

**North Carolina Society for Respiratory Care  
Board of Directors Meeting  
Boone Wellness Center, Boone, NC  
February 23, 2011 1:00-4:30 PM**

- 1. Call to Order:** President, Jill Saye, called the meeting to order at 1302.
- ° Present: Jill Saye, Kim Clark, Jimmy Phillips, Robin Ross, Joe Hylton, Connie Paladenech, Garry Dukes, Travis Houston, Erica Dodd, Jody Miller, Matthew Bolinsky, Lawson Milner, Ricky Bowen, Brady Scott, Paula Mendenhall, David Long, Trisha Miller, Shelbourn Stevens, Wendy Ayscue, Bill Kiger, John Flynt, Robert Miller, Dan Grady
  - ° Absent: Tiffany Mabe, Terry Smith, Carolyn Bell, Tony Long, Todd McCain, Les Foss
  - ° Guests: Pat Daley, Judy Adrian, Lanny Inabnit, Christy Stewart, Sarah Gustaveson, Judy Hellstrom, Bridgette Russ, Alicia Croom, Candace Coggins, Denise Pepler, Ashleigh Danner, Ashley Howarton
  - ° Swearing: Jody Miller sworn in by Jill Saye, President.
  - ° Misc: Jill Saye made a statement so the BOD was clear on Bill Kiger's expenses as the Interim Secretary. She stated that Bill will not be paid for his presence at the BOD meetings; this is not an approved paid trip in this capacity. If Bill is in attendance at the BOD meetings, it is in the capacity of Program/Education Committee Chair only.
  - ° Ratification: Board decisions made on January 18. Motion made by Kim Clark, second by Matthew Bolinsky to approve the following:
    - a. Approve revised job description for inability to bond.
    - b. Approve Bill Kiger as interim executive secretary and post permanent position in June, 2011.
    - c. Approve per diem pay to begin Feb. 1, 2011 with 60 day notice to Susan Collins by Feb. 15, 2011.

Open for discussion; all approved.

**2. Secretary's Report:** Tiffany Mabe absent; no report given.

- ° November BOD minutes were approved by eVote/posted on Society website.
  - a. Motion made by Garry Dukes that changes made to the minutes were acceptable, second by Paula Mendenhall. Opened for discussion; all approved.

**3. Treasurer's Report:** Joe Hylton provided report.

- Budget sheets provided by Joe Hylton.
  - a. Checking/Savings account balance as of February 16, 2011 was \$43,319.36; Certificate of Deposit balance \$13,094.63; Total Assets \$56,413.99. Total Liabilities and Equity \$56,413.99. