies for said advertisements. Ideally, the payments should be collected before the advertisements are printed. All monies are to be recorded and forwarded to the Treasurer.

The Business Manager will notify the Bulletin Editor in a timely fashion (by email or otherwise) as to the placement of advertisements before the issue season begins, as well as for each Bulletin issue. The Editor relies on the Business Manager to keep him/her apprised of advertisements that should be run for particular issues.

The Business Manager is to forward all display ad copy as well as text to the Editor or advise the advertiser to send this to the Editor directly.

The Business Manager is responsible for giving advertiser mailing information to the Executive Director so Bulletin Issues may be sent directly to the advertiser from the publisher, Smales.

When contacting advertisers....

1. Send rate sheets below via email or mail with a letter inviting advertiser to place an advertisement.
2. Follow up 2 weeks later with an email or telephone call to the contact person.

3. Advertiser should complete forms below and mail to Business Manager with payment.

When an advertiser commits....

1. Contact advertiser to express gratitude for continued support of MBDS.
2. Forward copy or text to Editor for inclusion in Bulletin as soon as possible, adhering to the Bulletin deadlines.

Subsequent issues....

1. Contact classified advertisers to inquire as to whether they would like to run their advertisements again.
2. Keep Editor informed of which advertisements should be run. Submit new advertisements as necessary.

The Bulletin for the Montgomery-Bucks Dental Society is published

7 times each year and is sent to over 900 dentists.

I wish to advertise in the Bulletin for the following 2010-2011 issue(s) (please check):

Sept Oct Nov Jan Feb Apr May

Ad Size _____ x _____ = _____

Rate No. of Issues Total Fee

Advertising content is enclosed

Use previously submitted advertising content

I will submit advertising content before deadline

Advertisers Name _____

Address _____

City _____ State _____ ZIP _____

Contact Name _____

Contact Phone Number _____

Authorized Signature _____

PRINT AD RATES

Ad Size	1 Issue	4 Issues	7 Issues
Full Page (4 3/4" x 7 1/2")	\$175.00	\$160.00 per issue	\$150.00 per issue
Half Page (4 3/4" x 3 5/8")	\$140.00	\$130.00 per issue	\$120.00 per issue
Third Page (4 3/4" x 1 3/4")	\$105.00	\$ 95.00 per issue	\$ 90.00 per issue
Inside Cover (front or back)	\$195.00	\$180.00 per issue	\$170.00 per issue

TERMS OF PAYMENT

15% discount permitted to advertising agencies only. Payments and ads must be received on or before printing deadline dates or ads will not go to print. Deadline dates are the 1st of the preceding month of each publication (e.g. Oct issue deadline is September 1st).

Make all checks payable to: Montgomery-Bucks Dental Society. (We currently do not accept credit card payments.) Send all ads and payments along with this completed form to:

MBDS Business Manager, Insert address, Phone: insert phone, Fax: insert fax, Insert email

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I wish to advertise in the Bulletin for the following 2010-2011 issue(s) (please check):

Sept Oct Nov Jan Feb Apr May

Advertisers Name _____

Address _____

City _____ **State** _____ **ZIP** _____

Contact Name _____

Contact Phone Number _____

Authorized Signature _____

CLASSIFIED AD RATES

Members:

\$25.00 for 25 words or less
\$ 0.25 for each additional word

Non-members:

\$30.00 for 25 words or less
\$ 0.30 for each additional word

Box numbers are available for an additional charge of \$5.00 per insertion.

No proofs will be sent for approval. The Bulletin reserves the right to edit classified ad copy prior to approval for publication. A copy of the Montgomery-Bucks Dental Society's advertising standards is available upon request.

TERMS OF PAYMENT

Payments **and** ads must be received on or before printing deadline dates or ads will not go to print. Deadline dates are the 1st of the preceding month of each publication (e.g. Oct issue deadline is September 1st).

Make all checks payable to: Montgomery-Bucks Dental Society. (We currently do not accept credit card payments)_Send all ads and payments along with this complete form to: MBDS

C/o Dr.? Business Manager

Address, Phone: Fax: email

Community Dental Awareness Committee

This committee is charged with maintaining a constant review of all private, public and government funded health care programs that include dental care in the Montgomery and Bucks County areas. Also, maintain a close liaison with the Committee on Dental Care Programs of the

Second District Valley Forge Dental Association, in order to coordinate all dental health activities.

A member of this committee shall be appointed Chairperson of the Fluoridation subcommittee.

The membership and duties of the subcommittee on Fluoridation shall be as follows: The Chairperson and as many members as deemed necessary to promote Fluoridation of all water supplies serving the communities within our Society.

Programs under the supervision of this committee may include:

1. National Children's Dental Health Month
2. Tobacco Awareness Programs
3. Give Kids A Smile Day
4. National Take Your Daughter/Son To Work Day

Duties for Dental Care Programs

1. Dental Care Programs are composed of the following sub-committees:

National Children's Dental Health Month
Fluoridation
Health System Agencies
Dental Assistance Advisory
Access to Care
Tobacco Awareness Programs

2. It shall be the purpose of this committee to serve as an advisory body of the Montgomery-Bucks Dental Society in its relationship to Dental Care Programs.

3. It shall be the duty of this committee to study and compile information and make recommendations on dental programs designed to increase the availability of dental care to all segments of our population.

4. This committee should cooperate with the district and state committees in the development of programs and policies related to dental care and public health.

- Promote the awareness of children's dental health issues through National Children's Dental Health Month/Give Kids A Smile Day
- Promote the profession through National Dental Careers Month/National Job Shadow Day
- Promote the profession through Senior Smile Week programs; encourage membership to participate in the state association's Senior Dental Care Program
- Promote activities to increase awareness of fluoridation issues in our area
- Be aware of the responsibility for Health Care Planning and Manpower Distribution
- Be aware of the increased demands for dental care in government programs and Health System Agencies
- Be available in an advisory capacity to promote better care and opportunity for dental care for those eligible under the state relief program
- Be cooperative with the state association for the promotion and success of access programs for those indigent and aged individuals limited by finances for necessary dental care

- Promote the establishment of clinics for dental access programs, giving consideration for publicity
5. This committee should be acquainted with the various types of dental coverage that exist within the Society's area of practice; it should review and evaluate dental prepayment plans.
 6. Update appropriate information on MBDS web site

TOBACCO CAMPAIGN NATIONAL SMOKE OUT

Bucks County Tobacco Control Project

Contact: Janet Northcott

: BCTCP would like to see if Dr. Leone can speak at MBDS meeting/ Valley Forge Conference

: BCTCP would like free booth/exhibit area at Valley Forge or Liberty Meeting (or booth for non-profit fee)

: BCTCP has LOTS of free materials to give dentists at meetings

: BCTCP has power point presentation for dentists to use at talks

Dr. Frank Leone: is an MD who teaches smoking cessation counseling: can get his lecture to qualify for dental CE: frank.leone@jefferson.edu

Bucks & Montgomery County The Wellness Connection

Contact: Celine Miller

Screenings at local college health fairs: Bucks, Del Val, and MCCC

Materials available for Montgomery County

Montgomery County Health Department

Contact: Lisa McClain, Med (Project Director-Tobacco Program)

Mont. County Human Services Center, 1430 Dekalb St. P.O. Box 311, Norristown, PA

19404-0311

: 610-278-5117/6772 phone

: 610-278-5167 fax

: hncclain@mail.niontcopa.org ADA has brochures for tobacco cessation

available to members

FLUORIDATION

Steve Neidlinger- PDA Government Relations Coordinator

: 3501 North Front St, P.O. Box 3341, Harrisburg, PA 17105

: sm@padental.org

: 717-234-5941phone/717-232-7169fax Dr. Dave Shapter- Erie

Fluoridation Committee

: 814-864-7406 home?

. **814-868-8673**

Nicole Stoufflet- ADA Coordinator of Fluoridation & Preventive Health Services: 1-800-621-

8099 ext2858

EPA: www.epa.gov/safewater/dwhealth.html

Campaigns in PA

Erie had LOTS of volunteers, copied @ 100 manuals and gave them to churches, school boards,

PTA, community leaders, water-authority board ****grassroots campaign****

Allentown had big corporate sponsor/grant to pay for water authority to tool its facility

Need committee- attorney, dentists, hospitals, public/community-based health

Organizations, chamber of commerce... not just dentists

Need someone to champion the cause...best if it is not a dentist... need a mayor or councilman

Identify problems/obstacles to fluoridation in Montgomery-Bucks area

1. Many, many, many local water authorities
2. One local water authority may span half of one town and half of another
3. Some isolated communities have their own water authority
4. Money for them to tool their facilities, why should they go to the expense?
5. Some communities have both water authority and well-water residents

PRESS RELEASE

Intelligencer:

Gary Weekselblatt (gweckselblatt@.phiiil vburbs.com) 215-538-6367

Thoughts for 2006

MCCC, Harcum, and Manor: make GKAS volunteering a requirement for the student award we give at the end of the school year?

Can we have a liaison with the school? Hygiene student?

ID Children for Events www.ada.org-ada resources)

Boys & Girls Clubs www-bgca.org

Headstart www.acf.hhs.gov

School Sealant Programs www.astdd.org

United Way <http://national.unitedwav.org/myuw/pdf>

Volunteers in Healthcare-nation-wide program organized as resource for healthcare providers who want to expand local charitable health services.

GRANTS AVAILABLE

www.vih.org—click on VIH grantees and go to 'dental grant awardees'

Sites for events 2004

1. Doylestown Dental Clinic in Doylestown Hospital

Contact: Jackie Fox (Exec. Director is Peggy Dater)

Capacity: screenings and x-rays

Results: No event, did not get enough children to sign up; affluence in area?

2. Bucks County Dental Program @ Grandview hospital

Contact: Donna Wyatt

Capacity: Free treatment for CHIPS kids & adults Results: Screening at Upper

Bucks VO Tech (see below)

3. Healthlink in Southampton

Contact: Cheryl 215-364-4247

Capacity: clinic on site

Results: No event; they do not want to give the impression to the community that they will see children on a routine basis

4.Upper Bucks VO Tech Contact. Marianne Deose Capacity: clinic on-site in dental assisting program

2004 Volunteers

Christin Ricca 215-491-2139 (office)

WonWoo Park 215-782-8330/quaker9198@vahoo.com

Ralph Domanico 215-822-9687 (home)

2005 Volunteers

Anne O'Day 215-794-5002 Ben Nase Geoff Wozar

2005 GKAS Events

1.Montgomery County-Norristown

Contact: Barbara O'Malley

Headstart Program, Daycare, Hispanic Program & First-time Mom's Program

40 children

Results: could not get doctor volunteer for program

2. Bucks County- Grandview Hospital preschool in Sellersville

Contact: Janet Farrington: 215-453-4257 phone/ 215-453-4429 fax

Preschool- 40 children

Results: Dr. Geoff Wozar volunteered

3.Lower Bucks County- YWCA locations in conjunction with BCHBP

Community-based family resource centers, 3 centers within 3 complexes

Contact: Helen Miller

Screenings at several sites/educational materials

NEED SPANISH CONSENT, ACTIVITY BOOKS & BROCHURES

Results: Dr. Anne O'Day screened 100 children

4.Upper Bucks County- YMCA Quakertown

Contact: Donna Wyatt

Screenings/educational materials

Results: Dr. Ben Nase screened 110 children

5.Central Bucks County- Central Bucks YMCA

Contact: Debbie Blickley

Screenings/educational materials

Fridays are best (more children there in AM & PM sessions) Results: Dr. Geoff Wozar

screened 100 children total

6. Manor College (Jenkintown)

Hygiene & EFDA program (MBDS donated \$ to their program)

Contact: Virginia Saunders, dir. Of hygiene: 215-885-2360 ext284

Or Donna Easterbrook @ ext288 Results: Never called back

CONTACTS

Dr. Bernie Logan (GKAS Chester County): tblogan.@beliatlantic.net: 610-647-1666

Deanne Glund (PDA): dbg@padental.org : 800-223-0016

Caroline® PDA for GKAS: 1-800-223-0016

Dr. Lon Kessler (MBDS website): smile@familydental.com

Barbara O'Malley (North Perm): 610-278-3421 phone : 610-278-3681 fax

Sally Fabian (Bucks County Health Improvement Partnership) 1201 Langhorne-Newtown Rd,
Langhome, PA 19047 : 215-710-5079 phone : 215-710-6439 : sfabian@che-east.org

Helen Miller (YWCA/BCHE?): 215-245-0264 ext 11

Debbie Blickley (Central Bucks YMCA): 215-348-8131 ext 130

: 215-348-1329 fax : 215-348-4214 preschool

Donna Wyatt (BCHIP): 215-453-4382 phone/215-453-4768 fax : 1-800-347-6803 :

dentalprogram@gvh.org

GKAS SUPPLIES:

Brushes Activity Books Posters Bookmarks Brochures

Lesson Plan Kits: order in January on PDA website (www.padental.org) Samples/Kits:

ADA request Nov/Dec (see web address below)

: Crest Healthy Smiles 2010 (www.dentalcare.com) Program Planning Guides: ADA
(www.ada.org/prof/events/featured/gkas/index.asp)

Materials requested by members:

2004

Jim Bond: 815 Brushes, 0 books, 0 brochures, 100 posters Dr. Mina: 300 brushes,
400 books, 400 brochures, 75 posters Kris Landes: 500 brushes, 0 books, 0
brochures, 0 posters Jack Brent: 200 brushes, 200 books, 200 brochures, 25 posters
2005

Jim Bond: 815 brushes, 500 books, 0 brochures, 0 posters

Dave Markowitz: 300 brushes, 300 books, 0 brochures, 10 posters

Kris Landes: 720 brushes, 0 books, 0 brochures, 0 posters

Keith Hollander. 180 brushes, 180 books, 0 brochures, 6 posters

Geoff Wozar: 150 brushes, 150 books, 150 brochures, 150 posters

Budget

2003-2004

\$3000.00

Brushes (3600): \$949.60

Posters (500): \$10.00 shipping

Activity books & mini-emergency brochures (2000): \$811.65

Harcum (Bryn Mar)

Hygiene & Assisting program

Contact: Dir of assisting. Darcia Cavallucci 610-526-6109

: Dir of hygiene: Jean Byrnsczigler 610-526-6110

: Dir of clinic: Teresa Sims 610-526-6015

Results: Doing Sealant Saturday, please contact in fall 2005 for GKAS 2006 ****excited about
2006. Will have 15/16 chairs with students to assist. Can do restorative work. Students need to do

community outreach. MUST CONTACT BY OCTOBER AT THE LATEST TO GET GKAS INTO CURRICULUM SCHEDULE*****

8.Montgomery County Community College (Blue Bell)

Hygiene & assisting program

Contact: Jenny Schaeffer, director of hygiene program

Capacity: clinic on-site 215-641-6483

Results: No event, doing Sealant Saturday

***** They want MBDS doctors to help with their Sealant Day, need to reciprocate by working with us on GKAS***

INFORMATION FOR END OF COMMITTEE REPORT IN FALL WHEN GETTING READY FOR GKAS

WHAT YOU CAN DO:

VOLUNTEER WITH THE MBDS

EDUCATE, SCREEN OR TREAT children at your office or dental clinic

GIVE PRESENTATIONS at area schools, civic groups, etc.

TALK to your own patients!

ETC., ETC., ETC., BR CREATIVE!

RESOURCES FOR PROMOTING OR PLANNING AN EVENT:

- MBDS: Dr. Anne O'Day @ aorthofgjcomcast.net

Activity books, toothbrushes, posters, bookmarks

- PDA: www.padental.org

Order NCDHM lesson plan kits/coloring contest guidelines

- ADA: www.ada.org/goto/gkas

Planning guidelines/presentation kits/samples/donated dental products Dental products for your KIDS Day Event must be requested by Dec 1st

- Crest Health Smiles 2010: www.dentalcare.com

Order free samples/kits

Please contact us and let us know how we can help you.

We can assist you in identifying children in need of treatment.

Come on! Let's Give Kids A Smile!

VOLUNTEER SIGN UP SHEET (modify as needed yearly)

WHO: Thousands of dentists across the country will take time from their practices to help underserved children who aren't getting the oral health care they need. *WILL YOU JOIN US?*

WHAT: *Give Kids A Smile Day*, an annual one-day volunteer initiative to provide free educational, preventive and restorative services to children or low-income families

WHY: To focus attention on the epidemic of untreated oral disease among disadvantaged children and deliver the message that dentists alone cannot solve this problem without a real commitment from government and society. To provide an effective platform from which dental societies can advocate commonsense, market-based solutions to local access problems.

