

Maine Society for Respiratory Care

Board Meeting

Maine Medical Center - Portland

February 22, 2012

Board Members Present: Darren Rainey, Keith Siegel – (via Phone) , Steve McGrath, Jack Higgins, Cynthia Carleton, Sally Whitten, , Laura King, Chet Scamman, Norma Hay, Amanda Albee, Steve Enking, Don Cotta

Excused: Kate Turner

Unexcused:

Guest: Julie Rutherford, Diane Haskell – (via Phone)

Meeting called to order by President Sally Whitten @ 18:10

By request of Diane who was calling in President Whitten allowed the Lung Association Report to be the first order of business on the Agenda.

ALA – Maine (Diane Haskell) – Diane provided a packet of information to all outlining the efforts of the lung association to join in support of the clean air act. This act has gained the support of over 40 Health Care Organization's Nationally and currently has become a target for cuts by congress intended to weaken this important act.

A motion was made by Cynthia to support this effort; a second on the motion was made by Laura, no discussion followed. The vote was unanimous to support the lung association's efforts around the clean air act.

The resolution as agreed would read: "The Maine Society for Respiratory Care opposes any efforts by Congress to weaken the clean air act, delay it's implementation or limit the U.S. Environmental Protection Agency's ability to do its' job."

Diane reminded everyone of the upcoming lung association meeting for Feb. 28th, at this meeting there will be discussion on saving the asthma control program from cuts by the Obama Administration.

Secretary's Report: Previously voted to accept via E-Vote.

Treasurers Report: by Amanda distributed a written accounting of all expenses (see attached)

Review of all expenditures listed on hand out.

Laura suggests we list out in more detail as to our expenditures and receipts.

Amanda stated she would be more able to do this when we have more activity to report.

Cynthia questions how much we can have in our treasury and maintain non-profit status.

Keith to help clarify this, past discussion has led us to believe we can have up to \$ 25,000.00 and be ok. We would however continue to need to file taxes annually.

There has been a \$25.00 discrepancy in our checking account for many months. It is believed to be an un cashed sputum bowl check. Steve Enking made a motion to write off this amount to balance the books. 2nd on the motion by Cynthia. Discussion was favorable to reconcile and start fresh. Vote was Unanimous to adjust the checkbook by \$25.00

Jack asked a question of Diane as to her success with finding the registry key for Quickbooks. – Diane states she has not been successful. Jack to check with the accountant.

Motion to accept the Treasurers Report as written by Cynthia. 2nd to the motion by Laura. No discussion followed. Unanimous to accept the Treasurers report as written.

Web Site Update: Sally congratulated Amanda for an outstanding job in designing and implementing the new website. For those who have not checked it out, it was suggested they visit the site to see how well organized and informative it has become due to the hard work of Amanda.

Amanda requested reimbursement of \$13.87 for privacy registration of the website. Amanda discussed her concerns of having her street address available to the public. The Board voted and agreed to reimburse Amanda for the privacy registration.

Amanda – we may need to state a privacy policy on the site, she suggests we develop one and have our Attorney review before we post it.

Jack- we should look at other societies and utilize one that has been developed if possible. – Discussion followed, the consensus was we would attempt to find a policy that meets the intent and needs currently being used by one of our sister associations.

Amanda – SSL Certificate, our new web host provides this free for the first year, and then there is an annual fee to subscribe. Discussion followed and the group agreed to let this first year be as is, and to re-visit the fee when due.

Sally – Passed around a thank-you card for all to sign to be given to the photographer, Reid Albee, who donated the photos for the website.

Amanda – asked Keith if he had the password for the facebook account log in, Keith states we need to contact Scot Jones who now lives out of state to retrieve that password. Amanda wants to update the listing on Facebook, but has no access.

Amanda led discussion around Pay Pal vs. Credit Card processing, after discussion it was the feeling of the group that pay pal made more sense as a way to collect vendor fees, membership fees and possibly registration fees due to the charges from a credit card processor.

