

**APPROVED - DRAFT**

**BOARD OF DENTISTRY  
MINUTES OF EXECUTIVE COMMITTEE**

Thursday, March 8, 2012

Department of Health Professions  
9960 Mayland Drive, 2<sup>nd</sup> Floor  
Henrico, Virginia 23233  
Board Room 4

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- CALL TO ORDER:** The meeting was called to order at 2:37 p.m.
- PRESIDING:** Robert B. Hall, Jr., D.D.S., President
- MEMBERS PRESENT:** Herbert R. Boyd, III, D.D.S.  
Jacqueline G. Pace, R.D.H  
Augustus A. Petticolas, Jr., D.D.S.
- STAFF PRESENT:** Sandra K. Reen, Executive Director  
Huong Q. Vu, Operations Manager
- QUORUM:** With all members of the Committee present, a quorum was established.
- APPROVAL OF MINUTES:** Dr. Hall requested a motion for approval of the minutes of the April 22, 2011 meeting of the Committee. Dr. Petticolas moved the approval of the minutes. The motion was seconded and passed.
- PRESENTATION ON BUDGET:** Mr. Giles, DHP Budget Manager, thanked the Committee for the opportunity to provide and overview of the budget development process. Mr. Giles then referred the Committee to the handout and went over the following:
- DHP Internal Budget Process 2012-2014
  - Board of Dentistry Direct Budget Expenditures FY13
  - Dentistry 2012-2014 Budget Request
  - Commonwealth of Virginia External Budget Process and Calendar
  - DHP Budget Expenditures by Major Categories FY13
  - DHP Cost Centers' Direct Budget Expenditures FY13
  - DHP Board Direct and Allocated Budget Expenditures FY13
  - Decision Package Narrative Justification (Form NJ)
  - Commonwealth of Virginia Proposed 2012-2014 Budget Published on December 19, 2011

Mr. Giles commented that DHP does look at each board's budget on a regular basis and the Director will inform the board if fee needs to be increased or decreased. He noted that technology cost is on the rise and boards will have to

increase fee to cover these costs.

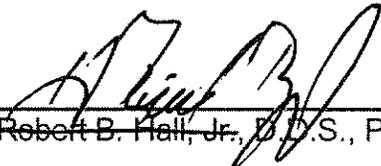
**REVIEW OF BYLAWS:**

Ms. Reen apologized for not having the Bylaws reviewed last year. She added that the Bylaws need to be kept current and that she had not identified any changes to be considered. Dr. Hall deferred the review until the June board meeting and asked the Committee members to submit any suggestions as needed.

Dr. Boyd asked if the Committee would look into the Sturgis' Rules of Order versus Robert's Rules of Order. Ms. Reen stated that she will research information about this matter and bring it to the next meeting.

**ADJOURNMENT:**

With all business concluded, the Committee adjourned at 4:00 p.m.

  
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Robert B. Hall, Jr., D.D.S., President

  
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Sandra K. Reen, Executive Director

December 6, 2012  
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Date

December 6, 2012  
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Date