WHEN: (fill in date) WHERE: (Fill in locations)

Name _____ Number _____ Availability _____

Information for Website (CHANGE YEARLY)

February is *National Children's Dental Health Month* and a perfect opportunity to promote awareness of children's dental health issues in your communities. The MBDS invites and encourages you to participate in our activities. We promote individual efforts on the part of member dentists.

What You Can Do

1. Volunteer for MBDS-sponsored Give Kids A Smile Events!
2. Promote NCDHM coloring contest
3. Promote the PDA's NCDHM Lesson Plan contest for teachers
4. Give presentations to area schools, health fairs, community centers, PTA's
5. Sponsor a display or exhibit at a local library or museum
6. Educate, screen or treat children at our office, local school or dental clinic
7. Sponsor a poster, essay or limerick contest in your office
8. Create an oral health bulletin board in your office or local school
9. Work with civic groups to promote NCDHM (Rotary, Kiwanis, Lions, Chamber of Commerce)
10. Reach out to youth groups with career information
11. Prepare an oral health article for a school newsletter, local newspaper or community news

12. Get in the news with press release to radio, TV or newspaper 13. Offer to be a spokesperson for radio and TV programs 14. Ask other dental professionals to promote NCDHM on recall notices, statements, fax cover letters, etc. 15. Call your local post office about cancellation dies with dental messages 16. Contact hospitals, public service organizations and businesses that may be willing to print announcements in their newsletters, bulletin boards and mailings.

Information to put in Bulletin (change date YEARLY)

"*Give Kids a Smile* is now an annual centerpiece to National Children's Dental Health Month and will be observed on the first Friday in February. In addition to helping needy children, the project's intent is to highlight for law- and policymakers the on-going challenges that disadvantaged children and children with disabilities face in accessing dental care. The message of *Give Kids a Smile* is that even with the high level of charitable care delivered by dentists every year the problem of untreated dental disease among the nation's children will never be solved. The major purpose of this project is to influence government and society at large to work with dentistry to craft common sense, market-based solutions to access disparities."

This coming year's *National Give Kids a Smile* event has been slated for February 6, 2004. The ADA, PDA and Montgomery-Bucks Dental Society are looking for volunteers to be more involved this year in order to give this event more national attention. Nationally, dentists have teamed up with Boys and Girls Clubs of America, United Way and the National Head Start Association. Please consider offering presentations to schools, after-school programs, PTA's The ADA web site has numerous program planning guidelines and presentation kits based upon the age-group to which you are speaking. Local dentists may also consider opening their offices to

provide dental care, screenings and education to disadvantaged children within our society. We can assist you with ideas/contacts to help identify children in need of care in your area.

Dental products and samples are available to you through the ADA website (www.ada.org/goto/GKAS). Requests must be made online before December 1,2003. The ADA has also teamed up with *Crest Healthy Smiles 20JO*. To order products and free sample kits (toothbrushes, toothpaste and educational materials); please register on their website by January 15,2004. (www.dentalcare.com) Toothbrushes and activity books will be available through the MBDS in January.

Get started planning these events now for February. Contact the PDA for more specifics on each idea and let us help to promote your good community service project in our next bulletin or on our web page. The PDA and ADA have a wide variety of educational materials, including pamphlets, posters, teaching packets and audio-visuals as well as camera-ready artwork and billboard panels. Thanks in advance for promoting good dental health and helping our local communities to realize how much good dentists do to encourage prevention.

We are looking for volunteers to offer presentations in your area! If you are considering conducting a *Give Kids a Smile* event (large or small), or would like to be a part of one, please do not hesitate to contact Dr. Anne O'Day at aortho@comcast.net. Come on! Let's Give Kids a Smile!

VOLUNTEER OPPORTUNITIES

Healthlink in Southampton

Facility: clinic on-site Volunteer when you can Contact: Cheryl 215-364-4247

Doylestown Hospital Dental Clinic

Facility: capacity for screenings and x-rays Patients usually treated in volunteer dentist's office

Contact: Jaqueline Fox

PUBLIC ACCESS TO CARE

Bucks County Health Improvement Partnership (BCHIP)

Dentists are paid by procedure

2 facilities to work from is do not want to see patients in their office

: Upper Bucks Vo-Tech in Perkasio

: Bucks County Technical Institute in Fairless Hills- by Oxford Valley Mall

Grant for adult treatment may not be renewed in 2005-06 Children's program will probably be OK, but funding diminished

They would like more dentists to participate

BCHIP will screen all patients financially and recheck them on a yearly basis BCHIP will confirm their appointments with the dentist 95% or better attendance at appointments To qualify, children must be at 250% of poverty level, adults must be at 200% of poverty

BCHIP Proposal

Adapt-a-Family or Adopt-the-Kids or Adopt-the-children

Adopt the children and their parents or just their children

See consistency in treatment and develop a rapport with the patients

Ask Doylestown dentists their parameters for adult treatment

PDA SENIOR DENTAL CARE PROGRAM

- This program is designed to increase access to dental care for senior citizen on fixed income
- Participating dentists are asked to provide seniors with a minimum 15 percent discount off all dental services so more seniors are able to take advantage of dental care at a rate they can afford
- If you would like to apply to be a referral dentist for this program, please contact the PDA at Senior dental; Care Program, P.O. Box 3341, Harrisburg, PA 17105 or fax (717) 232-7169

DEADLINES FOR BULLETIN ISSUES

<u>ISSUE</u>	<u>DEADLINE</u>
September	August 1 st
October	September 1 st
November	October 1 st
January	December 1 st
February	January 1 st

April March 1st
May April 1st

YEARLY TIME-TABLE

November-National Smoke Out/ Anti-tobacco Campaign "Tobacco Use Bites" 1-800-
LUNG-USA

February-National Children's Dental Health Month -Give Kids A Smile Day (First
Friday)

-National job Shadow Day/Dental Careers Month

-Contact: Beverly Skoog: skoogbfgiada.org

-www.jobshadow.org

April- National Facial Protection Month

- Take Your Son/Daughter to Work Day

On-going: Anti-Soda Campaign : Fluoridation

INFORMATION FOR TAKE YOUR DAUGHTER/SON TO WORKDAY

Dentists are encouraged to participate in Take Your Daughter/Son to Work Day, April 22. This national event for 9-15 year olds is a great opportunity to promote careers in dentistry and mentor the future workforce. Dental team staff and other mentors can share information on careers in the profession that young people may not be aware of. More information:

<http://www.ada.org/prof/ed/careers/index.asp>

CONSTITUTION AND BY-LAWS

The duties of this committee shall be to maintain a separately bound, current record of all amendments to the Constitution and By-Laws and all resolutions passed by this Society. It shall also review the wording and form of all proposed amendments to the Constitution and By-Laws prior to presentation to the Society.

CONTINUING EDUCATION COMMITTEE

PURPOSE:

The function of the Continuing Education Committee is to arrange for quality presentations of material related to the practice of dentistry by our members.

MEMBERSHIP:

The Chair will be responsible to the President for the overall functioning of the committee. The Chair will seek speakers, select dates, and prepare contracts. The Chair will make the following appointments to the committee:

- Normandy Farm Liaison: Responsible for preparing the contracts with Normandy Farm for the dates requested and menus selected for our presentations. In addition, will resolve any conflicts that may arise between MBDS and Normandy Farm.
- Sponsor Liaison: Responsible for seeking and contracting vendors who will promote products, materials, and services at our presentations. Funds received will be sent to the MBDS Treasurer.
- Entertainment Liaison: Responsible for hosting our guest to an evening of hospitality. Will research and make reservations at a quality restaurant and ensure that transportation is available.
- Members at large: Will help with check-in on the morning of the presentation. Will be trained in all of the duties of the various liaisons and be able to function in that position if the current liaisons move to another committee.

TO ARRANGE FOR A SPEAKER

LATE SUMMER

Select prospective dates for the following years CE season. Meetings are scheduled for October, November, January, April and May. Be sure to select dates that do not conflict with religious holiday or major dental meetings.

FALL

Once the prospective dates are selected, a copy is sent to the current president and president elect for review. A copy is given to the CE committee member that is acting as the liaison with Normandy Farms to confirm that the dates are available.

Once the dates are known to be available with Normandy Farm and confirmed, speakers are booked, menus are selected and contracts are signed (Normandy Farm). We try to schedule the January speaker as one from the local area due to the possibility of inclement weather and airport delays/closings. In addition, the focus of the May speaker is dental team orientated

WINTER

Speakers are contacted to see if they are interested in speaking at MBDS.

After a verbal commitment is received, contracts are prepared and sent to the President for approval and signature. Two copies are prepared, reviewed and signed. Both copies are sent to the speaker for signature; the speaker will return one signed copy for our files.

SPRING

Pictures, outlines of presentations, and biographies of the speakers are sent to the MBDS Bulletin Editor and the PDA for publication.

PRIOR TO A SESSION

4-5 Weeks prior:

- The speaker should be contacted to request forwarding of the handout to the Executive Secretary for duplication. Travel times and AV requirements should be available.

3-4 weeks prior:

- Lodging (Normandy Farm # 215 616 8500) and limousine (Aries Limo # 215 322 4114) reservations should be made.
- Confirmation with Normandy Farms of needed AV equipment (Gary Bolotin 215-616-8118).
- Arrange for the MBDS treasurer to prepare a check to pay the speaker. A W-9 should also be sent.

2 weeks prior:

- Make reservations at a local restaurant to entertain the speaker (Entertainment Liaison).
- The number of vendors attending to is forwarded to the Executive Secretary to allow a meal count for Normandy Farm. In addition, the number of tables that the vendors require will be needed.

1 week prior:

- Confirm with the speaker travel times. Forward to the speaker, contact information (Your office #, cell #, Normandy Farms #, Aris Limo #) and reservation confirmation #'s.

Thursday evening prior to the presentation:

- Arrange for the speaker to transport to the evening dinner and return to Normandy Farms (Entertainment Liaison).

Friday morning:

- Check with Normandy Farm staff to ensure that the AV equipment is functioning, the room arrangements are correct and that the climate is controlled.
- Committee members will assist the Executive Secretary with registration/check-in of members.
- Check with the speaker when breaks will be taken.
- Announce to participants housekeeping rules (cell phone on vibrate, did they remember to sign in, AGD credit, Etc. Etc.).
- Recognize vendors
- Announce when breaks and lunch are to be (as per speaker).
- Introduce the MBDS President
- Introduce speaker (biography).

Friday afternoon:

- Exchange check (payment) for W-9 signage with the speaker.
- Hand out participant certificates
- Help speaker to limo.

CE COMMITTEE MEETINGS:

Spring:

A meeting is held to review speakers and sponsors for the next CE session. Any problems are addressed to allow for a successful season.

Fall:

A meeting is held to assign coverage of the committee members for the CE sessions. Prospective dates for the next years CE are reviewed, a copy is given to the Normandy Farm Liaison.

January 15, 2010 CE Course:

1. Announce that they must sign in to receive credit. If they don't sign in then they are marked as not attending.

Sign-in list shows AGD numbers that I have. If someone is new and wants CE credit they need to indicate they are members. They can write their AGD number down or if don't know it then just write "yes" and I'll look it up. I'll submit credit to AGD for them.

2. If they are not listed, then I don't have a registration for them.

Just have them sign in at bottom of sign-in list. I'll look into it and contact them. There are blank CE certificates in the pile in case you need them for someone like this.

3. CE certificates get put out after lunch. Occasionally someone will tell a story why they need it earlier and I'll usually get it to them if they ask.
4. I only put out the certificates for the names of those who have signed in. No sign-in then no certificate as that forces them to sign in.
5. Please keep sign-in sheets and unclaimed CE certificates for me. I put them in the main records here.
6. Just use your judgment on anything that arises and I'm sure it will all be fine. I can follow up any issues later.

Course Evaluation Form

Course Title: _____ **Date:** _____

Presenter: _____ **Location:** _____
Program Provider: MBDS **AGD Subject Code:** _____

Course Type: Lecture

We are constantly trying to improve the quality of our continuing education courses. Please take a few minutes at the completion of the program to evaluate this course and presenter. Thank you.

AGD Dentist Non-AGD Dentist Hygienist Dental Assistant Office Staff
Other
Pre-Fellow Fellow Master Scout

PLEASE CIRCLE YOUR RESPONSE TO EACH OF THE FOLLOWING:

	Strongly Disagree			Strongly Agree	
Meeting size was adequate in size, comfortable and convenient	1	2	3	4	5
Course administration was efficient and friendly	1	2	3	4	5
Course objectives were consistent with the course as advertised	1	2	3	4	5
Course material was up-to-date, well organized and presented in sufficient depth	1	2	3	4	5
Instructor demonstrated a comprehensive knowledge of the subject	1	2	3	4	5
Instructor appeared to be interested and enthusiastic about the subject	1	2	3	4	5
Instructor spoke clearly and distinctly	1	2	3	4	5
Instructor encouraged questions and participation	1	2	3	4	5
Audio-visual materials used were relevant and of high quality	1	2	3	4	5
Handout materials enhanced course content	1	2	3	4	5
Overall, I would rate this course:	1	2	3	4	5
Overall, I would rate this instructor:	1	2	3	4	5
Overall, I would rate this facility:	1	2	3	4	5

Comments (positive or negative):

Other topics and/or speakers you would like offered:

Needs Assessment

We appreciate your involvement with our continuing education courses and would like to hear from you. Please complete this questionnaire to let us know of your continuing education needs.

AGD Dentist Non-AGD Dentist Hygienist Dental Assistant Office Staff Other

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. How often do you attend continuing education courses?

- a. Less than 15 hours per year b. Between 16 and 30 hours per year c. Between 31 and 45 per year d. Between 46 and 60 hours per year
- e. More than 60 hours per year

2. What is most important in your selection of continuing education providers?

- a. Cost b. Location c. Subject Area d. Instructional Methods (self-instruction, lecture, participations)
- e. Instructor qualification f. Other, please explain

3. Please circle your preferred method of instruction:

- a. Self-instructional: online b. Self-instructional: video or CD c. Self-instructional: article d. Lecture e. In-office participation
- f. Participation: live patients g. Weekend workshop or meeting h. Lunch & learn

4. What specific subjects are of interest to you?

5. What are your suggestions for future courses?

Certificate of Attendance

Montgomery Bucks Dental Society
(219080)

Verifies the attendance of

«*First_Name*» «*Last_Name*»

November 19, 2010

“Restorative Dentistry Update 2010”

(AGD Code 610)

Dr. John Burgess

CE Credit 6.0 hours

(Lecture credit)

Thomas A. Howley, Jr. D.D.S.

Thomas A. Howley, Jr., D.D.S.
Executive Director MBDS

Dr. Larry Stone

Dr. Larry Stone
Chair, Continuing Education

ETHICS & LAW ENFORCEMENT COMMITTEE

1. The Committee's duties shall be to supervise the ethics and law enforcement through the area of the Montgomery-Bucks Dental Society.
2. The Committee is to investigate and report any violations of the ethics and the Pennsylvania Dental Law to the Executive Council and the State Dental Council and Examining Board through the Pennsylvania Dental Association.
3. The Committee shall report activity and action to the Executive Board.

Executive Director Committee

1. The committee shall consist of up to six (6) experienced members including a chairperson. The chairperson shall be elected by the committee.
2. The duties of this committee shall be to interview, negotiate salary and make recommendations to the Executive Committee for approval to hire an Executive Director when needed.
3. The committee shall establish and negotiate a job description, select an office location and determine what equipment is necessary to ensure that this office is operational.
4. The committee shall supervise all of the above.

FELLOWSHIP & ADVISORY COMMITTEE

- a. The Fellowship and Advisory Committee shall consist of all past Presidents of this society, with the immediate Past-President acting as Chairperson.

- b. Assist the Secretary of the Second District Valley Forge Dental Association with investigating and reporting on any request for relief from members of our Society. All information collected in these investigations is to be held strictly confidential.

- c. Promote fellowship in the Society with a card or small gift of appreciation for any illnesses, deaths, awards and accomplishments among our members or member family so that proper recognition may be made.

- d. The function of this committee is to relay sympathies to the family of a deceased member of Montgomery-Bucks Dental Society.

- e. Get well wishes are extended to members of the Executive Board in addition to congratulations where indicated (births, awards, etc.). These are accomplished by hand written cards, and/or small gift where appropriate.

- g. Upon a death, requests for donations are made where appropriate at the Chairs' discretion for the amount with approval by the President. Donations would be reserved for Board members and not the general membership.