Amanda questioned our Tax status for 2011, Diane states our taxes are not filed, but at the accountant. We have until 5/1/2012 to file.

Printer – there was discussion around a printer for the society. Such printer is useful for the Treasurer, and for the annual conference. Discussion followed and Laura made a motion to allow Amanda to investigate the purchase of a printer/scanner that would remain with the Treasurer. The purchase would be authorized by an E-Vote. 2nd to the motion by Steve Enking. Limited discussion, vote was unanimous to allow.

Sally – because of the requirements of the treasurer Sally proposed we send both Jack (as incoming President) and Amanda (as Treasurer) to the upcoming AARC training in Dallas. Discussion followed, Sally made the following Motion. “to send Amanda and Jack to Dallas for the upcoming training.” 2nd by Steve McGrath, no further discussion, vote was unanimous to send both to Dallas.

Membership Report: Norma – The Florida Society that we have been obtaining discount vouchers from has moved to a spreadsheet and an electronic format. Norma and Amanda report Pay Pal is working well for both new memberships and

membership renewals. Norma is working on getting an updated list to encourage current members to renew using the discounts. The board approved a flyer Norma made to promote MSRC/AARC membership. Flyer to be sent out with the lobstergram and possibly emailed to managers across the state.

Amanda and Norma – request we make membership one set fee to facilitate the accounting process currently we are at \$ 70.00 via mail, and \$ 72.00 online.

Motion by Amanda to make all Membership fees from the MeSRC a set rate of \$ 75.00. 2nd by Laura. No discussion – Vote was unanimous. Motion passed.

Motion by Cynthia to nominate Norma Hay as Chair of our Membership Committee. 2nd by Steve McGrath, no discussion. Vote was unanimous to have Norma serve as Chair of the Membership Committee.

Delegate's Report: Nothing to report.

PACT Report: Jack encourages all to promote and support our profession and to continue to utilize Capital Connection. Limited discussion on the upcoming AARC lobby week and how to encourage others to email their members of congress.

Lobstergram: Sally encouraged everyone to look for articles for the upcoming issue of the Lobstergram. Bobbie continues to do a great job with this publication. Sally agreed to investigate additional printing options as Bobbie can no longer hold this task.

Program / Education Committee Report: Laura –

Speakers are wrapping up, Hollywood Casino is all set for us, it is anticipated our cost will be in the neighborhood of \$3k vs. \$ 12K we have spent at Spruce Point Inn in the past.

Rooms are filling up fast, Laura encouraged all to book early. If we sell out the Holiday Inn next door will offer a free shuttle back and forth.

Theme for event – TBD

Every board member was asked to get 2 items for the silent auction. Everyone agreed to this and Laura will help coordinate.

The fee for the band will be \$ 800.00 due to travel.

Laura made a motion to pay the band \$ 800.00 for the entertainment at the Maine Event. 2nd by Steve Enking, no discussion, vote was unanimous to increase the band payment to \$ 800.00.

Sally to investigate AARC promotional tools for CEU Courses offered by the AARC that could be used at our membership booth as a way to promote the organization and membership. Regan Hickey is the contact person at the AARC for this.

Scholarship Committee:

New Business: Sally asked for help in completing the template for Hospital contacts. Everyone to pitch in and get info to Don who will send to the AARC

By-Laws: Keith reviewed changes made, discussion was held, we will re-visit and vote to approve at our May meeting.

Timeline for election of officers will be determined at our May meeting.

Sally discussed Kombit Sante and the volunteer efforts needed. If interested in volunteering, contact her and she'd connect you with a team of individuals already involved.

Meeting Dates for 2012

May 17, in Bangor at Conference

September 26 in Waterville

December 6, in Lewiston (Business Meeting)

Motion to adjourn:

At 7:50 by Laura, Second by Steve Enking. Unanimously approved.

Respectfully Submitted,

Don Cotta RRT

Secretary MeSRC