

Maine Society of Respiratory Care Meeting

Date: May 15, 2013

Secretary : Amanda Albee (substitute)

Attendees: Cynthia Carlton, Michael Provencher, Daren Rainey, Chet Scamman, Jack Higgins, Norma Hay, Steve McGrath, Tom Desjardins, Hannah Keaney, Sally Whitten, Keith Siegel

Guest: Brian Sadwoski, Kate Johnson, Bobbie Crockett, Steve Enking, Alex Dickenson

Excused: Sally Brewer, Rhonda Vosmus

Agenda Item	Discussion	Follow - Up
<p>Opening Remarks and Secretary Report Jack Higgins Rhonda Vosmus</p>	<ul style="list-style-type: none"> • Jack Welcomed guests and called meeting to order. • Amanda offered to take minutes because of Rhonda's excused absence. • Amanda indicated Rhonda was absent and the meeting minutes from last meeting were on our website. 	<ul style="list-style-type: none"> • Amanda will forward minutes to Rhonda and Jack for completion.
<p>Treasurer Report Amanda Albee</p>	<ul style="list-style-type: none"> • Treasurer's report distributed. Cynthia motioned to accept the treasurer's report as written. Keith second. All in favor. • Amanda reported 2012's taxes were done and they were free. As a tax exempt organization whose gross income is less than \$50K we are able to do an e-postcard with the IRS. We do not need to employ a tax accountant as we can do it ourselves at no cost per two local nonprofit CPA's. 	
<p>Website Amanda Albee</p>	<ul style="list-style-type: none"> • Keith and Amanda discussed the importance of Facebook to the AARC. Keith is on the new Social Media Committee as a Delegate. Emphasis was given to the ability to reach non-members like never before. The BOD was encouraged to use the share feature for MeSRC and AARC posts to help us go viral and reach an even greater audience of both members and non-members. 	<ul style="list-style-type: none"> • Amanda and Keith continue to manage the MeSRC's FB page and encourage others to take part.
<p>Education Committee Cynthia Carlton & Norma Hay</p>	<ul style="list-style-type: none"> • We had a successful year with corporate partnerships. Amanda reported we brought it over \$4k by adding this as an option for vendors. • Feedback from the newly added Thank-You reception the night before the conference was good. Will consider doing it additional years but brainstorm ways to enable better reimbursement options for vendors. • Discussion held as to where to hold the 2014 conference. Mixed opinions. All agreed to obtain more data and hold an electronic vote as to the location before July 1st. • Amanda motioned for the conference to be held on May 14th and 15th 2014. Norma second. All in favor. 	<ul style="list-style-type: none"> • EDU Committee will look at vendor reimbursements before the next conference. • People will explore other venue costs & report to Amanda before 7/1/2013. • Electronic vote for conference location planned.

<p>Delegate Report Steve McGrath Keith Siegel</p>	<ul style="list-style-type: none"> Keith reported the next HOD meeting would be in Orlando, FL in July 2013. No resolutions yet. 	<ul style="list-style-type: none"> Keith will report back to the BOD after the HOD meeting.
<p>Government Affairs Jack Higgins</p>	<ul style="list-style-type: none"> Jack discussed Medicare Part B, Medicare Access Act and emails with Cheryl West. He reported capital connection was well received. He and Keith went to DC and worked hard networking and making sure they were heard promoting our profession. Suggestion was made to use the AARC to promote Capital Connection next year by sending an email to all Maine AARC members ahead of time encouraging them to email their representatives. 	<ul style="list-style-type: none"> Jack will continue to update the BOD. Jack will email Mike the details next year for an AARC group email to members.
<p>By-Laws Keith Siegel</p>	<ul style="list-style-type: none"> Discussion held on when to mail By-Laws to Members. Decision made to mail members this summer vs fall. Stuffing party planned to organize mailings. Keith noted because of the size printing and mailing may be costly. Keith also reported as a final step for the new bylaws to take effect a majority of the returned ballots must vote to accept them. 	<ul style="list-style-type: none"> Keith will email Sally Whitten the By-Laws for printing. Amanda will organize the stuffing party for June. Keith will compose cover letter. Keith will advise as to what needs to be mailed.

Maine Society of Respiratory Care Meeting

Date: May 16, 2013

Secretary : Rhonda Vosmus

Attendees:

Guest:

Excused:

Agenda Item	Discussion	Follow - Up
2014 BOD Election Jack Higgins Sally Whitten Mike Provencher	•	<ul style="list-style-type: none"> • Mike will email Sally W the BOD nomination form for printing. • Amanda will organize the stuffing party for June. • Forms will be sent to members closer to the end of summer.
ALAME- Rhonda Vosmus	•	•
Membership Committee Norma Hay	•	•

<p>Lobestergram Bobbie Crockett Sally Whitten</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Bobbie and Sally will work on a Summer Edition for August. • Amanda will work on a trial of an electronic mailing list.
<p>Policy and Procedure Manual Jack Higgins</p>	<ul style="list-style-type: none"> • Jack reported we only needed 2 policies and procedures by law. Whistleblower Policy and Records Keeping Policy. 	<ul style="list-style-type: none"> •
<p>Drive 4COPD Daren Rainey</p>	<ul style="list-style-type: none"> • Daren volunteered to be the new "Crew Chief" for the MeSRC's Drive4COPD efforts. • 	<ul style="list-style-type: none"> •
<p>Other</p>		