GOVERNMENT RELATIONS COMMITTEE

The duties of this committee shall be to disseminate information to the members in regard to promoting legislation that would be in the best interest of our patients and the dental profession.

HOSPITAL RELATIONS COMMITTEE

The committee offers assistance in all phases of the hospital credentialing process. In addition, the committee is a resource for dentists currently on a hospital staff who may need guidance in establishing their role/ privileges in the hospital setting

INFORMATICS COMMITTEE

1. Objectives

- a. To promote awareness of the Montgomery-Bucks Dental Society to the public.
- b. To relay information concerning MBDS activities to its members.
- c. To allow members an opportunity to sign up for CE, monthly dinner meetings and special events.
- d. To disseminate information immediately to members if necessary
- e. Work in conjunction with Bulletin to offer Advertising

2. Committee Membership

- a. Committee should be comprised of at least 2 members who are familiar with the software for maintaining the web page.

3. Tasks

- a. Update Web Page as necessary
- b. Make sure content is current
- c. Make design changes when necessary
- d. Oversee Internet Service Provider to make sure page is always available

INSURANCE REVIEW COMMITTEE

The following summarizes the duties of the Peer review -Insurance Review Committee as stated in the Pennsylvania Dental Association By-laws.

Principle Mission: The Peer review committee consists of two subcommittees.(Section 70 of Constitution and By-Laws.

1. Patient Relations Subcommittee.
2. Insurance Review Subcommittee

Insurance Review Subcommittee:

- A. The Insurance review subcommittee shall consist of four (4) members:
Three (3) of whom shall be chairmen of the local insurance review subcommittees. One (1) member shall be chairman.
- B. The subcommittee shall administer and Insurance Review Program in accordance with the statement on peer review committee as adopted by the House of Delegates and as it shall be amended by the House of Delegates of the Pennsylvania Dental Association.
- C. The duty of the Insurance Review Subcommittee shall be to arbitrate and attempt to resolve differences between the dentist, the patient, and the insurance company.

In order to conform to the Pennsylvania Dental Association By-laws, Chapter V, Sect.40, Part H of the MBDS By-Laws states the following:

The following is a note to me from then MBDS President Dr. John Nase March 31, 2004:

“This would mean that the 5 committee members would be ranked by seniority (“class of 2002” “class of 2003,” etc.).”

In my 2004-05 year I had 7 individuals listed on my committee (including myself), plus a specialist consultant (which is not specifically provided for in the current by-laws). This was deemed OK because I can have any past President as a “consultant.”

IN SUMMARY:

2004-05 Insurance Review Committee (5 year terms)

Class of '00 Dr. Les Green (Chairperson)

Class of '01 Dr. Jeffrey Sameroff

Class of '02 Dr. Bernie Dishler

Class of '03 Dr. Larry Montgomery

Class of '04 Dr. Bruce Singer

(Active) Consultants: Dr. P.M. Schelkun; Dr. Robert Singer; Dr. Larry Stone.

Currently, the above MBDS guidelines have not been followed as I have been reappointed as chairperson since 2000. Clearly a revision to the MBDS By-laws should be made if we are to be in compliance.

Procedures for complaints and/or inquiries from dentists having problems or disputes with insurance carriers:

The doctor registering a complaint shall call the committee chairman or notify him via E-mail or other means. At this time it must be determined whether the issue is with an insurance carrier or a patient/dentist dispute. Patient dentist disputes should be referred to the patient relations committee.

Per PDA guidelines, any communications and information exchanged between the insurance carriers should be sent to the PDA. The PDA will register the complaint and forward the submitted paperwork to the local dental society peer review chairperson.

The Chairperson shall send copies of the complaint with all pertinent information (names of Drs. and Patient names shall be blacked out on all “copies” to avoid bias).

Opinions from the consultants shall be returned to the chairperson who will then forward the majority recommendation to the PDA. To the attention of Ryan Alexander. The opinion will be then sent to the parties involved in the dispute. Please note that the committee has no power to enforce its opinions on the parties involved. It can only make a recommendation.

INTERPROFESSIONAL RELATIONS COMMITTEE

The duties of this committee are to encourage and develop satisfactory relations with the various organizations representing the dental, medical and allied health professions.

Protocol for the Montgomery Bucks Dental Society Awards, given to the outstanding student of the year:

Attached is a list of the schools, addresses, phone numbers, person in charge and what department (hygiene, EFDA)

Around the end of March, I call each of the Directors and ask them to either e-mail or fax me the name of the outstanding student. (You need it in writing so there are no mistakes made with the spelling of the Student's name.) You will need the date of graduation (which is inscribed on the plaque) and the date that they need the plaque by.

Once I have the names and dates (graduation and need by date) I print out the list and it is taken to Things Remembered. Things Remembered has an account for The Montgomery Bucks Dental Society. They have a Movado clock that is inscribed with the students name and date of graduation, which is specific to the MBDS.

Things Remembered will then ship the plaques to the school by the date needed. Make sure they put the name of the Director when shipping so it gets to the right department.

Most schools have graduation in May so you want to start calling the end of March to give them a reminder that you need the names as soon as possible. Things Remembered likes at least 10 days to get the plaques inscribed and shipped.

Montgomery Bucks Dental Society Awards 2009

Harcum College

750 Montgomery Avenue

BrynMawr, PA 19010

ATTN: DossieCavallucci-EFDA Director 610-526-6109

Eryn Koran May 4th

Manor College 700 Fox Chase Road Jenkintown, PA 19046

ATTN: Virginia Saunders-Director of Hygiene 215-885-2360

BohdanaZhownirovych April 23rd

Montgomery County Community College 340 Dekalb Pike Blue Bell, PA 19422

ATTN: Jenny Sheaffer - Director Dental Hygiene 215-641-6483

Danielle Wilson



THINGS REMEMBERED

The Plaza at King of Prussia

160 North Gulph Road

King of Prussia, Pennsylvania 19406

T 610.265.8874 F 610.265-3963

www.tninflsrcmenibefed.com

THINGS REMEMBERED PLAZA 8 KING OF PRUSSIA *654 160 NORTH GULPH ROAD KING OF PRUSSIA,PA 19406
(610)265-8874

TRNNBR: 285957 21:07 04/10/09.

EWL: 3317 REGNO: 1

CUST : CRAIG SDFFIN CUST *: 654068539 ***** SALE *****

T 00506407 225.00

3 « 75.00

MOVAAO LARGE GLASS P

T 00194071 63.00

3 821.00

AE LETTERS

T 00597034 18.00

386.00

CUSTOM LOGO ENGRAVIN

T 00583857 15.00

Subtotal 321.00

Tax 19.26

Total 340.26



THINGS REMEMBERED

Personalized Gift Order Form

I have reviewed and confirmed the message information. Customer Signature After Reviewing Message Information

Last Name: Saffin First Name: Craig

Today's Date: 4/18 Pick-up date: 5/18

Street: City: State: Zip: 19406

Teammate First Name: Teammate Last Name: Pick-up time: Store #: CUSTO

Telephone #: 610-337-0100 Cell Phone #: @

Receive a \$5.00 Gift Check! New email addresses to our contact list are emailed a \$5.00 Gift Check!

Are You A Rewards Club Member? Yes No Corporate Customers: Please provide your company name so we can communicate with you about corporate sale information.

Table with 3 rows for items. Columns: SKU# / Description, QTY, Price, Message \$, Color Fill \$, Gravoxide \$, Design \$, Design SKU, Thread, Font, Message. Includes handwritten entries for '506407' and '3' with a price of '15.00'. Messages include 'Logo', 'Montgomery Bucks Dental Society', 'Krystina Michael 2008', 'Nicole Neilson 2008', and 'Christine Lander 2008'.

Total AP: Total Sale: Trans #: FC Order #: Custom Engraved By: 3

Ship To: Check One To Store (No charge if to Store ground) To Customer at top of the form To Name & Address

Name Street City Zip Phone

Shipping Charge \$5 ground (583857) \$15 2nd day (527392) \$10 3rd day (527376) \$25 Saturday (590387)

Things Remembered would like to communicate to you via postal mail with special offers, events & catalogs that may be of interest to you. Please check this box if you do not want to receive this correspondence via postal mail. Occasionly, our mail list is made available to select companies and organizations, which we believe have something of interest to you. Please check this box if you do not want your name and postal address made available. Please provide your email address if you would like to receive discounts and promotions from Things Remembered via email. Things Remembered shall have no responsibility for the return or payment of the declared value of items left in our possession for more than 60 days after the item's designated pick-up date. THIS IS NOT A RECEIPT WHITE-STORE YELLOW YMER

MEMBER BENEFITS COMMITTEE

It is the duty of this committee to continuously investigate insurance and other membership benefit programs and to make recommendations to the Executive Council of programs that would most benefit the membership.

This committee will explore, review, and promote any and all programs that it becomes aware of that are deemed to provide potential benefits to the membership.

This committee's work should necessarily dovetail with that of the Membership Committee for the purpose of retaining membership and recruiting new members.

The recommendations of the committee should be presented to the executive committee for discussion and approval and to determine the most effective way to disseminate this information to the membership.

This committee will be made up of up to 5 members including a chairperson.

MEMBER INSURANCE SUBCOMMITTEE

1. The Insurance Committee reviews and monitors the insurance products provided for the members of the Montgomery-Bucks Dental Society (MBDS) by the Pennsylvania Dental Association Insurance Services, Inc (PDAIS).
2. The committee serves as a liaison between MBDS and PDAIS. The committee provides reports to the Executive Board of the MBDS, which includes the quarterly statistics provided by PDAIS regarding the participation of the members in the specific insurance products.
3. It is the function of the committees to provide input to PDAIS regarding insurance services that the membership desires and "feedback" communication regarding the member's perception of the services provided by PDAIS. This communication would include: the scope of insurance products, the quality, economic viability and value of the insurance products administered by PDAIS.
4. It is the responsibility of the committee to review the marketing materials provided by PDAIS, and in conjunction with the marketing initiatives of PDAIS, inform and educate the members regarding insurance products.

MEMBER PROGRAMS (MONDAY DINNER) COMMITTEE

1. Meet with Montgomery Bucks CE Committee

Determine the needs of the Society

Develop a list for Potential Speakers

Develop a budget

Determine dates of Meetings and eliminate potential conflicts

2. Book dates with venue (ie. Normandy Farms)

Contact: PatricePasqale 215-616-8506

Normandy Farms 1431 Morris Rd. Blue Bell, Pa. 19422-

1424 Tel: (215-616-8500)

3. Contact Speakers to learn of their availability

Request-

1. Title of Presentation

2. Synopsis of Presentation

3. Photo

4. Bio

5. Honoraria (to include travel expenses)

6. Specific A-V requirements

7. Potential Sponsors

4. It is the policy of the MBDS that our speakers be ADA members. Confirm speaker's ADA membership. Confirm Speakers and dates in accordance with CE Committee guidelines

(See attached letter to speakers)

5. Inform:

1. Montgomery Bucks President
2. Bulletin editor
3. Executive Director
4. Person in charge of arrangements
5. Person in charge of Sponsorships

6. Day of Meeting:

1. Arrive early on evening of meeting to make certain that speaker is taken care of and that everything is ready for meeting
2. Introduce speaker and program when requested
3. Present speaker with check following the presentation. (Check should be obtained in advance from Montgomery Bucks Treasurer).

Dinner Meeting:

1. Please check folks in by checking them off the attendee list and giving them their CE certificate
2. "On Site" registration is \$65 – they can not use a "comp" dinner as those are only by pre-arrangement

3. If they want to use cash but don't have change have them send me a check and write down their name for me
4. If not on my list by claim they pre-registered, take their name and I'll straighten it out later – if I find no record then I'll bill them \$65
5. Anyone that needs a CE certificate such as on-site folks, you give them one of the blank ones at bottom of the pile
6. The 3 Abington residents are grouped at end of list since they come together usually
7. Anyone asking about getting AGD credit – just mark “AGD” by their name on list and I'll handle that later

Dear Dr.

Thank you so much for kindly agreeing to share your material with us and agreeing to present to our group the evening of

We have agreed on an honorarium of including expenses.

We would appreciate your forwarding the title of your presentation, a CV synopsis, a photo and your AV requirements.

Please let us know if there is any way we can expedite your presentation. We look forward to your sharing your material with us. With warmest regards,

Dr.

Program Chair

Montgomery Bucks Dental Society

July 23, 2008

Dr. Alan Meltzer
Staffordshire Professional Center
1307 White Horse Road
Building B
Voorhees, NJ 08043

RE: SEPTEMBER 22, 2008

Dear Alan,

Thank you so much for agreeing to share your expertise with us on Monday evening, September 22, 2008. We have agreed upon an honorarium of \$500.00 plus \$50.00 travel expenses.

The title of your presentation is "Considerations for implant placement and restoration within the esthetic zone."

Our meeting will take place at Normandy Farm Hotel and Conference Center, Route 202 and Morris Road, Blue Bell, PA. Cocktails are at 6PM, Dinner at 7PM followed by your presentation at approximately 8PM. For directions please follow the following link:

<http://www.normandyfarm.com/directions.asp>

We will supply an LCD, widescreen, a wireless microphone and a laser pointer.

If you could forward a brief cv synopsis and brief writeup of your presentation for our publicity it would be greatly appreciated.

Our members are greatly looking forward to being exposed to your material.

Sincerely,

Dear Dr. Burgess,

Would you be able to provide a full day program for the Montgomery-Bucks Dental Society next year? If you recall we are located about an hour north of Philadelphia.

The available dates I have (all Fridays) are:

Oct. 15, 2010

Nov. 19, 2010

Jan. 21, 2011

Apr. 15, 2011

May 20, 2011

I look forward to hearing from you,

Larry Stone, DDS
CE Program Chair
Montgomery-Bucks Dental Society

Yes John.

You selected Friday November 19, 2010.

I have been expecting to hear from your daughter.

I will need:

1. A Title for your presentation and synopsis
2. A recent photo
3. A short CV
4. A list of any potential sponsors (and contact info) that you work with.
5. Your honorarium (to include travel expenses)

I look forward to having you with us again.

Best wishes,
Larry

Here is the information you requested:

1. AV requirements- LCD projector with at least 2500 lumens, HDMI input, and Laverier microphone. No podium.
2. Title for the presentation: The Adhesive restoration and its maintenance.
3. Short cv – Attached
4. Potential sponsors – 3M (Gary Holt), Dentsply (Terry Kittleson),
5. \$5,000 honorarium plus expenses.

Hello Dr. Stone,

I apologize for not responding to you sooner. Your previous email may have gotten lost in my "old mail" file.

Dr. Burgess answered all of your previous questions; however, I am attaching a speaker information sheet that will give you information regarding Dr. Burgess's website and access for your members who wish to view the handout for review after lecture completion. The other purpose of the speaker information sheet is to provide Dr. Burgess with all the necessary information needed in planning his trip. If you (or your coordinator) could fill in the information and email back to me at your convenience, I would greatly appreciate it.

Dr. Burgess will also be needing a letter of invitation from the Montgomery-Bucks Dental Society. The letter needs to include the where, when, to whom, topic of lecture, honorarium, etc. If you would like, I can draft a letter for you to put on your study club's letterhead. That might be easier for you.

Please let me know if you have any other questions. I appreciate your patience and again I apologize for not supplying information to you sooner.

Thank you for your invitation to have Dr. Burgess speak for the Montgomery-Bucks Dental Society.

Have a great day!

Jennifer Burgess
CE Coordinator for John O. Burgess, DDS, MS

Certificate of Attendance

Montgomery Bucks Dental Society
(219080)

Verifies the attendance of

«First_Name» «Last_Name»

November 29, 2010

“Mind Body Medicine”

(AGD Code 770)

Dr. David Steinberg

CE Credit 2.0 hours

(Lecture credit)

Blue Bell, PA

Thomas A. Howley, Jr. D.D.S.
Thomas A. Howley, Jr., D.D.S.

Dr. Jeffrey Sameroff
Dr. Jeffrey Sameroff

MEMBERSHIP COMMITTEE

1. The purpose of the Membership Committee is to attract new members to the Montgomery Bucks Dental Society and shall have sufficient members to reflect the diversity of the Society.
 - a. The Corresponding Secretary shall serve as a consultant to this committee and coordinate induction of new members.
 - b. The duties of the committee shall be as follows:

Maintain an up to date roster of all members of the society and encourage those Members in arrears to restore their status to “in good standing”, maintain a continuous membership drive and conduct orientation for new members.
 - c. One member of the membership committee shall be appointed chair of the New Dentist Committee.

