

Maine Society of Respiratory Care Meeting Minutes

Date: 9-12-13

Secretary: Rhonda Vosmus

Attendees: Sally Whitten, Chet Scamman, Amanda Albee, Hannah Keaney, Jack Higgins, Steve McGrath, Cynthia Carlton, Rhonda Vosmus

Attendees by Phone: Mike Provencher, Sally Brewer, Norma Hay

Guests by Phone: Bobbie Crockett

Excused: Keith Siegel, Daren Rainey, Don Cotta, Tom Desjardens

Agenda Item	Discussion	Follow - Up
<p>Educational Committee Amanda</p>	<ul style="list-style-type: none"> • Amanda was appointed the new EDU Chair for the 2014 season. • Discussion held on offering Monaghan a corporate partnership for sponsoring our key note speakers, Patrick Dunn and Michael Hewitt – Everyone agreed if they would like to take part in the program their expense paid for such speakers would suffice. • Margarita’s on Brown Street has offered their upstairs free of charge to hold Thank You Reception. Chet suggested to stay true to the name of the event we offer food as a thank-you. Everyone agreed we should offer food to guests. Drink purchases would be the responsibility of the guest. • In an effort to meet cost demands at a more expensive venue and to remain competitive with other conferences it was agreed to implement a price increase for the 2014 season. If current pricing was continued the cost to the MESRC would be significant just to have people attend. • Brian and Amanda will work on a new Vendor Packet in the fall. Goal being to offer a package to the vendors that offered more than just a table to justify a slight price increase. One addition is a ticket to the Thank You Reception for every booth purchased. • Amanda indicated we are in need of a Silent Auction Liaison. We need someone willing to take the time to ask companies for donations and to run the auction during the conference. 	<ul style="list-style-type: none"> • Amanda will talk to the Monaghan and work out a plan suitable to both parties. • Amanda will work with Margarita’s to find the best food options. • Brian, Amanda, Steve E will meet and compose new vendor packet. • Everyone was encouraged to recruit someone to head up the silent auction activities.
<p>Secretary Report Rhonda</p>	<ul style="list-style-type: none"> • Accepted via email vote after last meeting – All in favor during electronic vote. 	

<p>Treasurer Report Amanda</p>	<ul style="list-style-type: none"> Detailed review of expenses on budget reports. Discussed there was a \$15.00 fee for a returned vendor check of Siemens. Amanda reported it was difficult to get payment from them because of address issues and once check was received it was probably outdated. Amanda reports we continue to save money in different areas. Motion made by Sally W. to accept treasurers report, seconded by Cynthia, All in favor. 	<ul style="list-style-type: none"> Amanda will contact Siemens to have a new check written directly to her address.
<p>Budget Report Amanda</p>	<ul style="list-style-type: none"> Detailed review of 2014 Draft Budgets for EDU Committee and the BOD Operational budget. Amanda indicates she included \$500.00 extra for Tax Services because we must complete a 1099 for the speaker we paid \$1,800.00 for. Although we received a grant to pay for this speaker, technically we paid him. Any speaker paid over \$500.00 must have a W-4 and 1099 done per IRS requirements. Amanda reports she does not know how to complete one and was warned in Dallas it can be quite involved and not something we should risk doing wrong. The BOD indicated they'd like to find a cost savings to do this vs paying an accountant. Amanda reported the EDU Committee is doing a great job at finding speakers at little to no cost. Speaker allotment was down considerably. Jack suggested we revisit the budgets before making a vote. All agreed to vote on revised budgets after more info is gained on the 1099 at the meeting in December. 	<ul style="list-style-type: none"> Hannah will discuss the 1099 issue with her father, a CPA and get back to Amanda about the easiest and cheapest way to do it. Norma and Amanda will speak to P. Lerwick about speaking at the conference. Amanda will fine tune the 2014 Budgets for final vote at December's meetings.
<p>Delegate Report Steve McGrath</p>	<ul style="list-style-type: none"> Discussion was held about the student we sent to the HOD Meeting in NOLA, Matt Grant. He wrote a letter to Speaker of the House about his positive experience at the HOD meeting along with a picture representing his growth as an RT along the sunflowers he grew after obtaining the seeds at the HOD meeting. The letter was well received and posted on AARC.org. The Speaker of the House was so moved she paid for his first year of AARC membership and encouraged Matt to pay it forward. 	<ul style="list-style-type: none"> Steve McGrath will obtain permission to include an article on Matt in next issue of the Lobestergram
<p>Policy and Procedures Amanda and Jack</p>	<ul style="list-style-type: none"> Amanda presented a Whistle Blower Policy she composed. Discussion was held and Cynthia indicated she had her husband read the policy, who is a lawyer. She stated he felt the policy written pretty good and would suffice for a non profit's policy. Discussion was held to make people aware of where the policy should be kept. Amanda agreed to keep a copy on the website. Sally W. agreed a copy will be kept in the Orientation Manual passed out to new board members every year. Sally W made motion to accept as written and Steve M. seconded the motion, All in favor. Jack announced we have not had time to compose a Recordkeeping Policy yet. He set the goal for it to be completed by the end of December 2013. Once this policy is completed we will have all the policies written we are legally required to have. 	<ul style="list-style-type: none"> Amanda agreed to keep a copy of the Whistle Blower's Policy on the website. Sally Whitten agreed to include a copy of the policy in the Orientation Manual. Amanda & Jack will continue to work on the Recordkeeping Policy.

