

Maine Society for Respiratory Care

Board Meeting

Maine General Medical Center - Waterville

September 26, 2012

Board Members Present: Keith Siegel, Steve McGrath, Jack Higgins, Cynthia Carleton, Sally Whitten, Laura King, Chet Scamman, Amanda Albee, Don Cotta

Excused: Kate Turner, Norma Hay

Via Phone: Daren Rainey (attempting) Steve Enking

Unexcused:

Education Committee Members: Bobbie Crockett, Brian Sadawski

Meeting called to order by President Sally Whitten @ 18:07

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

By-Laws Update: by Keith, The MeSRC proposed bylaws have been approved by the AARC Bylaws Committee and have been forwarded on to the AARC BOD for approval (at the BOD meeting in New Orleans in November). The final step will be for the membership to approve. In order for this approval to happen it requires a 2/3 affirmation of the ballots returned. The changes we proposed will be in effect for the election to be held in 2013.

There was discussion around records prior to 2001. Don explained that when he took office he was given only the records that are in the 3 ring binder we use today that was recently scanned into an electronic format thanks to Sally.

Bobbie mentioned she may have some older notes and she will look to see what she has and report back if successful.

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

Review of all expenditures listed on hand out, noted that we still have a \$25.00 sputum bowl check outstanding, but the payee is aware and will cash it.

There was discussion around our balance being near what we would be allowed for non profit status, clarification was given by Amanda that we #1 are not in danger, and #2 even if we had too many funds for this we simply had to file our taxes in a different manner to report such.

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

Bobbie reported that to date we have no applicants for the scholarship for this year.

Discussion began around our ability to send a student to the HOD meeting Keith led a discussion around some history of other societies and their ability to send students to this as both a way to engage the student and as a way to develop future leaders.

Steve McGrath questions our ability to send someone to the delegates meeting.

Overall discussion to send a student was positive to send a student to the HOD meeting this year. We would alternate with both schools every year and toss a coin to decide what school would go -- coin toss went to KVCC this year.

Motion by Sally to send a student from KVCC on even years to the HOD meeting (SMCC on odd years) provided there was at least \$4,000.00 (four thousand dollars) in the scholarship fund. With the caveat that the student would report back on his experiences at the meeting to the Board at it's next meeting, and write an article for the lobstergram.

2nd by Steve McGrath

Vote was unanimous.

2013 conference budget was distributed and discussed. It is a tool to be utilized when planning our conference. The intent is to accept this as a working document and adjust as necessary with the goal to allow the education committee to make necessary expenditures without requiring special votes.

From general discussion it was determined our estimated cost to host the conference is somewhere in the neighborhood of \$13,000.00 and Laura noted the budget in front of us would be the maximum amount necessary to proceed with the event.

Motion to approve by Cynthia

Second by Steve Enking

All in favor – no opposition

IRS Update: Amanda – our issue was successfully resolved with the IRS and Sally has notified the AARC of such. It was noted this matter was handled primarily by Amanda and the board acknowledges her hard work to get us in good standings.

Travel and Expenses: Amanda asked that anyone with expenses outstanding please submit them. Keith states his are up to date; Jack has some to turn in and will do so soon.

Dishonesty and General Liability Ins. Amanda reports we now are covered as a board by this and the cost to us was \$352.00 pro rated for the year. Going forward it is an additional \$500.00 per year roughly.

Laptop: Amanda requests we purchase a new lap top computer for the board as our current one is obsolete. This computer would be used by the treasurer for recordkeeping and available for speakers at the conference to use if needed.

Discussion around the age of this PC and how it has served us well but may be time to replace it with something more significant.

Laura made a motion to explore the purchase of a new lap top and have Amanda get quotes for such and bring them back for approval via an evote.

Second by Cynthia

Motion carries with no opposition.

Pay Pal: discussion around our ability to collect conference fees at that door via credit / debit card using our Pay Pal account. Amanda states we can purchase a device that will attach to a smart phone to read the cards, sally questions if there is such a device that will connect to our PC and if there is a fee for this from Pay Pal?

Amanda to research and report back.

Website: Kate and Amanda will get together with Laura to see if we are able to establish a link to our facebook page.

Election Committee: Jack / Sally reported all nominees have been contacted and the positive responses are listed on the ballot. Everyone was reviewed for by-law violations and there were none.

Bobbie requested the ballot be corrected to reflect her name as “Bobbie” not Roberta.

There was some discussion around our ballot having someone as president elect that has never served on the board. The general feeling was this individual was a strong candidate and should not have any issues. #2 we have no provisions in our current by-laws to prevent this.

Because of the number of candidates and because our by laws allow for up to 8 positions there was discussion to allow 8 board members at large for the upcoming term.

Motion by Keith to allow 8 board members at large for the upcoming election.

Second by Laura.

Vote was unanimous to allow 8 board members at large for the 2013 term.

Education Committee: Cynthia – Mailing costs are extreme.

Laura reviewed and distributed some feedback from vendors she got back from this years event. Most of the comments were very positive.

Cynthia distributed a “to do list” and solicited volunteers.

One of the goals of the education committee is to establish a policy and procedures manual that can be utilized each year to help facilitate the conference.

Keith was asked if he could develop some rules around the sputum bowl that would eventually be included in this manual. Bobbie volunteered to develop he double elimination system to help Keith.

Sally offered Charlene Gillchrest as a resource who possibly could develop this year’s brochure and we could possibly offer her a token gesture of appreciation.

Delegates Report: Keith distributed copies for review of resolutions from the meeting in Santa Fe.

Again discussion reverted back to sending the student from KVCC to the HOD meeting and it was decided that Laura and Keith would approach the school to deliver the news. The thought was to have the instructors select the most worthy student to attend.

Keith then distributed and reviewed 4 upcoming resolutions (attached) and asked to be allowed to vote as he felt would be in our best interest.

Further discussion around the AARC disaster relief fund, and a motion was made by Keith with a second by Steve McGrath to donate \$100.00 to each the AARC Disaster fund, and the AARC International Fellowship Fund at the upcoming HOD meeting. Vote was unanimous to allow.

PACT Report: Jack- the AARC is working on the Pulmonary Rehab initiative, they are trying to work with CMS to increase awareness of Respiratory Care and it's importance in the home.

One of the other areas the AARC is partnering with CMS is in the airline travel of oxygen area trying to increase the awareness of the needs as well as our role in disaster response.

Jack noted that the name of this arm will be changing to the Government affairs from PACT to better reflect the work it does.

Jack also mentioned the Maine Polysomnography board is investigating the possibility of licensure. They are not ready to begin the formal process, but this could possibly come under our umbrella.

Motion by Laura to change the PACT Committee to the Government Affairs Committee.

Second by Cynthia.

Motion carries unanimously

Lobstergram: Bobbie – Still looking for articles. Sally to do an article from the President's point of view, with follow up from the Maine Event.

Policy and Procedure Manual: Jack obtained a copy of the Virginia Society for Respiratory care manual; it is more like a job description, whereas the California Societies is more detailed.

Our goal is possibly to have more of a handbook to be used as a resource.

Amanda volunteered to compose if we were to compile the duties into a timeline. We would keep this in an electronic format and tweak as necessary.

Meeting Dates for 2013 Jack to send out Dates, Sally will look for dates in January and will email to everyone.

Membership Report: Norma – Excused.

Next Meeting: December 6, in Lewiston (Business Meeting)

Motion to adjourn:

At 7:55 by Don, Second by Keith.

Unanimously approved.

Respectfully Submitted,

Don Cotta RRT

Secretary MeSRC