2. The guidelines for the recruitment process are as follows:
 - a. The groups to be targeted consistently will be the New Dentist, out of school one to two years, dentists that have been out for eight to twelve years, and the current non-renews from the previous year.
 - b. Each group will be sent a letter inviting them to attend a Monday Night Meeting as our guest. The committee will use its discretion to determine which group to target for each Monday Night Meeting.

c. Assign a member of the committee to follow up the invitation by contacting the invitee.

This committee member is then to meet the attendee at the Monday night meeting

d. After their attendance, a thank you note will be sent with an encouragement to join the society.

3. When potential members become new members, an orientation should be given. It could be formal or informal. If formal, other appropriate committees should be involved in the process.

4. Should a new member also be a new dentist, that member should be referred to the New Dentist Committee for the establishment of a mentor if desired.

Date

Dr.

Dear Dr.

The officers and the Executive Committee would like to extend a warm welcome to you as a new member of the Montgomery-Bucks Dental Society.

We truly value you as a member. You may access our website at www.mbds.org. Further, any suggestions or thought are always welcomed and you may send them through the suggestion box on the home page or by email to: MBDSDR@comcast.net.

As you may be aware, organized dentistry is here to assist and support you throughout your career in many ways. These services and benefits are to found at all levels of your membership from Montgomery-Bucks to the PDA and the ADA as well.

At this time we would also like to extend to you an open invitation to attend a Monday Night General Meeting at Normandy Farms in Blue Bell. During the meeting of your choice, we would like to recognize you as a new member. You will attend as our guest.

Meeting dates are posted on the website. Please let the Executive Secretary, Dr. Tom Howley know the meeting you will be attending. He can be reached at: MBDSDR@comcast.net or at: 215-234-4203.

Once again, congratulations and thank you.

Your membership does make a difference!

Sincerely,

President

NEW DENTIST COMMITTEE

The New Dentist Committee acts as a liaison between both member and non member dentists (defined as those whom are 10 years or less out of dental school). The committee is charged with advancing the participation of new dentists in organized dentistry.

The committee develops gatherings designed to introduce new dentists to the dental society's membership by way of socials and continuing education. For such events the committee will procure event venue, speaker, food and beverage menu, invitation via mailer and e-mail announcements.

The committee is also expected to submit a budget for such events to the executive board for approval at the June executive board meeting for the upcoming year.

NOMINATING COMMITTEE

CHAPTER VI -Section 50 part B:

1. The Nominating Committee shall consist of the three immediate Past-Presidents, the current President and the President-Elect, the most senior Past-President serving as chairperson.
2. The duties of this committee shall be to prepare a ballot of the nominees for the following offices: President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, Directors to Second District Valley Forge Dental Association and Delegates and Alternate Delegates to the Pennsylvania Dental Association. All nominees are to be members in good standing. The committee shall announce these nominees two general meetings prior to the Annual Meeting.
3. Additional nominations must be made by written petition and signed by three active members in good standing. Such petitions must be submitted to the corresponding secretary prior to the executive council meeting immediately preceding the Annual Meeting. The corresponding secretary shall determine their eligibility. The entire slate is then to be presented at the general meeting prior to the Annual Meeting.
4. This entire ballot is to be presented first at the Executive Council meeting prior to the regular meeting preceding the Annual Meeting, and then to the membership at the regular meeting preceding the Annual Meeting. The Nominating Committee may at its discretion, and with the Executive Council's approval, alter its nominations after first presenting them to the Executive Council prior to presenting them to the membership.
5. The election shall be held at the Annual Meeting. If there are two or more people running for office, a written ballot shall be used.

Timeline Summary

Fall –

1. The Nominating chairman should attend the meeting of the MBDS Leadership Committee (LC).

December/January –

1. The committee should meet to discuss the following items:

2. The recommendations of the LC .
3. Select for nomination the officers and directors to be inducted in May of the upcoming year.
 - a. Note that the upcoming president position should already be determined by the current President-elect (barring unusual circumstances – see Bylaws, Chapter 3, Section 30, Parts A & B for more information).
 - b. For incumbent officers, determine their eligibility due to term limits (see Bylaws, Chapter 3, Section 30).
 - c. These positions are elected at the MBDS Annual Meeting in May and begin immediately.
4. Select for nomination any new or incumbent Director's to Second District. Depending on the specific year, this may be three or two nominations due to staggering of these positions.
 - a. It is highly preferred that any nominee for Director will have served previously as MBDS President.
 - b. These positions are elected at the 2nd District Annual Meeting, currently held in October of the coming year.
5. Select for nomination the **delegates** and **alternate delegates** to the PDA Annual Session to be held one year after the upcoming session.
 - a. The MBDS President and President-elect in office at that time are automatic Delegates.
 - b. MBDS 2nd District Directors in office at that time are automatic Delegates.
 - c. 2nd District officers in office at that time are automatic Delegates.
 - d. If the 2nd District Trustee to the PDA is from MBDS, they should occupy the last position on the alternate list.
 - e. ADA Council & PDA council members serving at that time should be strongly considered.

6. Note that all nominees need to be members in good standing at the time of appointment and throughout the entirety of their term.

January –

1. Present the completed nominations report at the January Executive Board Meeting.
 - a. Move to accept the report as is from the committee or modify according to Executive Board deliberations.
2. (No action is required at the January General membership meeting)

February –

1. Read the nominations report at the February General Membership meeting.
 - a. Inform general membership that other nominations from the floor must be in writing in accordance with VI, 50Bp3. These other nominations are due before the March Executive Board meeting.

March –

1. Read the completed entire slate at the March Executive Board meeting. (Including any floor nominations).
 - a. If multiple candidates exist for any position, a written ballot election will need to be held in May.

April –

1. Read the completed entire slate at the April General Membership meeting.
 - a. Move to accept the slate.

May-

1. Annual meeting and election takes place.

PATIENT RELATIONS PROCESS

The Executive Director shall respond to patient complaints about treatment received by a dentist practicing within our two-county district following the protocol below:

- Listen empathetically to the complaint.
- If the patient volunteers that we are not the first avenue that they have pursued to seek redress, record that information with a neutral attitude.
- Encourage the patient to write down and document their issue in an orderly and detailed fashion as soon as they are able.
- Stress that you are not able to resolve their problem but will guide them to a place for help. Any advice should be neutral only, no matter how upset the patient.

- Direct them to contact the *Center for Resolutions*, in Media, PA, Barbara Wolfer 610-566-7710 [or another professional mediating service to be determined by the Executive Council]
- If the dispute concerns the dentist's fee, encourage the patient to address that first with the dentist or with their insurance company. The mediation service may not be able to accept their case if a fee dispute is the only issue.
- Stress that both parties, the dentist and the complainant, must agree to participate in mediation. The mediation service is not empowered to make a judgment and has no enforcement powers.
- Stress that our Montgomery Bucks Dental Society has decided that this mediation service approach is the best route to help resolve complaints; our Society does not offer mediation services itself.
- It is very important not to direct the patient to an attorney or the State Board of Dentistry for help or resolution.
- If there is any suspicion that there are criminal issues involved (such as reports of sexual misconduct), the complainant should be directed to inform the police.

This committee shall consist of the last four Past-Presidents and the President-Elect with the third most senior Past-President serving as Chairperson. All Past-Presidents shall serve as consultants to this committee as needed.

The duties of this committee shall be to investigate all complaints against members and attempt to resolve differences between patients and dentists through either referral to mediation, or where possible, by intervention.

All letters to the patient should be composed by the Chairperson and relayed to the Executive Secretary for typing in final form and recordkeeping.

Patient Relations Program

Mediation Request Form

Type or print legibly

Date _____

Your Name _____ Phone # () _____

Address _____

City _____ State _____ Zip Code _____

Your problem involves:

Name of Dentist _____ Phone # () _____

Address _____

City _____ State _____ Zip Code _____

Please tell us about your problem, using dates if possible: (Please type or print legibly. Additional sheets may be added).

In order that a complete review be performed, I authorize the release to this committee, of any dental records or information by anyone who has examined me previously. I further give my permission for the committee to perform a clinical examination if necessary.

Signature

Please include copies of billing statements, x-rays, insurance explanation of benefit forms, patient records, or any relevant correspondence.

AUTHORIZATION AND CONFIDENTIALITY AGREEMENT

Participation in the Patient Relations Program, through the Pennsylvania Dental Association (PDA) and its local committees, is purely voluntary in nature. It is believed the chances of reaching a mutually acceptable resolution are enhanced if the proceedings are conducted in a confidential manner and when there is no chance of disclosure of the proceedings at any later date. The committee members adhere to this principle of confidentiality and will not disclose the information obtained outside the confines of the procedure. In order for the committee to proceed, it is necessary to obtain a signed copy of this confidentiality agreement from both the patient and dentist to protect both of their interests. Further, in order to conduct a meaningful review, the committee will require access to the patient's dental records. As a result, the patient must authorize the treating dentist(s) to release the dental records to the committee and to discuss his/her treatment with the committee. The records, as with all other materials, will be kept confidential. **In the event either individual does not sign the agreement the matter will be closed.**

I HEREBY AGREE THAT ALL DOCUMENTS, DISCUSSIONS, FACTS AND EVENTS INVOLVED IN THE REVIEW TO BE CONDUCTED BY THE PATIENT RELATIONS COMMITTEE ARE CONFIDENTIAL AND WILL REMAIN CONFIDENTIAL AT ALL TIMES. I WILL NOT CAUSE OR AUTHORIZE THE DISCLOSURE OF ANY INFORMATION, FACTS OR DOCUMENTS THAT ARISE OUT OF THE COMMITTEE'S REVIEW. I UNDERSTAND AND AGREE THAT THIS CONFIDENTIALITY AGREEMENT IS TO BE INTERPRETED AS BROADLY AS POSSIBLE, IS IRREVOCABLE AND WILL PRECLUDE THE USE OR ADMISSIBILITY OF ANY INFORMATION, FACTS OR DOCUMENTS GENERATED THROUGH THIS REVIEW IN ANY ADMINISTRATIVE OR LEGAL

PROCEEDING. IT IS RECOGNIZED THE SIGNING OF THIS DOCUMENT WILL NOT PREVENT EITHER PARTY FROM INITIATING ANY SUBSEQUENT PROCEDURE TO MEDIATE OR RESOLVE THIS DISPUTE BUT, INSTEAD, WILL MERELY PREVENT THE DISCLOSURE OR USE OF ANY OF THE INFORMATION, FACTS OR DOCUMENTS GENERATED THROUGH THE PATIENT RELATIONS COMMITTEE IN ANY SUCH SUBSEQUENT STEP.

I, the patient, hereby agree to this confidentiality provision and further authorize the dentist(s) to release my dental records and discuss the aspects of my treatment with the committee for purposes of the review of my complaint.

Patient Signature

Dentist Signature

PRESS, PUBLIC RELATIONS AND SPEAKERS BUREAU COMMITTEE

The duties of this Committee shall be to:

1. Report all items of public interest to the public press and, when occasion demands, to dental journals.
2. Promote good dental health in their county area by means of mass media.
3. Maintain continued contact with public and private service organizations with regard to our speaker's bureau.
4. Maintain up-to-date list of trained speakers and refer these individuals to organizations that submit a speaker request.

*Group dissolved by bylaws change 2/28/2011

SOCIAL FUNCTIONS COMMITTEE

The purpose of this committee is to add good fellowship to our dental society. The Committee's responsibilities include planning, coordination, advertising and running these functions.

1. Golf Outing-Choose chairperson and/or co-chairperson from members who play golf
 - Chairperson decides on a convenient date and reserves a suitable location-selects the menu for lunch and/or dinner
 - Solicit gifts from dental suppliers and labs for prizes
 - Advertise in the Dental Society Bulletin, at meetings and with a special mailing, as needed
 - Receive reservations, collect fees from participants and arrange with golf pro the starting times

2. Ski Trip
 - The chairperson decides on a date in January and makes a reservation at the ski slope located in PA (Elk Mt)-lift ticket and dinner costs are reviewed
 - The ski outing is advertised in the MBDS Bulletin and a mailing is sent out to skiers who have participated in past ski outings sponsored by the MBDS

- A bus is reserved to transport the skiers to the designated location-snacks and movies are provided for the bus ride
- Reservations and checks to participate in the ski trip are mailed to the chairperson
- A menu is selected for dinner at the Elk Mt Ski Lodge-dinner follows the day of skiing prior to the bus trip home

3. Tennis

- Arrange tennis and racket ball outing at local club
- Arrange tournaments, provide publicity, solicit prizes and provide refreshments

4. Saturday Night Social Function

- Select type of function. . .call different hotels, theaters, country clubs, etc for information on their events – (Ex: Sheraton Valley Forge-Lily Langtree’s or Huntingdon Valley Country Club or Spring Mill Country Club)
- Contact sales manager – check on arrangements for an affair for 85 to 100 people (dance) – if dinner and show, get costs, menu and information on arrangements – plan music or entertainment if necessary
- If a theater, check on coordinating dinner and theater – go to location and preview show
- Select the date which does not conflict with other dates related to the Society – (Ex: Temple Dental Alumni Day, usually the first Saturday in May)
- Once the date, location, menu, and theme is confirmed print formal invitations and RSVP reply cards-have editor arrange mailing with our membership lists-advertise in our Bulletin
- Accept reservations and payment in advance
- Contact location and entertainment to confirm last minute arrangements

5. Travel Seminars

- Excursions are planned for the Society membership to take advantage of the Group (charter) travel rates and, if applicable, to take advantage of tax exempt (or partially tax-exempt) trips
- The committee is to develop a budget and present it to the Budget Committee

- If required, a travel agency is contacted and a trip is planned and scheduled
- Determine whether the trip can be coordinated with another group, if appropriately, the cost of transportation can be shared
- If required, air and hotel arrangements are set-the travel agency plans the publicity-our Bulletin publishes announcements
- Speakers for the seminars are arranged, either from the list of dentists and related persons who will accompany the group or from dentists at the area where the group will travel-no honorariums or discounts are usually given for those on the program
- A program for the list of speakers and their time is printed up prior to departure-certificates of attendance are presented at the seminars to confirm attendance-if appropriate, continuing education credits will be provided
- All reservations, tickets, and money exchange are arranged directly between the travel agency and the members who sign up to take the trip

6. Local Bus Trips

- Determine an event that would be of interest to the members to attend
- Contact the event sponsors to determine the availability and cost of tickets-select a date for the members to attend
- Contact a bus company to determine availability and cost of transportation
- Develop a budget for the proposed trip and determine the cost per member to attend
- Provide a proposal for the bust trip social function to the Executive Board of the Dental Society for review
- Advertise the event in the MBDS Bulletin and website
- Provide a member host for each bus the day of the event

Montgomery Bucks Dental Society



Annual Golf Outing

An unforgettable golfing experience

Lulu Country Club

1600 Limekiln Pike, North Hills, Pa

A Donald Ross Design

When: Wednesday, May 19, 2010

Cost: \$150 per person

Lunch 12 noon Shotgun 1:30 PM

Great Camaraderie, Golf, Dinner, Awards and Prizes

Come early and hone your game at the practice tee

Join us at LULU for a great day of golf, good food, awards and prizes

Feel free to bring a guest; set up your own foursome or leave it to us.

Make checks payable to Montgomery Bucks Dental Society

Mail to: Shelly Greene DDS
50 S Penn St
Hatboro, Pa 19040
215-675-3033
SSAGGE@aol.com

Respond no later than April 30



DECEMBER 8, 2010

You, your family and staff are cordially invited to attend a one-day bus trip to New York City on **Wednesday, December 8, 2010** to see the **Radio City Christmas Spectacular Show**. This trip is being sponsored by the **Montgomery-Bucks Dental Society** and includes a ticket to the show, a complimentary popcorn and soda and the bus ride to and from New York City to see the 11AM show. You will have some time available for lunch, shopping and sightseeing after the show.

The bus for New York will leave the parking lot of Dr George Bullock's orthodontic office located at 140 S Clinton St, Doylestown at 7:45AM. The bus will pick you up in the theater district at 4:15PM for the return trip, arriving in Doylestown at approximately 7PM.

Tickets for this very popular event are limited and will be sold on a “first come, first served” basis. **A reservation can be secured with payment by check, made out to Montgomery-Bucks Dental Society in the amount of \$82.00 per person. There will be no refunds.**

MONTGOMERY-BUCKS DENTAL SOCIETY TRIP TO NEW YORK CITY

List the name of each person attending, including the cell phone# that they can be contacted by on the day of the trip.