<p>Board of Director Elections Mike and Jack</p>	<ul style="list-style-type: none"> • Mike reported composing the ballot was still in progress as he is securing candidates. He reported at least one person is running for each position. • Discussion held around the time sensitivity of getting the Ballots out to members. Mike indicated he doesn't need help doing the mailing because he has equipment available to make the process easier. 	<ul style="list-style-type: none"> • Mike agreed to have Ballot sent to the BOD by the following Friday for BOD vote to approve.
<p>Website Amanda</p>	<ul style="list-style-type: none"> • Amanda reported she is using a web based program, MailChimp, to manage the mailing list. This program was recommended to her by the AARC in Dallas as an easy way to manage a mailing list. She was happy to report we have 133 emails on the list already. She advised she could not email out attachments because of restrictions of the program but could upload things to the website and email out direct links to the content. The program takes the leg work out of keeping the mailing list current. People can sign up for the mailing list on homepage. • Amanda reported the BOD Access link is ever evolving and many may see dead links listed. She is using it as a list of documents she needs to obtain or that need to be made. She assured if it isn't there now she will make every effort to get it there. • Amanda graciously agreed to continue managing the website. • Amanda presented a card for board members to sign for Charlene Gilchrest expressing gratitude for help she has provided the MeSRC printing , advice , forms and more ! 	<ul style="list-style-type: none"> • Amanda will talk to Norma to see if there are more emails that could be added. • Amanda will continue to work on the BOD Access page with the goal of keeping all board related material there for future BOD to use/reference.
<p>Drive 4COPD Daren and Sally</p>	<ul style="list-style-type: none"> • No report given, Sally indicated she believes there have been communication issues with the AARC and the MeSRC around getting the required materials to start this initiative. • Discussion held on different places to do screenings. 	<ul style="list-style-type: none"> • The BOD will follow up with Daren to see where we are in this process.
<p>Government Affairs Jack</p>	<ul style="list-style-type: none"> • The need for every Respiratory therapist and supporters of HR 2619 to log on to Capital Connection-for emailing representatives • Medicare Part B Respiratory Therapy Act. HR 2619. discussion around recent modifications and why this bill may pass as it is focused on education 	<ul style="list-style-type: none"> • Jack will send out emails to encourage our outreach
<p>By Laws Jack</p>	<ul style="list-style-type: none"> • Jack reported Keith had nothing new to report; the current status of the Bylaws was in the last issue of the Lobestergram. • Amanda indicated final step was to put them on our website. 	<ul style="list-style-type: none"> • Amanda will put them on our website.

