

**Maine Society of Respiratory Care Meeting Minutes**

12-4-13, 1800, Dr. Duval's Office, Lewiston Maine

Secretary: Rhonda Vosmus (Phone Attendance)

Attendees: Jack Higgins, Mike Provencher, Cynthia Carlton, Keith Siegel

Phone Attendance: Sally Brewer, Amanda Albee, Daren Rainey, Steve McGrath, Don Cotta, Rhonda Vosmus

Guests: Brian Sadowski, Neil Duval, Bobbie Crockett (Phone Attendance)

Excused: Sally Whitten, Chet Scamman, Norma Hay

Absent: Hannah Keeney, Tom Desjardens

1-888-363-4734 # 1964948 6pm

Agenda Item	Discussion	Follow - Up
<p align="center">Opening Jack Higgins</p>	<ul style="list-style-type: none"> <li>Jack graciously thanked all BOD members for their service</li> </ul>	
<p align="center">Treasurers report Amanda</p>	<ul style="list-style-type: none"> <li>Amanda presented the Treasurer Report, Mike moved to accept as presented and Sally B seconded the motion, all in favor.</li> <li>Amanda explained we probably need to file taxes for 2013 because of the educational grant we received. She will know more as she finalizes 2013's finances. Mike suggested we should use the same person for both taxes and 1099, not two different people. Amanda tried to explain the 1099 is completely different than filing taxes and the 1099 to the speaker is not something we pay taxes on; it is a notification to the IRS that we paid the speaker over \$500.00 and does not need a preparer's signature. Technicalities come in making sure it is sent to the IRS on the correct paper as they do not accept it on regular paper. Amanda explained it is the treasurer's responsibility to complete. She will research the best options for completion.</li> <li>Cynthia moved to accept the 2014 Operational Budget and Educational Budget as Keith seconded that motion. Discussion around incoming board having responsibility for budget not outgoing board. It was deemed appropriate to budget for the oncoming year as Keith reported it is common place in the AARC. Amanda advised the BOD it would not be fair</li> </ul>	<ul style="list-style-type: none"> <li>Amanda will finalize 2013 finances as part of the treasurer's responsibilities.</li> </ul>

	<p>to have Kate take over as Treasurer without some type of document approved by the BOD outlining what she is allowed to pay without having a BOD vote. She was not given one when she started and it can be very stressful plus puts legal liability on the treasurer. Amanda also reminded the BOD when they voted on the conference location for 2014 everyone deemed it would be okay to be over budget in 2014 by 2-3 thousand to facilitate the transition to a new venue because it was determined the amount in our checking account could easily absorb being over for one year. All in favor.</p>	
BOD Election Results	<ul style="list-style-type: none"> <li>Jack and Mike presented the election results:  President-elect: Daren Rainey  Treasurer: Katharine Johnson  Delegate: Amanda Albee  Board Members at Large:  Tara Inman  Norma Hay  Bobbie Crockett  Flo Pajanen  Brian Sadowski  Peter Brown  John Lewis  Mathew Grant</li> </ul>	
Schedule 2014 Orientation and BOD Meetings Jack	<ul style="list-style-type: none"> <li>Mike and Jack will put together the agenda and dates, most likely to be held at Mercy in January.</li> </ul>	<ul style="list-style-type: none"> <li>Jack, as Past President, will organize orientation with Mike.</li> </ul>
Delegate Report Keith Siegel	<ul style="list-style-type: none"> <li>Keith advised the board because California is expensive he went over budget at the HOD meeting in Anaheim. Mike moved to reimburse Keith the total amount for his trip and Cynthia seconded that motion. All in favor.</li> <li>Keith advised the BOD he was elected Treasurer for the AARC BOD. He will not be able to serve as MeSRC Delegate during this term. Discussion was held about whether the MeSRC BOD would want to appoint a new delegate or not. Discussion held on positives and negatives on not electing a new Delegate. Cynthia motioned to not appoint a new delegate, Mike</li> </ul>	<ul style="list-style-type: none"> <li>Amanda will put the approved budgets in the "BOD Access" section of the website for easy reference.</li> </ul>

	seconded. 6 yes votes and 4 abstained, Motion to approve.	
Policy and Procedures Jack	<ul style="list-style-type: none"> <li>• Jack advised the BOD we still have one policy to complete, The Records Keeping Policy. Discussion held on what records to keep and where to keep them. Jack agreed to compose a draft and get it sent out for feedback and vote before the New Year.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Jack will email a new Records Keeping Policy to the BOD for vote before January 1st.</li> </ul>
Student Liaison Amanda	<ul style="list-style-type: none"> <li>• Amanda presented the Student Liaison Draft. Discussion held on modifications. Modified criteria to include GPA of 3.2 and \$1300 max to be used for travel to follow the same criteria for the Delegates.</li> </ul>	<ul style="list-style-type: none"> <li>• Amanda will modify, email out for BOD vote and send it to SMCC ASAP.</li> </ul>
ALA Rhonda	<ul style="list-style-type: none"> <li>• 30<sup>th</sup> Trek Father's Day weekend, looking for riders and volunteers, Lung Cancer Campaign to be announced soon by national office, recent individual board member review of involvement</li> </ul>	
Drive 4COPD Daren	<ul style="list-style-type: none"> <li>• Daren presented information on the Drive for COPD Foundation. A step by step instruction form and the material order form were reviewed Discussion around possible events for 2014 were had. Jason Moury @ AARC.org is good contact</li> </ul>	
Government Affairs Jack	<ul style="list-style-type: none"> <li>• HR 2619 is moving forward, albeit slowly. Urged all to go to Capital Connections and send letters to our representatives urging support of this bill. Request to ask family members and other healthcare professionals to send letters</li> <li>• Dates have been set for the 2014 PACT meeting in Washington DC</li> </ul>	<ul style="list-style-type: none"> <li>• Jack and Keith</li> </ul>
Membership Committee	<ul style="list-style-type: none"> <li>• Discussion around coupons. The MeSRC found his coupons helpful as well as other state societies and discussion was had with other states asking if this program could be renewed. At this time it does not look like this will happen</li> </ul>	
Education Committee Amanda	<ul style="list-style-type: none"> <li>• Amanda reported the EDU Committee was ahead of schedule. Everything is going as planned. Cynthia reported she and Tara would work the Silent Auction at the conference. Amanda would still like someone to commit to finding big ticket items.</li> <li>• Amanda advised instead of absorbing the cost to send save the date postcards to New England, Keith asked the AARC if they would email members of each state about our conference. Keith advised they would as long as each states president sent approval to them first. The EDU</li> </ul>	<ul style="list-style-type: none"> <li>• Amanda will continue to organize notifications and email the BOD as needed.</li> </ul>

	Committee will continue to work on this.	
2014 BOD Meetings Mike	<ul style="list-style-type: none"> <li>• Mike advised he would email the new BOD dates for 2014. Discussion held to have meeting in Bangor instead of Waterville as we have more members from this area next year.</li> </ul>	<ul style="list-style-type: none"> <li>• Mike will email out the new meeting dates.</li> <li>• Amanda will post new dates on the website.</li> </ul>
Lobstergram Bobbie	<ul style="list-style-type: none"> <li>• Moved to next BOD meeting</li> <li>• Version sent to all Maine RT's in March. Deadline for articles will be announced by committee</li> </ul>	<ul style="list-style-type: none"> <li>• Bobbie will continue to organize and request articles.</li> </ul>