Total amount enclosed \$ _____

**Make check payable to:
Montgomery-Bucks Dental Society**

Return form with check to:

Dr George Bullock

140 S Clinton St

Doylestown, PA 18901

(215)-348-9521

bullock.george@verizon.net

SPONSORSHIP PROGRAM

SPONSORSHIP CONTACTS:

Bulletin Ads only:

Business Mgr.

Dr. Andrew Diamond (Chair)
The Executive Mews
2300 Computer Ave., Ste. B9-10
Willow Grove, PA 19090

O: 215-657-2211
H: 267-364-5761
F: 215-657-2213
C: 215-307-7080
diamondperio@gmail.com

Meetings, dinners and Bulletin:

Sponsorship

Dr. Stanley Heleniak (Chair)
1570 Sumneytown Pike
Lansdale, PA 19446

O: 215-361-2040
H: 215-699-3810
F: 215-361-2088
Drheleniak@cs.com

Advertisement	Bulletin 1 issue	Bulletin 4 issues (per issue cost)	Bulletin 7 issues (per issue cost)
Inside Cover	\$192	\$720 (\$180)	\$1190 (\$170)
Full page	\$175	\$648 (\$162)	\$1050 (\$150)
½ page	\$140	\$520 (\$130)	\$840 (\$120)
1/3 page	\$105	\$380 (\$95)	\$630 (\$90)

Advertisement	Web 1 Month	Web 4 Months (per month cost)	Web Yearly (per month cost)
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Home Page (2) + Sponsor link	N/A	\$400 (\$100)	\$950 (\$79)
Meeting Page + Sponsor link	N/A	\$250 (\$62.50)	\$650 (\$54)
CE Page + Sponsor link	N/A	\$200 (\$50)	\$500 (\$42)
Sponsor link	N/A	N/A	\$300 (\$25)

Booth	CE All Day Single	CE 2 programs	CE 5 programs Full Year
Continuing Education All Day	\$500	\$ 800	\$2000

Booth	Evening Meeting Single	Evening Meetings (2)	Evening Meetings Full Year (6)
Evening Meetings	\$275	\$500	\$1250

5 Great Ways To Advertise Directly To Dentists

1. The Montgomery Bucks Dental Society Bulletin goes to 800 member dentists 7 times per year.
2. Dinner meetings are held at Normandy Farms 6 times per year
3. All day lectures are held at Normandy Farms 5 times per year
4. Our website www.mbds.org
5. Utilize all 4 media at the same time for maximum exposure

What Is The Benefit Of Advertising With The Montgomery Bucks Dental Society?

- Marketing your name to all members of the largest dental society in Pennsylvania
- 850 dental offices (average 5 staff per office)
- Table at meeting with privilege of placing promotional materials on tables
- Announcement of support at CE course or Evening Meeting from Podium
- Sponsor name in Evening Meeting letter to membership
- Sponsor name on announcement page in the Bulletin
- Sponsor representative name and phone number and email contact listed on website (direct link to question or call me?)
- Ability to advertise promotional specials on our website
- Sponsor name(s) in email blasts sent throughout the year

Platinum Support

Bulletin	Full Page all year (7 issues)	\$1190
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Web	Home page all year Sponsor link page Email blasts full year	\$950
CE Programs	Full Year (5 Programs)	\$2000
Evening Meetings	Full Year (6 Meetings)	\$1250
Discount Package Cost		\$5390 \$4890

Gold Support

Bulletin	Full Page all year (7 issues)	\$1050
Web	Meeting page all year Sponsor link page Email blasts full year	\$650
CE Programs	Full Year (5 Programs)	\$2000
Evening Meetings	Full Year (6 Meetings)	\$1250

Discount Package Cost		\$4950 \$4450
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Silver Support

Bulletin	Half Page all year (7 issues)	\$840
Web	Meeting page all year Sponsor link page	\$500
CE Programs	2 Programs	\$800
Evening Meetings	2 Meetings	\$500
Discount Package Cost		\$2640 \$2140

Communication flow for Sponsorship Opportunities:

Tri-fold handout to board members to prospective advertisers- TOM 's name will be on this as a contact. When Tom is called he will direct inquiries to Sponsorship Chair (Stan Heleniak) or Business Manager (Andrew Diamond) as stated below

Bulletin Ads Only-directed to **Business Manager** (Andrew Diamond.) He will collect monies, send to Treasurer (Lon Kessler) and pass on the particulars to Bulletin Editor (Serena Colletti.)

Bulletin Ads in combination or other sponsorship opportunities (web, ce eve, ce full day) –directed to **Sponsorship Chair** (Stan Heleniak)

Stan negotiates with sponsor and then sends contract out to sponsor.

Upon receipt of signed contract with \$,

1. He sends \$ to **Treasurer** (Lon Kessler)
2. Passes on the **commitment level and name of company, name of contact and their email and telephone #** to **Business Manager** (Andrew Diamond).

Business Manager (Andrew Diamond)

1. Enters information on the Sponsorship Chart and passes on a copy of chart compilation page with cover letter to the following people:

- a. **Bulletin Ads: Bulletin Editor** (Serena Colletti) who contacts sponsor for info
- b. **Web Ads: Webmaster** (Lon Kessler) who contacts sponsor for info
- c. **CE Evening and Full Day Sponsors: Executive Secretary** (Tom Howley) Tom sends out meeting dates and table requirements to sponsors. He also contacts CE Chair (Full Day-Larry Stone), and Program Chair (Eve Meetings-Jeff Sameroff)

Non-renewing advertisers:

You need to reach out to them and see if you could convince them to renew. Points to make are:

1. While the different journals go to the membership, each member reads some journals more than others. The MB journal is the fewest pages and therefore an Ad in our journal is not likely overlooked
2. Most companies understand the importance of layered advertising and brand recognition. Having their name repeatedly seen in multiple locations is a benefit to them
3. If they disappear from our journal how can that help them. If they want to remain in the view of the dentist they need to advertise more not less. That's business 101
4. Supporting our local dental society is recognized by the leadership and commented to members
5. As a last resort tell them about our other sponsorship opportunities as described in the new sponsorship brochure. Maybe they will continue on as a web advertiser or meeting sponsor instead

After making these arguments and hearing what they have to say I would ask again if they would advertise. If they again say no thanks the last thing I would ask is:"What would it take to keep you advertising with us?" See if they offer to stay if we reduce the ad fee. Then tell them that you will get back to them and contact us.

EXECUTIVE DIRECTOR DUTIES

The delineation of duties for the Executive Director follows:

1. Monitoring the telephone line and returning calls and referring callers to the appropriate agency such as PDA or MBDS volunteer leader
2. Monitoring the email and replying as appropriate
3. Storing files and records that belong to MBDS
4. Faxing and receiving faxes as needed
5. Generating CE certificates and provide mailing lists using data from PDA – MBDS to purchase up to date computer for the Executive Director as needed
6. Maintaining a member database using information provided by PDA
7. Using Executive Director supplied printers and copiers to generate MBDS business with MBDS to cover cost of cartridges and supplies and of replacing the equipment as

- needed.
8. Overseeing the reservations for the dinner meeting meals including calling in final counts and tracking the "2 free" meals for members
 9. Providing dinner attendees lists and certificates to Program Committee
 10. Overseeing the registrations for the CE courses and generating CE certificates
 11. Mailing of CE brochure to membership
 12. Forwarding any bills received to the Treasurer
 13. The Executive Director handles administrative duties such as submission of delegate lists to PDA and agendas for the MBDS meetings
 14. The Recording Secretary is responsible for the meeting minutes
 15. The Corresponding Secretary is responsible for taking care of new members and transferred members with the information coming directly from the PDA to them.
 16. The Continuing Education Chair and CE Committee handle course arrangements and brochures for CE meetings. Executive Director is responsible for mailings.
 17. The Editor handles the publication of the Bulletin and Executive Director handles generation of mailing labels and providing them to printer.
 18. The Executive Director handles the mailing of letters to membership for meetings and so forth
 19. The Executive Director is responsible for ensuring that after the nominating committee's slate of officers is approved by the board, it is then printed and read at the meetings according to the requirements in the Constitution and By-Laws.
 20. The Executive Director sends a bill, in December, to all the Affiliate Members for their dues for the next calendar year
 21. The Executive Director is not required to attend any meetings but is responsible for ensuring needed lists, agendas and certificates are present for the Executive Committee meetings (5) and Monday evening membership meetings (7)
 22. The Executive Director is not required to attend meetings of the Second District including VF Dental Conference nor of the PDA. However, attendance may be optional and mutually agreed upon in some instances. Executive Director's expenses will be covered for these optional meetings.
 23. The Executive Director will assist with CE registrations. The Executive Director is responsible for seeing that the CE certificates (and copies of handouts as acquired by CE chairperson) are provided for each meeting.
 24. The Executive Director is expected to stay current on important trends and issues within the dental profession so as to provide valuable advice. This will likely require attending appropriate dental meetings.

PRESIDENT

It shall be the duty of the President to:

1. Supervise and direct the business of the Society.
2. Serve as Chairperson of the Executive Council.
3. Preside at all meetings of the Society and its Executive Council.

4. Serve as "ex officio" on all committees.
5. Appoint Chairperson of all committees not otherwise provided for in these By-Laws.
6. Appoint members to special committees and designate its Chairperson as needed.
7. Shall be a delegate to the Annual Meeting of the Pennsylvania Dental Association.

1. Must run the Executive Board meeting and the General Membership meeting. Those dates are determined by the President-Elect prior to the Presidential year.

2. The agenda for the Board Meeting is prepared by the Executive Secretary. The President is responsible for their report and it is sent to the Recording Secretary when requested before the Board meeting.

3. The agenda for the General Membership meeting can be modified as needed by the President. A suggested guideline is as follows:

- a. Greetings/call to order
- b. Invocation/moment of silence
- c. Approval of minutes
- d. Recognize sponsors for the meeting
- e. Recognize any new members
- f. Announcements/Guest presenters
- g. Dinner
- h. Speaker
- i. Adjournment

4. Compose a President's Message for the bulletin by the due date. The due date is the first of the month preceding the print issue. The print issues are Sept, Oct, Nov, Jan, Feb, April, and May. Hence, the due dates are Aug, Sept, Oct, Dec, Jan, March, and April.
5. Attend Second District Board of Directors meetings to present a report for MBDS. Dates are determined by Second District. In the absence of a Mont-Bucks District Director the President may assign another member, or the President may serve as a substitute Director. Advance notice must be given to the Second District Executive Secretary.
6. The President will deal with issues as they become apparent during his/her tenure. They could be brought by Board Members, Executive Secretary, Member Dentists or public at large. To facilitate decisions, the President may consult with other Board Members who possess greater knowledge and history to help with the decision-making. Money decisions will require Budget Committee review and the Executive Board approval. The by-laws are the guide to follow for any gray areas.
7. By the middle of December, the President must confirm those planning to attend the PDA annual session. The Delegate/Alternate list must be followed in proper order, i.e., all delegates are confirmed first in their proper order. After which the alternate list is followed in proper order to complete the seated number of delegates for that meeting.
8. At the January General Meeting, the report from the Nominating committee must be read to the membership for approval.
9. The President also participates in other committees. They are Budget, Nominating & Peer review.

10. After term, the President then moves to the Fellowship & Advisory Committee.
11. Needs to decide on the theme for the President's Dinner which is held in May.
12. Needs to remind President -Elect in January to be working on their committee chairs so they may be presented to the Board during the March meeting.

Other Guidelines to Follow

1. It is very important to start the meeting on time & to keep the meeting moving to complete in a timely manner. A two hour time line is suggested.
2. The President is recognized as the Chair.
3. Insure a business-like atmosphere by maintaining control of the meeting.
4. Announce all business in its proper order.
5. Assist the maker in wording a motion if necessary. After a motion is made, it must be seconded. Discussion ensues after which a vote is taken.
6. Limit discussion to business at hand and insist that members address all remarks through the chair.
7. Announce the result of each vote.
8. Serve as the organization's official representative.
9. Appoint members to committees if so authorized. Can appoint ad-hoc committee if needed.

To be an effective officer, one should possess:

1. Ability to remain impartial during controversies.
2. Ability to speak with authority. Rapping the gavel repeatedly is a sign of weakness.
3. Ability to keep your temper.
4. Ability to explain a parliamentary situation.

5. Ability to organize (keep records in order, etc)
6. Ability to follow up between meetings to be sure assignments made are being carried out.
7. Ability to maintain a sense of humor.

Suggestions:

1. Always have a gavel.
2. Always have an agenda.
3. Always assume the role of referee, moderator, coordinator, and custodian.
4. Always be aware the organization belongs to the members and is not your personal property.
5. Always treat all members equally.
6. Always be aware that simple parliamentary procedure rules and terminology must be learned and practiced until they become a part of your vocabulary.
7. Always apply the rules you have learned with a great deal of common sense and logic, using the strictness of the rules only when it is necessary to accomplish your goals for an orderly, progressive, productive, democratic meeting.

Call to Order

Approval of Minutes

President- Dr. Bruce Singer

President-Elect- (Parliamentarian)-Dr. Craig Soffin

Corresponding Secretary- Dr. YK Kim

Recording Secretary-Dr. Jay Freedman

Treasurer- Dr. Lon Kessler

Directors to Second District

Dr. Larry Stone, Cary Limberakis, Bruce Terry, John Pagliei, Christina Gregory

Committee Reports (Standing Committees)

Communications

Bulletin.....Drs. Serena Colletti, Anne O’Day, Bruce Terry, Jeff Sameroff
Informatics.....Dr. Lon Kessler
Business Manager.....Drs. Andrew Diamond, Anne O’Day

Education

Continuing Education (Full Day).....Drs. Larry Stone, Paul Rosen
Programs (Evening Meetings).....Drs. Jeff Sameroff, Nancy Rosenthal (Pres Dinner)
Sponsorship.....Drs. Stan Heleniak, Lawrence Montgomery, Jerry Axler, Cary Limberakis

Fellowship

Social Programs.....Drs. Rusty Bullock, Shelly Greene
Fellowship & Advisory.....Dr. John Pagliei

Finance

Audit.....Dr. Eric Hans
Budget.....Drs. Nancy Rosenthal, Jerry Axler

Governance

Nominating Drs. Cary Limberakis, Christina Gregory, John Pagliei, Nancy Rosenthal, Craig Soffin
Constitution & By Laws.....Dr. Christine Gregory

Membership

Membership.....Dr. Michael Roth
Membership Benefits.....Dr. Robert Singer
New Dentist.....Drs. Jim Stevenson, Jamie Mumford, Ada Greenfield, Dr. Calvin Lee
Member Insurance Programs.....Drs. Rusty Bullock, Jerry Axler, Gene Katz

Peer Review

Insurance (Dr.) ReviewDr. Les Green
Ethics & Law Enforcement.....Dr. Joe Persichetti

Public Interface

Community Dental Awareness.....Drs. Christine Landes, Joanne Burrell
Interprofessional Relations (Dental Relations)..... Dr. Dave Bordonaro
Government Relations.....Ds. Sam Meyerwitz

Ad Hoc Committees

Ad Hoc Committee CE & Programs.....Drs. Craig Soffin, Ron Gross
Ad Hoc Committee Executive Director.....Dr. Bernie Dishler
Ad Hoc “Go To Manual” Policies and Procedures.....Drs. Gene Katz, Lon Kessler
Ad Hoc Committee on Financial Compliance.....Dr. Jerry Axler
Ad Hoc Committee on Committee Reorganization..... Dr. Cary Limberakis

Executive Director-Dr. Tom Howley

Unfinished Business
New Business
Announcements
Adjournment

President Timeline:

1. Prior to every Board Meeting review last meeting’s minutes and place on the agenda any item tabled or unfinished or reports promised at the following board meeting.
2. Have Nominating Chair (Cary Limberakis this year) meet and form a slate for the January Executive Committee meeting.

3. The President's Message is due for placement into the Bulletin the first of the month preceding the month of each issue. (Due August 1 for Sept issue.) The Bulletin is published 7 times a year in Sept, Oct, Nov, Jan, Feb, April and May.
4. The President is automatically confirmed and tuition paid for all Evening General Meetings and all CE Full day courses.
 - a. At the General Evening Meetings he is expected to run the meeting including give the invocation or delegate that responsibility, make announcements, introduce the speaker or introduce the Program Chair who introduces the speaker.
 - b. At the Full day CE courses he is expected to attend.
5. Attend all Second District Board Meetings and submit a written report of recent events occurring in the Montgomery-Bucks Dental Society at each meeting.
6. If Directors to Second District cannot attend the meeting appoint someone to be seated in their place.

