

Maine Society of Respiratory Care Meeting

Date: February 6, 2013

Secretary : Rhonda Vosmus

Attendees: A. Albee, C. Carlton, M. Provencher, D. Rainey, C. Scamman, J. Higgins, N. Hay, S. Brewer, S. McGrath, T. Desjardins, H. Keaney, R. Vosmus,

Guest: B. Sadwoski

Absent and excused S. Whitten, K. Siegel, D. Cotta

Agenda Item	Discussion	Follow - Up
<p>Opening Remarks and Secretary Report Jack Higgins(pres) Rhonda Vosmus(sec)</p>	<ul style="list-style-type: none"> • Jack expressed interest in setting a goal to increase AARC memberships in Maine throughout 2013 and the importance of brainstorming different ways to do so. • 660 RT's in the state. Less than 200 are AARC members, how do we increase membership? Jack is going to make a plan to visit state at hospital sites presenting and present value added to being an AARC member. AARC website has a presentation/information about this as well. • Archived, written minutes, notebook is housed at MMC in Sally Whitten's office and scans of the minutes can be found on our website. 	<ul style="list-style-type: none"> • Jack to work with board/Membership committee on getting AARC information to Respiratory staff meetings • Norma & Jack will plan a separate meeting for the membership committee to further discuss ways to improve our AARC membership numbers.
<p>Treasurer Report Amanda Albee</p>	<ul style="list-style-type: none"> • AARC coupons vs state membership and how they are different but the same. AARC offers state societies coupons for discount to State Societies. The MeSRC just bought 20 coupons @ \$70.00 each through the FSRC (Florida Society for Respiratory care). We purchase through FSRC because we can only afford a small amount of coupons at a time. • Treasurer's Report presented. Motion was made by Higgins, to accept treasurer report as presented, Provencher seconded it, and all were in favor. • Budgets presented for the 2013 BOD. Discussion around travel disbursements, plans for language added, surrounding proof of auto liability insurance for BOD and students who drive while on board time. Motion was made by Carlton to accept the 2013 BOD Operational budget as proposed, Scamman seconded it, and all in favor. • Maine Event Conference Budget- discussion on detailed expenses, potential modifications in lanyards, tech support: screen and LCD projector. Carlton 	<ul style="list-style-type: none"> • RJV to speak with Art Cerillo, re: liability increases. • Cynthia & Amanda will research conference gift and possibility of using LCD and screens in the future.

	<p>motioned to accept the 2013 Maine Event Budget as proposed. Scammon seconded it, all in favor</p> <ul style="list-style-type: none"> Presented a revised Travel & Reimbursement policy. The BOD suggested a clause be added to include each BOD having their own car insurance if they choose to drive their own vehicle for MeSRC related travel. Once clause added Amanda will email the BOD for e-vote. Amanda stated she hasn't been able to find a cheaper BOD Insurance but is still working on it and will keep the BOD informed via email. Discussion around what insurance we need and what each policy covers with comparative quotes on the table. Insurance premium due date: Feb 27, 2013. Student Travel-on hold due to lack of funding, hopeful to increase this line of funding and restore this activity thru silent auction at annual meeting and perhaps additional fund raising. Amanda reported our Scholarship fund is at it's minimum before having to incur bank fees. We should add at least \$3,500 this year before we consider sending a student because of the commitments we already have using this fund. 	<ul style="list-style-type: none"> Amanda Albee will add clause to Travel Policy for e-vote. She will email any additional insurance info to the BOD for potential vote. Amanda will put finalized budgets in BOD Access.
<p>Website Amanda Albee</p>	<ul style="list-style-type: none"> Go-Daddy is for 3 years in order to keep low monthly pricing. Domain mesrc.org and website hosting will both be due around the same time in 2015. Conference Registrations and Vendor Registrations have been added to the website. Amanda created a new Facebook page for the society. The old page was deactivated by Laura King. 	<ul style="list-style-type: none"> Amanda will make additions to the website as needed and add critical documents to BOD Access
<p>Education Committee Cynthia Carlton & Norma Hay</p>	<ul style="list-style-type: none"> Cynthia reported we were not approved for the Grifols educational grant. She is still waiting to hear why. Discussion about the educational committee's status. Discussed with Jack changing the contact info on the AARC website to the person that handles the registrations. Newly offered corporate partnerships available to increase vendor support. New Thank-You Reception the night before the conference. Amanda reported vendor cost was set at 100.00 per ticket. Managers of departments and BOD would be free. Gives opportunity to network and a way to say Thanks for the BOD's hard work. New Trivia game- during conference to enhance vendor booth visitation Each board member is required to donate/acquire donations of (2) items for the silent auction 	<ul style="list-style-type: none"> Cynthia, Norma & Amanda continue to organize and will report back to the BOD as appropriate. Jack will email Norma's contact information to AARC
<p>Delegate Report Steve McGrath & Keith Siegel (absent)</p>	<ul style="list-style-type: none"> Next meeting is in Orlando in July 2013 	