<p>ALA Rhonda</p>	<ul style="list-style-type: none"> Rhonda gave a Clean Air Act Update and discussed an initiative at gas stations in Maine for consumers to pay an additional 1 penny per gallon. Proceeds would go towards supporting the clean air initiatives headed up by the ALA. Discussion held about how people perceive Maine's air as good clean healthy air and many people do not realize the jet stream brings a lot of pollutants our way. 	<ul style="list-style-type: none"> Rhonda will continue to share with the Lobestgram ALA updates.
<p>Student Liaisons Amanda</p>	<ul style="list-style-type: none"> Amanda reported she has not had time to compose a MeSRC Student Liaison packet. She supports this and indicated Mike would like to prioritize student involvement in 2014. Unfortunately this means we will not have the resources available to send a student to the HOD meeting in Anaheim this year. She stated she would work on a draft to present via email in hopes of having a student liaison on the BOD in 2014 that will have the opportunity to attend the HOD meeting in Las Vegas 2014. Amanda indicated we do have the money available at this time to send another student. Having the financing will vary from year to year because of the silent auction proceeds. 	<ul style="list-style-type: none"> Amanda will compose a Student Liaison Packet.
<p>Membership Committee Norma Hay</p>	<ul style="list-style-type: none"> Norma reports Maine had a 5% increase in AARC memberships this past year, with 9 additional members. She stressed the impact of recruiting new members and even one new member makes a difference. Norma reports she is already working on meeting with the RT students at each school during RT week. She welcomed anyone wanting to attend to do so. Jack and Norma discussed their plans to attend RT staff meetings throughout Maine. Discussion held with Mike about starting their Out Reach AARC to at the next Mercy RT department meeting. Norma agreed to attend the meeting at Mercy and to work with Jack developing a solid plan moving forward. HOD Discussion was held about how the AARC discontinued the discount voucher program and how it has negatively affected the MeSRC making it harder to recruit people. Even though they have a \$78 dollar membership, they still require new members to pay \$12.00 additional to process a new membership. Amanda reports she had someone willing to sign up but declined after they heard there would be an additional fee for being a new member. Jack reported there is an initiative among the AARC HOD to bring the discount voucher program back and asked if the MeSRC BOD wanted to support this. All were in favor and agreed Maine would like to reinstitute the voucher program for our members. 	<ul style="list-style-type: none"> Jack and Norma will attend meeting at Mercy with Mike to lay out a plan for future meetings. Jack plans to write a letter to each RT department manager outlining the value added to membership of the AARC. Jack will work on securing a MeSRC presence at staff meetings around the state. Indicating it would only take 15 mins to talk to staff. Jack will speak on the BOD's behalf and support the initiative to bring back discounted membership vouchers. Norma will reach out to the RT schools to schedule a time to talk about the AARC and MeSRC with the students during RT week.

<p>Lobstergram Bobbie and Sally</p>	<ul style="list-style-type: none"> • Bobbie and Sally continue to reach out looking for stories. Sally reported she has had good feedback from the MeSRC's Maine Manager email list. • Next Lobestergram is scheduled to be completed for Respiratory Care Week. • Deadline for all articles was set for October 16, 2013. Mailing would take place by October 20, 2013. • Sally suggested it might help membership if we sent it out to all RT's in the state vs. just AARC members. Amanda agreed but indicated sending to all RT's is not budgeted for. Jack advised he would not be traveling to Anaheim in November. Amanda motioned to allow Bobbie and Sally to mail the Lobestergram to all RT's in the state if they deem content warranted based on the financial savings of not sending Jack to the HOD meeting. Jack second, motion, all in favor. • Steve agreed to get a letter from the student, Matt Grant, to Bobbie by 10-16 • Amanda will take into consideration of mailing the 2 issues of the Lobestergram to all RT's in the state for the 2014 budget and we will continue to keep 2 issues online/web based only. 	<ul style="list-style-type: none"> • Bobbie and Sally will continue to compose and edit the Lobestergram. • Sally and Bobbie will work with the mailing company to have the Lobestergram mailed by Oct 20, 2014 • Steve and everyone else will get their articles to Bobbie by 10/16. • Amanda will reevaluate the 2014 budgets to allow for increased mailing.
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