PRESIDENT-ELECT

It shall be the duty of the President-Elect to:

1. Assist the President in the performance of duties, preside in their absence and succeed to the office in case of vacancy from any cause.
2. Serve as Parliamentarian of the Society. Upon their request, the President-Elect shall be furnished with a copy of the current edition of “The Standard Code of Parliamentary Procedure” by Sturgis.
3. Shall be a delegate to the Annual Meeting of the Pennsylvania Dental Association.
4. Recommend, for approval by the Executive Council no later than their spring meeting, the appointment of all committee members and chairpersons needed for the President-Elect’s term as President.
5. Start early in your term of office to select your Committee Chairs; e.g. Program, Bulletin Editor, Continuing, Ed., Membership etc.
6. If possible, in co-operation with the President, place your selections of your future Chairs to serve on the Committee of the current President.
7. Order the plaque for the outgoing President and present at the annual meeting.

President Elect Timeline:

November/December:

1. Develop dates for next year’s Full Day CE, Evening Program Meetings and Executive Board meetings
2. Communicate to Liaison (i.e. Nancy Rosenthal) to reserve these dates with the meeting facility. Have confirmed event dates prior to Education Meeting.
3. December before Holidays- Call Education Meeting. Select Full Day CE and Evening Meeting Program Chairs and have them put together committees then have a meeting before the holidays of both committees to develop programs.

January/February:

1. Check on CE Chair and Evening Program chair as to progress

2. Call an Executive Board meeting of next year's nominated officers. At that meeting review each committee, the duties and develop goals for the following year. Utilize a copy of the Committee Manual for reference. Also the current President may be of some help at this meeting. As a committee comes up with suggestions as to chairs of the committees, attempt to get as many new faces as possible on the executive committee.
3. Split up the chore so each officer gets the experience of calling people to serve. They should know the duties of the committees they are seeking chairs for so they can explain the duties and next year's projected goals as they call each prospective chair.
4. Each Executive Board member should report back to the President Elect within 2 weeks. It is then the duty of the President Elect to fill in the voids and finish making the calls. The final responsibility of filling all of the committee chair and committee slots rests with the President Elect.

March:

1. Submit committee appointments to Executive Committee for approval.

April/May:

1. President Elect is responsible for having Presidential Plaque engraved for presentation to outgoing President at mid-May President's Dinner when the President Elect is installed as President. (This chore has been delegated to Christina Gregory in past years.)

Early June:

1. At the first board meeting of the new President, each committee chair should have in their possession a list of their duties and goals for the year. The duties will come from the Committee Manual. The goals for the year will come from those decided upon by the Executive Board. (Some of the committees will be self-explanatory but some may have specific goals determined by the Executive Board- i.e. 2 New Dentist events.)
2. If any of the goals are specific to this administration and require a variance to prior year's budget then the budget to achieve these goals should be estimated and communicated to the Budget Chair. When the Budget Committee meets mid August they should have these requests in hand.
3. If any new initiatives are developed by the Executive Board or the new President they should have meetings with the new committees in the June/ July time period so by the first board meeting mid-September these planned activities can be presented to the Executive Committee and be set to implement in October.

PARLIAMENTARIAN

The duty of the Parliamentarian is to ensure that the rules contained in the current edition of Sturgis Standard Code of Parliamentary Procedure shall govern the deliberations of the MBDS in all cases in which they do not conflict with standing rules or with the Constitution and Bylaws. The order of business at the regular meeting shall be as follows:

- A. Call to Order
- B. Reading of Minutes
- C. Report of Executive Council
- D. Reports of Officers and Standing Committees
- E. Reports of Special Committees
- F. Report of Director to Second District Dental Association
- G. Unfinished Business
- H. New Business
- I. Election of Officers (*Annual Meeting only*)
- J. Adjournment

A scientific program may be placed at any part of the meeting, in which the President finds most advantageous.

RECORDING SECRETARY

The Recording Secretary shall be responsible for compiling all reports of the Society and the Executive Board:

- A. To record the minutes of the Society meetings and those of the Executive Board, providing the editor of the Bulletin with a copy of these minutes in a timely fashion, so they may be published in the next publication of the Bulletin.
- B. To be in close communications with the Bulletin Editor to ensure that publication deadlines are met.
- C. Send Board meeting minutes out, by email, to the Board no later than 2 weeks after an Executive Board meeting.

CORRESPONDING SECRETARY

1. Work in concert with the Membership Committee regarding the periodic lists provided by PDA for MBDS' territory showing New members and Non-members. These are recently licensed dentists only.
 - A. For New Members: Post cards from ADA are sent thanking them for their membership.
 - B. For Non-Members: Letter is sent with our brochure encouraging them to become a member.
 - C. Both are invited to attend a General Monday Night Meeting as our guest.
2. The PDA will periodically send applications or transfers that must be signed and returned to them.
 - A. New applicants are sent a post card thanking them for joining.
 - B. Transfers are welcomed to our local.
 - C. Both are invited to attend a General Monday Night Meeting as our guest.
3. Provide lists of new members to the Editor for publication in the Bulletin.
4. Conduct the official correspondence of the Society, notifying members of meetings, officers and members of their elections, committees of their appointments and duties.
5. Certify the nomination of Delegates and Alternate Delegates to the House of Delegates of the Pennsylvania Dental Association, and also to the Secretary of the Second District Valley Forge Dental Association prior to the Annual Meeting of the Association.

TREASURER

1. The Treasurer shall give a full and detailed written report (balance summaries of accounts) at all meetings of the Executive Council. At the last business meeting, the Treasurer indicates that the Society is in good financial disposition.
2. Receive all money from continuing education programs, general meetings, and social activities, among others, (except dues which are electronically sent to our checking account), and keep money belonging to the Society in a depository selected by him/her with the approval of the Executive Council.
3. Pay invoices upon submission of vouchers. Pay PDA Annual Session delegates/alternates, who have attended the session, from funds budgeted and allocated by the Society and the 2nd District. At present, the Delegates are reimbursed \$40/session attended (total of \$200) by 2nd District, and \$60/session (total of \$300) by MBDS. Alternates are reimbursed \$20/session (total of \$100) by MBDS.
4. Be responsible for all relief funds, Bulletin funds, Continuing Education funds.
5. He/she shall be bonded in an amount approved by the Executive Council.
6. He/she shall have the books audited by a certified public accountant annually; signing and mailing federal tax return prepared by the Society accountant.
7. He/she shall help in establishing a yearly budget for the Society.

Additional helpful information

Fiscal year is from August 1st to July 31st.

Meet with Budget Chairman in late July/early August to review the Budget before the Budget Committee meeting in August.

Give Accountant's Yearly Financial Statement (as of July 31st) to Executive Secretary, President, Audit Chairman, and Treasurer keeps a copy.

Send back-up computer discs of Quicken software program & W-9's collected during the fiscal year to accountant no later than mid-November (tax forms due 12/15).

Go over accounts with Audit Chairman in March.

Completed and signed W-9's are to be obtained from CE speakers or anyone we pay more than \$600 in a fiscal year. The CE Chair usually gives this form to the speaker to complete.

These forms are submitted to the accountant along with the back-up discs.

Pay annually \$200 each to the Society's President, Treasurer, Corresponding Secretary, Recording Secretary and Bulletin Editor for Officer's Dues (usually at the beginning of the calendar year).

PAC dinner meeting expense is paid from Officer's Expense account category.

MBDS Federal Tax ID # 23-7012241, PA Tax ID # 2777921, MBDS is a non-profit entity #
0237627

Accountant: William L. McKernan, CPA Associate: Kim Yenner

1133 Dekalb Pike Blue Bell, PA 19422

kyenner@wlmckernan.com

610-277-7921 tel 610-279-5587 fax

Checking account: The First National Bank & Trust of Newtown

Acct # 1748953 40 South State Street Newtown, PA 18940 215-860-1953

Online banking: www.fnbn.com Login ID: mbds Password: montbucks

12 month CD @ 4.4% # 42-082882-2 maturity 12/09/06

MBNA PO Box 15103 Wilmington, DE 19850 800-526-6410

18 month CD @ 3.93% #42-084490-2 maturity 11/30/06

MBNA PO Box 15103 Wilmington, DE 19850

36 month CD @ 3.45% # 42-082883-0 maturity 12/9/09

MBNA PO Box 15103 Wilmington, DE 19850

60 month CD @4.17% # 42-082884-8 maturity 12/9/09

MBNA PO Box 15103 Wilmington, DE 19850

39 month CD @ 3.0% # 4007295 maturity 6/25/07

Premier Bank

Money Market Fund: The Vanguard Group PO Box 13750 Philadelphia, PA 19101

800-662-6273

Fund # 0030 Account # 09937576831

Insurance Royalty payments from PDAIS are received quarterly (at present, \$7,500/qtr).

General Meeting program speakers are paid \$350, unless otherwise revised.

Complimentary meals are accorded to:

Speaker only at General Meetings

Executive board as well as special invited guests to Executive Meetings

President & guest at the President's banquet

Sponsorship fees for General Meetings and CE Courses to be determined by Budget

Committee. Presently, for General Meetings \$400/evening or \$1,800/annual (6) meetings;

for CE Courses \$750/course or \$2,400/annual (4-5) courses.

MBDS CHECK REQUEST FORM

Request Date:

From:

List the requested amount, reason for expense and attendees: (enter in box below)

I am forwarding the above expenses for reimbursement and find them to be accurate and within budget. I realize any overage of budget requires approval of the Executive Committee. I understand that this electronic submission constitutes my attesting to the validity and appropriateness of these charges for MBDS business.

Furthermore, I understand that I am required to submit (by attachment, fax or mail) all receipts or invoices related to these expenses to the MBDS Treasurer at:

Jeffrey R. Brenner, D.M.D. 769 Second Street Pike Southampton, PA 18966 O: 215-357-9199 Fax: 215-357- 8049 drbeeper@verizon.net

Is this the first submission of these expenses?

I request that the reimbursement check be sent to:

Name:
Street Address:
City, State Zip:

Montgomery Bucks Dental Society P.O. Box 633 Green Lane, PA 18054-0633

Fax: 215-234-9936 MBDSDR@comcast.net O: 215-234-4203

MONTGOMERY-BUCKS DENTAL SOCIETY CONTRIBUTION REQUEST APPLICATION

1. NAME OF ORGANIZATION:

2. CONTACT PERSON-NAME:
3. CONTACT PERSON-TITLE:
4. ADDRESS OF ORGANIZATION:
5. PHONE:
6. FAX:
7. E-MAIL ADDRESS:
8. AMOUNT OF FUNDING REQUEST:
9. HAS THE ORGANIZATION MADE A PRIOR REQUEST FOR FUNDING? YES NO
10. IS THIS A ONE-TIME REQUEST? YES NO

A. IF YOU ANTICIPATE FUTURE REQUESTS FOR THIS PROJECT OR ANY OTHER PROJECT, WHEN AND WHAT AMOUNT DO YOU EXPECT TO REQUEST IN THE FUTURE AND WHEN WILL YOU BE MAKING THE ADDITIONAL REQUEST?

B. WHAT IS THE TOTAL AMOUNT OF FUNDING YOU WILL BE SEEKING WITH MULTIPLE REQUESTS?

11. SPECIFICALLY, FOR WHAT PROJECT WILL THE FUNDS BE UTILIZED AND WHO WILL BENEFIT?

12. HOW WILL THE FUNDING SUPPORT THE MISSION OR PURPOSE OF YOUR ORGANIZATION?

13. HOW WILL THE FUNDING FOR THE PROPOSED PROJECT BENEFIT THE MEMBERS OF MBDS AND/OR SUPPORT THE MISSION OF THE DENTAL SOCIETY?

14. LIST OTHER FUNDING SOURCES FOR THE PROPOSED PROJECT.

15. ARE THE REQUESTED FUNDS TO BE PLACED IN AN ENDOWMENT FUND OR CAPITAL FUND?

16. WHAT PERCENTAGE OF THE FUNDS REQUESTED WILL GO DIRECTLY TO IMPLEMENTING THE SPECIFIC PROJECT?

17. WHAT PERCENTAGE OF THE FUNDS REQUESTED WILL BE UTILIZED FOR ADMINISTRATIVE EXPENSES?

BUDGET COMMITTEE REVIEW:

EXECUTIVE BOARD REVIEW: DATE OF MEETING _____

OUTCOME: GRANTED DECLINED REFERRED FOR ADDITIONAL
INFORMATION

NO ACTION TAKEN

COMMENTS:

OFFICER INDUCTION:

This evening I have been assigned, the pleasant task of administering, to the newly elected officers and trustees of the Montgomery Bucks Dental Society the oath of office.

OFFICERS:

- President
- President-Elect
- Secretary
- Treasurer

DIRECTORS:

You are all to be congratulated for the prior time and effort that you have given to our Dental Society. Those past efforts have been rewarded by your election here today.

With that, I ask you that as a member of this Board of Trustees do you promise, that you will perform to the best of your ability the duties appertaining to your office and to support the policies of our Society and those of the American Dental Association

And do you further promise to:

- represent the interests of all of those served by this Society?
- approach all issues with an open mind, prepared to make the best decision for the entire organization?
and to
- keep confidential information confidential?

If you will abide by these promises please say “I do”.

I do hereby declare you installed as the Officers of the Montgomery bucks Dental Society for 2010-2011, and offer you my best wishes for a successful year.

To those of you in attendance, I want you to know that our Society is in good hands.

NEW MEMBER INDUCTION GUIDELINES

These apply to new members of Mont-Bucks Dental Society. It does not include local or district changes.

Corresponding Secretary receives new member application from the PDA. After it is signed and returned to PDA the following should occur:

Corresponding Secretary notifies the Executive Secretary of the new member(s).

Corresponding Secretary sends out a welcome letter that is signed from both the Secretary and President. The letter is also an invitation to the new member(s) to attend a Monday night meeting for their induction to the society. They attend at no cost to them.

The new member(s) is to confirm with the Executive Secretary on their attending the meeting.

Executive Secretary assigns someone from the Executive Committee to stay with the new member(s) during the meeting. Nametag will alert every one of the new member(s).

New member(s) is recognized at meeting with picture. Dr. Terry should be notified as well so he is aware of the induction to take the photo.

New member(s) are listed in the bulletin with picture and a short biography sent to Editor.

November 10, 2010

Dear MBDS Affiliate Member:

It is annual dues renewal time for affiliate members of the Montgomery-Bucks Dental Society. We appreciate your membership in 2010 and hope you will join us again in 2011.

The dues for the 2011 year are a very reasonable \$70 which reflects no increase from dues in previous years.

To retain your status as an Affiliate Member of the Montgomery-Bucks Dental Society and remain on our mailing list, please send a check (payable to MBDS) to:

MBDS
PO Box 633
Green Lane, PA 18054-0633

An Affiliate membership allows you benefits of membership of the society such as attending our continuing education programs at the same cost as our active members. It also entitles you to the benefit of two (2) yearly complimentary dinners that can be used at our April, September, October or November dinner meetings.

If you have any questions, please call or email us.

Your prompt attention to this matter will be greatly appreciated.