<p>Government Affairs Jack Higgins</p>	<ul style="list-style-type: none"> • Reviewed the New Medicare RT Act and what it would mean for Respiratory Therapist • Promote RT's going to Capital Connection website for government affairs, updates. Amanda requested Jack email her the information so she can add it to the website. It made a great front page idea last year. • Next PACT Meeting is in DC: March 11,12, and 13 2013 	<ul style="list-style-type: none"> • Jack will email Amanda capital connection information. • Keith and Jack will attend the PACT meeting in DC this year
<p>By-Laws Keith Siegel (absent)</p>	<ul style="list-style-type: none"> • Discussion around the by-laws and required mailings of lobstergram/communications. Keith had suggested via Jack that we could wait to mail our By-Laws to Maine AARC members for vote till the same time we do elections in the fall in an attempt to save money spent on postage. 	<ul style="list-style-type: none"> • Discuss plan for By-Law vote more thoroughly at next BOD meeting.
<p>ALAME- Rhonda Vosmus</p>	<ul style="list-style-type: none"> • TREK across Maine, single largest fund raiser for ALA. Father's Day weekend, still open to trekkers and volunteers. Rhonda is on the leadership board of ALAME and they are grateful to MeSRC BOD for the generous donation of \$1,000 annual to support the Asthma Educator Institute to be held at Dean Auditorium May 2 and 3, 2013. 	<ul style="list-style-type: none"> • Rhonda will continue to be the ALAME liaison for the MeSRC.
<p>Membership Committee Norma Hay</p>	<ul style="list-style-type: none"> • Norma discussed ways the AARC has changed their membership tiers. Depending on the level of membership chosen, people will start seeing less expensive membership costs if they opt not to get tangible copies of the AARC magazines. Our coupons will continue to be valid for AARC regular memberships with 2 subscriptions to tangible magazines. For now, people will be able to continue to purchase through us and still receive a discount. • Brainstormed ways to increase membership: Jack Higgins to reach to hospital service areas with a PPP, AARC has a website PPP with incentives associated. Local/State incentives to enhance memberships discussed • AARC statistics presented. As of January 31, 2013 Maine was down 3.95% or 7 members. Discussed how we usually see an influx in memberships prior to our annual conference. • AARC campaign to increase membership. • Norma asked Jack to continue to send her the list of lapsed members so we can continue to send them postcards reminding them to renew. 	<ul style="list-style-type: none"> • Jack will work with Norma and the membership committee on continued ways to increase memberships. • Jack will send Norma the quarterly list of lapsed AARC members.
<p>Lobstergram</p>	<ul style="list-style-type: none"> • Distribution to all RT's in the state by the end of April 2013, advocate to all for articles for submission by 4-11-13; send all articles to Bobby Crockett. Discussion around cost and current distribution practices. Goal set for 	<ul style="list-style-type: none"> • Bobby will compose Lobestergram and will

	<p>Lobestergram to be sent out 2 times a year; once before the conference to all Maine RT's and once during RT week to Maine AARC members. Mike suggested we email the Lobestergram vs using the post office. Amanda emphasized the workload associated with maintaining and updating an email mailing list, as it has been tried in the past. Some felt sending out via mail was important to our members while others felt it was an outdated practice. Jack stated he would talk to Keith to see if we could mail one issue (before conference) and only publish the other on our website (RT week).</p> <ul style="list-style-type: none"> • If the new by-laws are not approved by the end of 2013, it was noted we may not be in compliance with our current bylaws(Lobstergram to go out 4 times per year) by only sending it out 2 times in 2013. It was deemed to continue on with schedule as planned and revisit at next meeting. 	<p>contact Sally W. for printing/mailing.</p> <ul style="list-style-type: none"> • Jack will talk to Keith regarding By-Laws and Lobestergram publishing.
<p>Policy and Procedure Manual Jack Higgins</p>	<ul style="list-style-type: none"> • May not have to go into step-by-step detail writing a new policy and procedure manual for each board member and that we may only need to update our current BOD responsibilities document. He would like to make it a goal in 2013. Amanda requested we start reviewing this after the conference, Jack agreed. • Discussion was also brought up as to what kind of policies and procedures we may need from a legality standpoint. 	<ul style="list-style-type: none"> • Jack, Amanda, Sally Whitten will review by calendar year end. • Rhonda will see if she can contact Art, as she should see him soon.
<p>Drive 4COPD Jack Higgins and Sally Whitten</p>	<ul style="list-style-type: none"> • Jack reported he is working with Sally W. and is hopeful to have a more detailed report on the activities around Drive 4COPD at our next meeting • Daren R. stated he works with someone very involved in the Drive for COPD; he would contact them and Sally W. to see if we can collaborate on this initiative. 	<ul style="list-style-type: none"> • Jack will work with Sally W. and the AARC to develop this further. • Daren R. will contact Sally W with information on possible collaboration.
<p>Dallas 2013</p>	<ul style="list-style-type: none"> • The next AARC State Society Leadership meeting will be held in Dallas, April 14th & 15th and Mike P. will be attending. 	<ul style="list-style-type: none"> • Jack will email Mike when more information is available.