

## **Maine Society for Respiratory Care**

### **Board Meeting**

### **MMC-Portland**

**February 17, 2011**

**Board Members Present:** Laura King, Kate Turner, Keith Siegel, Steve McGrath, Jack Higgins, Cynthia Carleton, Amanda Albee, Sally Whitten

**Excused:** Karen Lane, Diane Haskell, Don Cotta

**Unexcused:** Ben Cyr

Meeting called to order by President Kate Turner @ 18:03

**Secretary's Report:** Motion to accept previous meeting minutes. Motion was made by Keith, seconded by Cynthia. Unanimous vote to approve.

**Treasurers Report:** Report held in absence of Treasurer.

- Keith discrepancy -Keith airfare was paid previously.
- Corporate memory-\$500.00 used to scholarship to each school for all students.
- Karen's concern-scholarship fund what do we do with the money? Invoice? For ALA receipt for 3000.00?

Discussion was held regarding scholarship: Should we have a top and bottom ceiling on our scholarship money? Should the name be Shelly Kates-Wilson educational scholarship fund? Top-\$4000.00? bottom-\$2000.00?. Sally made a motion -As a board we will determine the allocation and recipient of educational scholarship fund yearly. A receipt will be required for any monies or donations Pd by MSRC-Cynthia 2<sup>nd</sup>-no discussion-unanimous vote.

**Delegate's Report:** Keith reported -see attached

**PACT Report:** Jack reported on the upcoming trip to Washington.

- Getting ready to go. Emails were sent to Crapo and Michaud. They are on board with the initiatives
- need to draw some guidelines for cost savings on conferences:

Motion by Sally to create guidelines to buddy up with same gender unless otherwise decided for conference room accommodations. 50% of the cost of the room will be paid to each if grievance to each having their own room. If one wants to share and the other does not, then the Not one has to pay own full room costs. Steve second-no discussion-unanimous.

Jack to write for next meeting...

**Lobestergram:** Bobbie currently working on next issue.

**Website:** Amanda to take over the website updates. Kate will send her info for updates. She will start small and continue to improve as she can. She will also look at other programs. Motion made by Amanda, 2<sup>nd</sup> by Laura-no discussion-unanimous vote.

**ALA:** see attached. Motion to accept the ALA report by Keith, 2<sup>nd</sup> by Amanda-no discussion, all in favor

**Program / Education Committee Report:** Kate & Laura, We are in good shape for the upcoming conference.

- Cynthia will ask Dr. Duval about judging the sputum bowl again and also doing another lecture.
- Silent Auction- everyone on the board was asked to solicit for at least three items for the auction.
- Considering Bangor Casino for next year's conference
- Golf Tournament – Still on for this year

#### **Membership Report –**

- Discussion on introduction of board at the Maine Event
- Red Sox game a no go-too expensive
- How can we improve mailing circulation?
- MSRC booth
  - Written responses
  - Laptop available
  - Spreadsheet setup
  - Nomination forms-NOW
  - Hand out cards

- Call list for managers
- Invite a friend to the lunch board meeting on Thursday
- Bring a friend to other meetings
- “like” us on facebook

**Old Business:**

- Jack to submit to IRS his cost of QuickBooks-Sally made a motion for Jack to donate QuickBooks to the society-Cynthia 2<sup>nd</sup>-no discussion-all in favor.
- Diane saved \$600 for doing taxes-thanks Diane

**New Business:**

- Bylaws-Keith brought up the business of State review of Bylaws in 2012.
- Keith will organize-review timeline-and distribute sections of bylaws to be board reviewed in the next year-question to remove Lobestergram was brought up.

Motion to adjourn at 19:45

Respectfully Submitted

Laura King RRT for Don Cotta RRT