Sincerely,

Dr. Tom Howley
Executive Director
Montgomery-Bucks Dental Society

MONTGOMERY BUCKS MEETING DATES 2010-2011

FULL DAY CE DATES: All Fridays

1. October 15, 2010
2. November 19, 2010
3. January 21, 2011
4. April 15, 2011
5. May 20, 2011

EVENING MEETINGS: All Monday Evenings

1. Sept 27, 2010
2. Oct 25, 2010
3. Nov 29, 2010
4. Jan 31, 2011
5. Feb 28, 2011
6. April 25, 2011

Pres Dinner May 16, 2011

2010-11 BOARD MEETINGS: All Thursday Evenings

June 17, 2010, Thurs

Sept 16, 2010, Thurs

Nov 4, 2010, Thurs

Jan 6, 2011, Thurs

March 24, 2011, Thurs

2010- 2011 Montgomery-Bucks Dental Society Directory

Officers:

President:	Dr. Bruce A. Singer Benjamin Fox Pavilion Ste 311 Jenkintown, PA 19046	O: 215-576-6280 H: 215-646-8025 F: 215-576-0164 C: 215-817-3590 singerbruce@gmail.com
President-Elect	Dr. Craig Soffin 491 Allendale Rd. Ste 206 King of Prussia, PA 19406	O: 610-337-0110 H: 610-832-4883 F: 610-337-2102 C: 610-888-2512 ENDOSOFFIN@verizon.net
Treasurer:	Dr. Lon Kessler 150 Valley Forge Road Ste 101 Phoenixville, PA 19460	O: 610-933-3342 H: 610-239-6350 F: 610-983-9122 C: 610-999-7436 londmd@comcast.net
Corresponding Secretary:	Dr. Yongkun Kim "YK" 8118 Old York Road Elkins Park, PA 19027	O: 215-635-6900 H: F: 215-635-4601 penndrkim@gmail.com
Recording Secretary	Dr. I. Jay Freedman 1260 Easton Road Roslyn, PA 19001	O: 215-884-8289 H: 215-887-2807 F: 215-884-9085 C: 215-284-6123 jays2th@aol.com
Immediate Past President	Dr. John A. Pagliei, Jr. 2370 York Road Bldg D-1 Jamison, PA 18929	O: 215-343-3900 H: 215-396-1699 F: 215-343-5873 C: 267-980-0311 drpieyah@earthlink.net
Executive Director:	Dr. Thomas A. Howley, Jr. 892 Eichele Road Perkiomenville, PA 18074	O: 215-234-4203 H: 215-234-9922 F: 215-234-9936 C: 215-353-0924 mbsdrr@comcast.net tahowley@comcast.net
DIRECTORS TO: SECOND DISTRICT	Dr. Laurence H. Stone 311 Hyde Park Doylestown, PA 18902	O: 215-230-7667 H: 215-598-8142 F: 215-230-9210 C: 267-261-1906 lstone@drlyrrystone.com

Dr. Cary J. Limberakis
500 Old York Road Ste 106
Jenkintown, PA 19046

O: 215-886-8866
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F: 215 886-2555
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cjldmd@verizon.net

Dr. Bruce Terry
85 Old Eagle School Road
Wayne, PA 19087

O: 610-995-0109
H: 610-687-1656
F: 610-995-0107
C: 610-996-3264
Pullpulp@aol.com

Dr. John A. Pagliei, Jr.
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C: 267-980-0311
drpieyeah@earthlink.net

Dr. Nancy Rosenthal
1250 Greenwood Ave Ste 10
Jenkintown, PA 19046

O: 215-887-4004
H: 215-938-8870
F: 215-887-1409
C: 215-859-8411
nrrdds@comcast.net

2nd District Secretary

Dr. Lawrence Montgomery, III
3797 Summit Lane
Chalfont, PA 18914

O: 215-920-2723
H: 215-822-5224
F: 215-822-5214
LarMont3@aol.com

COMMITTEES:

Audit

Dr. Eric Hans (Chair)
515 W. Main Street
Trappe, PA 19426

O: 610-409-1940
H: 610-279-3347
F: 610-409-1941
C: 610-513-8586
babytooth@aol.com

Budget

Dr. Nancy Rosenthal (Chair)
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Jenkintown, PA 19046

O: 215-887-4004
H: 215-938-8870
F: 215-887-1409
C: 215-859-8411
nrrdds@comcast.net

Dr. Jerry Axler
34 Newport Drive
Wayne, PA 19087

O:
H: 610-725-1031
F:
C: 610-416-0114
drjerryaxler@gmail.com

Bulletin

Dr. Serena Colletti (Editor)
Fox Pavilion
Suite 123
Jenkintown, PA 19046

W: 610-821-1130
H: 610-519-1324
F: 610-821-7705
F: 610-821-7705
smcolletti@hotmail.com

	Dr. Anne O'Day 3503 York Road Furlong, PA 18901	O: 215-794-5002 H: 215-340-0174 F: 215-794-0210 odayortho@verizon.net
	Dr. Bruce Terry 85 Old Eagle School Road Wayne, PA 19087	O: 610-995-0109 H: 610-687-1656 F: 610-995-0107 C: 610-996-3264 Pullpulp@aol.com
	Dr. Jeffrey Sameroff 800 Heritage Dr. Suite 811 Pottstown, PA 19464-9220	O: 610-326-3610 H: 610-783-7943 F: 610-326-3494 C: 610-513-1449 jeff.sameroff@gmail.com
Business Mgr.	Dr. Andrew Diamond (Chair) The Executive Mews 2300 Computer Ave., Ste. B9-10 Willow Grove, PA 19090	O: 215-657-2211 H: 267-364-5761 F: 215-657-2213 C: 215-307-7080 diamondperio@gmail.com
	Dr. Anne O'Day 3503 York Road Furlong, PA 18901	O: 215-794-5002 H: 215-340-0174 F: 215-794-0210 odayortho@verizon.net
Community Dental Awareness	Dr. Christine Landes (Chair) 12 Penns Trail, Suite Tooth Newtown, PA 18940-1570	O: 215-504-5437 H: 215-369-3212 F: 215-504-5844 C: 215-801-1023 NDFK@rcn.com
	Dr. Joanne Burrell 1245 Highland Avenue STE 203 Abington, PA 19001	O: 215-885-9010 H: 215-672-3348 F: 215-885-9247 jcbdental@verizon.net
Constitution & Bylaws	Dr. Christina Gregory (Chair) 2218 Bristol Pike Bensalem, PA 19020	O: 215-639-6133 H: 215-328-9103 F: 215-638-0877 C: 215-880-5597 CAGDMD@verizon.net
Continuing Education Full Day	Dr. Laurence H. Stone (Chair) 311 Hyde Park Doylestown, PA 18902	O: 215-230-7667 H: 215-598-8142 F: 215-230-9210 lstone@drlarrystone.com
	Dr. Paul S. Rosen, DMD, MS 907 Floral Vale Boulevard Yardley, PA 19067	O: 215-579-0907 H: 609-426-9787 F: 215-579-5925 C: 215-499-1911 psrperio@verizon.net

Ethics & Law Enforcement	Dr. Joe Persichetti (Chair) 295 Buck Rd Suite 206 Holland, PA 18966	O: 215-364-1480 H: 215-862-4862 F: 215-364-3911 C: 215-820-7315 joepersichetti@comcast.net
Fellowship & Advisory	Dr. John A. Pagliei, Jr. (Chair) 2370 York Road Bldg D-1 Jamison, PA 18929	O: 215-343-3900 H: 215-396-1699 F: 215-343-5873 C: 267-980-0311 drpieyeah@earthlink.net
Government Relations	<u>MONTGOMERY COUNTY</u> Dr. Calvin Lee (Chair)	C: 215 760-4293 orthodrlee@gmail.com
	<u>BUCKS COUNTY</u> Dr. Sam Meyrowitz (Chair)	C: 215 933-8727 smeyrowi@yahoo.com
	Drs. Lee and Meyrowitz 1) 363 N. Main St. Doylestown, PA 18901	O: 215 348-5301 F: 215 348-5307
	2) 818 N. Easton Rd Glenside, PA 19038	O: 215 885-6020 F: 215 885-0665
Informatics (Web Page)	Dr. Lon Kessler (Chair) 150 Valley Forge Road Ste 101 Phoenixville, PA 19460	O: 610-933-3342 H: 610-239-6350 F: 610-983-9122 C: 610-999-7436 londmd@comcast.net
Insurance	Dr. George (Rusty) Bullock (Chair) 140 S. Clinton Street Doylestown, PA 18901	O: 215-348-9521 H: 215-343-7290 F: 215-348-9567 C: 215-858-1451 bullock.george@verizon.com
	Dr. Eugene E. (Gene) Katz 450 Holly Road Blue Bell, PA 19422	H: 215-646-0547 EEK4501@verizon.net
	Dr. Jerry Axler 34 Newport Drive Wayne, PA 19087	O: 610-933-3342 H: 610-725-1031 F: 610-983-9122 C: 610-416-0114 drjerryaxler@gmail.com
Interprofessional Relations (Dental)	Dr. Rob Riesenberger (Chair)	O: 215-348-5222

Membership	Dr. Michael Roth 500 Old York Rd, Suite 112 Jenkintown, PA 19046	O: 215-886-4818 H: 215-886-3961 F: 215-886-6431 C: 215-901-8434 mdrdds@comcast.net
Membership Benefits	Dr. Robert Singer(Chair) 552 Red Oak Drive Elkins Park, PA 19027	H: 215-887-1411 F: 215-576-1011 C: 215-284-5342 rsing@comcast.net
New Dentist	Dr. James Stevenson (Chair) 830 Twining Road Dresher, PA 19025	O: 215-641-0441 H: 215-740-7999 F: 215-641-0111 jstevensondds@gmail.com
	Dr. James “Jamie” Mumford 34 Kulp Road Chalfont, PA 18914	O: 215-628-2828 H: 215-491-0661 F: 215-628-2453 DrMumford@verizon.net
	Dr. Ada Greenfield 1600 North Bethlehem Pike Suite S-100 Lower Gwynedd, PA 19002	O: 215-654-5380 H: 215-997-5989 F: 215-654-5382 C: 267-970-1030 adaL1@msn.com
Nominating	Dr. Cary J. Limberakis (Chair) 500 Old York Road Ste 106 Jenkintown, PA 19046	O: 215-886-8866 H: 215-643-3347 F: 215 886-2555 C: 267-269-7646 cjldmd@verizon.net
Nominating Committee Members: Christina Gregory; John Pagliei; Nancy Rosenthal; Craig Soffin		
Parliamentarian	Dr. Craig Soffin 491 Allendale Rd. Ste 206 King of Prussia, PA 19406	O: 610-337-0110 H: 610-832-4883 F: 610-337-2102 C: 610-888-2512 ENDOSOFFIN@verizon.net
Patient Relations	Dr. Cary J. Limberakis (Chair) 500 Old York Road Ste 106 Jenkintown, PA 19046	O: 215-886-8866 H: 215-643-3347 F: 215 886-2555 C: 267-269-7646 cjldmd@verizon.net
Peer Review Insurance	Dr. Leslie Green 800 First Avenue, Suite 6A King of Prussia, PA 19406	O: 610-337-0950 H: 610-647-4746 F: 610-265-3560 ljpgstjl@verizon.net

Programs Evenings	Dr. Jeffrey Sameroff (Chair) 800 Heritage Dr. Suite 811 Pottstown, PA 19464-9220	O: 610-326-3610 H: 610-783-7943 F: 610-326-3494 C: 610-513-1449 jeff.sameroff@gmail.com
	Dr. Nancy Rosenthal (President's Dinner) 1250 Greenwood Ave Ste. 10 Jenkintown, PA 19046	O: 215-887-4004 H: 215-938-8870 F: 215-887-1409 nrrdds@comcast.net
Social Programs	Dr. George A. Bullock (Chair) 140 S. Clinton Street Doylestown, PA 18901	O: 215-348-9521 H: 215-348-7290 F: 215-348-9567 bullock.george@verizon.net
	Dr. Shelly Greene 50 S. Penn Street Ste 6-A Hatboro, PA 19040	O: 215-675-3033 H: 215-947-6350 F: 215-675-7147 ssagge@aol.com
	Dr. Dave Bordonaro 123 N. 13th Street Allentown Pa. 18102	O: 610-434-9660 H: 610-446-3684 F: 610-434-1167 C: 610-212-1204 drbfd@hotmai.com
	Dr. Stanley Heleniak (Chair) 1570 Summeytown Pike Lansdale, PA 19446	O: 215-361-2040 H: 215-699-3810 F: 215-361-2088 Drheleniak@cs.com
Sponsorship	Dr. Lawrence Montgomery, III 3797 Summit Lane Chalfont, PA 18914	O: 215-920-2723 H: 215-822-5224 F: 215-822-5214 LarMont3@aol.com
	Dr. Jerry Axler 34 Newport Drive Wayne, PA 19087	O: 610-933-3342 H: 610-725-1031 F: 610-983-9122 C: 610-416-0114 drjerryaxler@gmail.com
	Dr. Cary J. Limberakis 500 Old York Road Ste 106 Jenkintown, PA 19046	O: 215-886-8866 H: 215-643-3347 F: 215 886-2555 C: 267-269-7646 cjldmd@verizon.net
Ad Hoc Committee CE & Programs	Dr. Craig Soffin (Chair) 491 Allendale Rd. Ste 206 King of Prussia, PA 19406	O: 610-337-0110 H: 610-832-4883 F: 610-337-2102 C: 610-888-2512 ENDOSOFFIN@verizon.net

	Dr. Ronald Gross 11 Crow Creek Lane Wayne, PA 19087	H: 610-688-2999 F: 610-688-6414 Rongross2001@aol.com
Ad Hoc Committee Executive Director	Dr. Bernard Dishler (Chair) 8118 Old York Road Elkins Park, PA 19027	O: 215-635-6900 H: 215-782-1015 F: 215-635-4601 C: 215-620-6030 DISHYORK@aol.com
Ad Hoc Committee "Go To Manual" Policies & Procedures	Dr. Gene Katz (Chair) 450 Holly Road Blue Bell, PA 19422	H: 215-646-0547 EEK4501@verizon.net
	Dr. Lon Kessler 150 Valley Forge Road Ste 101 Phoenixville, PA 19460	O: 610-933-3342 H: 610-239-6350 F: 610-983-9122 C: 610-999-7436 londmd@comcast.net
2 nd District President	Dr. George A. Bullock (Chair) 140 S. Clinton Street Doylestown, PA 18901	O: 215-348-9521 H: 215-348-7290 F: 215-348-9567 bullock.george@verizon.net
2 nd District PDA Trustee	Dr. Bernard Dishler 8118 Old York Road Elkins Park, PA 19027	O: 215-635-6900 H: 215-782-1015 F: 215-635-4601 C: 215-620-6030 DISHYORK@aol.com
PDA Secretary	Dr. Jeffrey Sameroff 800 Heritage Dr. Suite 811 Pottstown, PA 19464-9220	O: 610-326-3610 H: 610-783-7943 F: 610-326-3494 C: 610-513-1449 jeff.sameroff@gmail.com
ADA Trustee	Dr Charles Weber Chester County Medical Center 606 East Marshall Street Suite 103 West Chester, Pa. 19380	O: 610-436-5161 F: 610-430-0945 weberc@ada.org

ADDITIONAL INFORMATION

Second District Executive Secretary Ms. Betty J. Dencler 4781 Steeplechase Dr. Macungie, PA 18062	O: 800-860-3551 O: 899-854-8332 O: 717-892-6905 F: 717-892-6907 bjdencler@aol.com
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Pennsylvania Dental Association 717-234-5941
3501 North Front Street (Members Only) 800-223-0016
PO Box 3341 F: 717-232-7169
Harrisburg, PA 17105
www.padental.org

American Dental Association 312-440-2500
211 East Chicago Avenue 800-621-8099
Chicago, IL 60611 F: 312-440-7494

Philadelphia County Dental Society 215-925-6050
Executive Secretary F: 215-925-6998
One Independence Place philcodent@aol.com
241 South 6th Street Unit C-3101
Philadelphia, PA 19106-3797

Montgomery Bucks Dental Society Contact Information:

P.O. Box 633
Green Lane, PA 18054- 0633
O: 215-234-4203
F: 215-234-9936

EXECUTIVE COMMITTEE MEMBER: “COMPS” POLICY

Monday dinners:

1. September Dinner:
 - a. We invite new Life members for recognition at no charge
 - b. We allow them to include (1) guest at no charge
2. Program Committee Chair:
 - a. Chair, or designated substitute, is at no charge
3. Business Manager is at no charge and encouraged to come and interact with sponsors/exhibitors
4. President attends at no charge

President’s banquet:

1. President being honored – allowed a total of (4) dinners at no charge which includes self and spouse/guest
2. Incoming President – allowed a total of (2) dinners at no charge which is meant to be self and spouse/guest
3. Speaker is at no charge and allowed to bring (1) guest at no charge
4. The total cost of the President’s Banquet is not to exceed the amount approved in the budget
5. Each year we will invite the following to attend at no charge and allowed to bring (1) guest at no charge:
 - a. PDA President
 - b. PDA Second District President
 - c. 2nd District PDA Trustee
 - d. ADA Trustee

Continuing Education courses:

1. Committee Chair:
 - a. Chair, or designated substitute, is at no charge and receives CE credit. They are expected to be there and handle all arrangements
2. Committee members:

- a. Committee volunteers working the event will be provided lunch at no charge
 - b. Do not receive CE credit unless they pay for session
3. Speaker hosting:
- a. Maximum allowance for host dinner is \$75 per person and an overall event maximum of \$300

Social & Committee Events:

- 1. Alcoholic beverages are not paid for nor reimbursed by MBDS with the exception of non-member guests who are approved invitees, i.e. speakers, etc.

MBDS RECENT RESOLUTIONS

MBDS Executive Board Meeting - March 26, 2009

Resolved that ADA, but not MBDS, members be charged \$185 per CE all-day course sponsored by the MBDS, and that non-ADA members be charged \$495 per course.

Resolved that MBDS members who purchase the entire year's MBDS CE package also receive one free CE course at the VFDC and free admission to the October 2nd District VFDA CE course.

MBDS Executive Board Meeting - November 6, 2008

Complimentary (Comps) Policy for Executive Committee members

Monday Dinners:

- 1. September Dinner:
 - a. We invite new Life Members for recognition at no charge.
 - b. We allow them to include one guest at no charge.
- 2. Program Committee Chair:
 - a. Chair, or designated substitute, is at no charge.
- 3. Business Manager is at no charge and encouraged to come and interact with sponsors and exhibitors.
- 4. President attends at no charge.

President's Banquet:

- 1. President being honored - allowed a total of four dinners at no charge which includes him/herself and spouse/guest.
- 2. Incoming President - allowed a total of two dinners at no charge which includes him/herself and spouse/guest.
- 3. Speaker is at no charge and allowed to bring one guest at no charge.
- 4. The total cost of the President's Banquet is not to exceed the amount approved in the Budget.
- 5. Each year we will invite the following and one guest to attend at no charge:
 - a. PDA President

- b. PDA Second District President
- c. Second District PDA Trustee
- d. ADA Trustee

Continuing Education courses:

- 1. Committee Chair:
 - a. Chair, or designated substitute, is at no charge and receives CE credit. They are expected to be at the CE venue and handle all arrangements.
- 2. Committee Members:
 - a. Committee volunteers working the event will be provided lunch at no charge.
 - b. Do not receive CE credit unless they pay for session.
- 3. Speaker hosting:
 - a. Maximum allowance for host dinner is \$75 per person and an overall event maximum of \$300.

Social and Committee Events:

- 1. Alcoholic beverages are not paid for nor reimbursed by MBDS with the exception of non-member guests who are approved invitees, i.e. speakers, etc.

New member induction

Resolved that new MBDS members are inducted as they are received rather than at one meeting as was the previous policy

MBDS Executive Board Meeting - September 4, 2008

Honoraria for General Meeting speakers:

Resolved that the honorarium for General Meeting speakers be raised from \$350 to \$500 along with a \$50 travel stipend.

MBDS Executive Board Meeting - March 13, 2008

Dues for MBDS Life Members

Resolved that dues for MBDS Life Members be reduced by 50% to follow ADA and PDA guidelines.

Contribution Guidelines

Resolved that up to 10% of the Annual Budget be designated toward contributions.

Charitable contributions to either the ADA or PDA Foundations would be made on an as-needed basis and the Executive Council would determine the amount of the contribution.

A contribution cap of \$2,500 annually toward any academic/educational institution. Additional contributions to the same institution could be reconsidered by the succeeding Executive Councils.

A maximum contribution of \$5,000 to election campaigns of candidates seeking

ADA or PDA leadership positions.
MBDS does not contribute to political campaigns of those seeking office in government.
Other contributions are to be addressed by the Executive Council on a case-by-case basis.
An Application for Contribution (see attached) will be utilized whenever the Society is approached to make a contribution.

1. CE late Fee: \$50 per Bruce Singer 7/2/10
2. Life members invited to September or October Monday dinner as our "Guests". Request list from PDA staff in August

Motions for 11/4/2010 MBDS Executive Board Meeting

#1 – Motion to change the official name from Montgomery Bucks Dental Society to Montgomery Bucks Dental Association.
Motion failed.

#2 – Motion to direct action to the Constitution & By-Laws Committee to make voting more inclusive. To include officers, chairpersons, committee members, and members serving as 2nd District directors or officers.
Motion carried

#3 – Motion to sunset the Dr/Patient Relations Committee effective immediately and Dr/Patient relations issues to be referred by the Executive Director to a Professional Mediator.
Motion carried.

Conflict of Interest Policy

Article I

Purpose

The purpose of the conflict of interest policy is to protect the Montgomery- Bucks Dental Society interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Society or might result in a possible excess benefit transaction-This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in has a transaction or
- b. A compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Association is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article 111, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V

Compensation

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation

matters and who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person: a. Has received a copy of the conflicts of interest policy, b. Has read and understands the policy, c. Has agreed to comply with the policy, and d. Understands the Association is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To insure the Association operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Association's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring

periodic reviews are conducted.

Conflict of Interest Acknowledgement

Preamble

Individuals serving as fiduciaries of the Montgomery-Bucks Dental Society shall at all times act in a manner consistent with their legal and ethical responsibilities to the Society, and shall exercise particular care that no detriment to the Society results from conflict between their interests and those of the Society. Conflict of interest shall include, but not limited to, taking an official public position that places the individuals financial concerns ahead of the Society's, supporting an organization or endeavor which is in competition with the Society or one of it's subsidiaries, or espousing publically a position contrary to that of the Society on an item of ethics, morality or professionalism regarding the dental profession. It is not a conflict of interest

to personally espouse such a position internally within the Society. If any individual believes that he or she may have a conflict of interest, the individual shall promptly and fully disclose the possible conflict and shall refrain from participating in any way or in any manner in which the possible conflict relates until and unless any such possible conflict has been satisfactorily resolved.

Failure to disclose a material conflict of interest may be the basis for reconsideration of the questions on a given issue according to parliamentary procedure at any future time. Further, failure to disclose a material conflict may serve as grounds for removal from future participation on the Board or any Committee.

In consideration of this policy, all members of the Board and Committee members will sign the following statement on an annual basis.

Conflict of Interest Statement.

I, _____, in consideration of election/appointment and service in the position of _____ hereby promise and agree to abide by the following:

1. I agree not to use any Association position to promote a personal for-profit business interest,
2. I agree not to capitalize on, seek pecuniary profit from, or attempt to seek pecuniary profit from information gained as a result of an Association office or position,
3. I agree to abstain from participating in debate or decision-making whenever a decision or lack of decision on the part of the Association would affect any personal interest of mine other than as a member or employee.
4. I agree that due to my position with the Association, I shall not make any public statements on an issue contrary to the position taken by the Association.
5. I agree to disclose any conflict of interest in the space provided below:
6. I acknowledge I have received a copy of the Montgomery-Bucks Dental Society's Conflict of Interest Policy.
7. I have read and understand the policy;
8. I agree to comply with the policy; and
9. I understand the Association is charitable and in order to maintain its federal tax exemption

it must engage primarily in activities which accomplish one or more of its tax- exempt purposes.

Date: _____

Signed: _____

Record Destruction Policy

Records are to be destroyed consistent with Montgomery-Bucks Dental Society's record retention policy. Each year in the Month of January, all records older than the retention period for that specific record type shall be destroyed consistent with the terms of the Record Destruction Policy. (Appendix listing of document types and scheduled destruction is attached)

I.Destruction/Deletion

Tangible Records

Tangible records should be destroyed by shredding or some other means that will render them unreadable. If you have a record that you do not know how to destroy, such as a photograph, compact disk or tape recording, ask the advice of an IT specialist.

Electronic Records

E-mail records that you delete remain in the Society's system. Thus; an IT specialist will be responsible for permanently removing deleted mails from the computer system.

Deleting files and emptying the recycle bin is usually sufficient in most circumstances to get rid of a record.

Keep in mind, where duplicate records are involved, both copies must be destroyed/deleted where proper.

2. Cessation of Record Destruction/Deletion

If a lawsuit is filed or imminent, or a legal document request has been made upon the Society, **ALL RECORD DESTRUCTION MUST CEASE IMMEDIATELY**. A critical understanding of this section is imperative. Should you fail to follow this protocol, you and/or the Society may be subject to fines and penalties, among other sanctions.

DOCUMENT MANAGEMENT POLICY

For each document, add its location or where it is stored.

Accounts payable ledgers and schedules: 10 years

Accounts receivable ledgers and schedules: 10 years

Audit reports of accounts: Permanently Bank statements: 10 years

Capital stock and bond records: ledgers, transfer payments, stubs showing issues, record of interest coupon, options, etc.: Permanently

Cash books: 10 years

Checks (canceled, with exception below): 10 years

Checks (canceled, for important payments, i.e., taxes, purchase of property, special contracts, etc. (checks should be filed with the papers pertaining to the underlying transaction):
Permanently

Contracts and leases (expired): 10 years

Contracts and leases still in effect: Permanently

Correspondences general: 4 years

Correspondence (legal and important matters): Permanently

Depreciation schedules: 10 years

Donation records of endowment funds and of significant restricted funds: Permanently

Donation records, other: 10 years

Duplicate deposit slips: 10 years

Employee personnel records (after termination): 7 years

Employment applications: 3 years

Expense analyses and expense distribution schedules (includes allowance and reimbursement of employees, officers, etc., for travel and other expenses): 10 years

Financial statements (end-of-year): Permanently

General ledgers and end-of-year statements: Permanently

Insurance policies (expired): Permanently

Insurance records, current accident reports, claims, policies, etc.: Permanently

Internal reports, miscellaneous'. 3 years

Inventories of products, materials, supplies: 10 years

Invoices to customers'. 10 years

Invoices from vendors: 10 years

Journals: 10 years

Minute books of Board of Directors, including Bylaws and Articles of Incorporation:
Permanently

Payroll records and summaries, including payments to pensioners: 10 years

Purchase orders: 3 years

Sales records: 10 years

Scrap and salvage records: 10 years

Subsidiary ledgers: 10 years

Tax returns and worksheets, revenue agents' reports, and other documents relating to
determination of tax liability: Permanently

Time sheets and cards: 10 years

Voucher register and schedules: 10 years

Volunteer records: 3 years

In January of each year, all documents that have exceeded their retention schedule shall be destroyed. Hardcopy documents shall be destroyed by shredding. Computer files and online files shall be destroyed in such a fashion to completely remove them from the system. Simple deletion will not be sufficient.

Warning: All permitted document destruction shall be halted if the organization is being investigated by a governmental law enforcement agency, and routine destruction shall not be resumed without the written approval of legal counsel or the Chief Executive Officer.

Employee Protection (Whistleblower) Policy

If any member or employee reasonably believes that some policy, practice, or activity of the Montgomery-Bucks Dental Society is in violation of law, a written complaint must be filed by that member or employee with the President or President-elect.

It is the intent of the Montgomery-Bucks Dental Society to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all members and employees is necessary to achieving compliance with various laws and regulations. A member or employee is protected from retaliation only if the member or employee bring the alleged unlawful activity, policy, or practice to the attention of the President or President-elect of the Montgomery-Bucks Dental

Society and allows them reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to members or employees that comply with this requirement.

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

The Montgomery-Bucks Dental Society will not retaliate against members or employees who disclose or threaten to disclose to a public body, any activity, policy, or practice of the Society that the member or employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare or protection of the environment.

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.

Signature

Date

Super Committee Report: Sponsorship

Attending: Jay Freedman, Tom Howley, Craig Soffin, Nancy Rosenthal, Cary Limberakis, Scott Smith, Stan Heleniak, Larry Stone, Jim Stevenson, Raj Shah, & Amanda Hemmer

- 1) The 2012 – 2013 All Day CE budget is \$20,000 for 4 programs. The \$5,000 would cover the speaker's honorarium, travel, lodging, meals, transfers and entertainment.
- 2) The 2012 – 2013 Evening Program Speaker's honorarium fee was \$500/program with a total of 5 programs scheduled.

- 3) After much debate, it was agreed that speakers for both programs could be paid for their speaking engagements through "their" sponsors following the DKU model (utilizing sponsor money in lieu of MBDS honorarium). Sponsors would be provided one table and one meal per event. Joint sponsors of a speaker would either: share the exhibitor table and purchase any additional meals needed; or the joint sponsors would purchase additional tables at MBDS rates. Speakers could also be funded strictly thru the budgeted honorarium fee. Sponsors were defined as funding a particular speaker and vendors being entities that purchase MBDS event "sponsorship packages".
- 4) All Day and Evening Program Chairs/Committee would provide MBDS with speakers based on the both scenarios spelled out in #3 with the thoughts towards nationally recognized speakers for the All Day Programs.
- 5) All Day and Evening Program Chairs/Committee would modify existing contracts from Lehigh Valley and DVA Study Club on MBDS letterhead to meet MBDS requirements. New MBDS contract will be developed in Word format and sharable in electronic form to facilitate future usage by respective committee chairs and Executive Director.
- 6) All Day and Evening Program Chairs/Committee would acquire speakers, be responsible for the contractual agreements with the speakers (and sponsors), signed W-9's where appropriate and upon receipt of the signed contracts copies would be mailed to the Executive Director and the Sponsorship Chair for follow-up.
- 7) All Day and Evening Program Chairs agree to have their speakers schedules in place by late February 2013. This will allow for Informatics, the Bulletin and the Executive Director to start the publicity process to membership.
- 8) The Radison Hotel and Conference Center has been identified as the Bucks County venue for an EC meeting in November 2012 and a Monday Night Dinner Meeting in January 2013. Nancy Rosenthal will be negotiating contracts for all meeting dates and along with Jay Freedman will be addressing the poor AV situation at Normandy Farms.
- 9) The Executive Director will get the Second District data base of members so that Informatics Chair can institute a creative email blast program to advertise MBDS programs to all members.
- 10) All Day Program Chair meets with counterparts at LHV and DKU to insure minimal CE program overlaps between the component societies each year.
- 11) The Executive Director will report the MBDS attendance information at EC meetings and keep the appropriate Chairs/Committees informed.
- 12) Balance budget objectives for 2012 – 2013 have reduced the number of All Day CE from 5 to 4 programs, but the total tuition will remain the same and an eye to the future will be to restore the 5th program and explore a Summer CE program as the budget crisis is corrected. As 2013 is a license renewal year, all All Day CE will be applicable for renewal and will be scheduled before the renewal date of 3/31/2013.

- 13) Prior to the start of the new President's term, new members will be added to Sponsorship, All Day CE, Informatics and the Program Committees. A mentoring of new committee members will be instituted to allow for a smooth transition of committee responsibilities and leadership.
- 14) In the future, the Super Committee Meeting on CE will be held earlier in the Fall (September or October) to allow for a better time line for speaker acquisition and advertising to membership.
- 15) It was agreed that the meeting created the framework for a more efficient and cooperative MBDS mechanism to ramp up the success of the society's All Day CE and Monday Evening Programs.

Respectfully submitted,
Jay Freedman

Adopted 1-5-2012

Inclement Weather:

----- Original Message -----

From: [Patrice DiPasquale](#)

To: [MBDSDR](#)

Sent: Thursday, February 18, 2010 9:40 AM

Subject: RE: ?

Hi Tom:

Thank you for your e-mail.

NF NEVER closes event for old man winter. So, your options will be to hold the event as scheduled, postpone (with no penalty) for a later day (maybe even follow day, week, etc). The safety of your guest travel will be totally up to you.

Keep us posted and we can work thru anything.

Have a great day!

Patrice

Patrice:

I have a question for you:

What happens in the event of bad weather, a storm, regarding our dinner?

Does Normandy postpone events due to bad weather?

What happens if we decide for safety reasons that the weather is too bad to hold the event?

It has never come up for us before but with this winter, who knows.

Thanks

Tom

> Tom, this was Larry's response. In addition to what Patrice stated,
> unless it is going to be a huge storm it sounds like it would be a go.
> Since the speaker is local I guess she would be the determining factor.
> So if the storm is going to be disruptive and Dr Steinburg is not going to
> make it we'll have to make calls. Can you think of anything else or any
> other approach at this point? John

> From: "Dr. Laurence Stone" <lstone@drlarrystone.com>

> To: "John Pagliei Jr" <drpieyeah@earthlink.net>; <Drlarrystone@msn.com>

> Sent: Thursday, February 18, 2010 11:57 AM

>

>>I have no knowledge of who has registered for the program or even who the

>> sponsors are for these meetings. I only take care of the speaker

>> arrangements.

>> Larry

EXECUTIVE COMMITTEE DINNER FEES:

Pre-payment of lump sum for all 5 meetings: \$20/mtg. – pre-pay for all 5 Executive Committee meetings in advance, by May 15 of each year.

Before meeting cut-off date: \$25/mtg.

Before meeting, but after announced cut-off date: \$35/mtg.

Onsite day of meeting: \$50/mtg.

Payment is to be made, in advance, and not at the meeting.

If sufficient cancellation notice is given, the fee could be applied to the following year if pre-paid or refunded if paid for individual meeting.

Sufficient notice will mean notice given to Executive Director by cut-off date, prior to ordering of meals.

Additional hardships will be decided by Executive Committee.

Adopted 1-5-2012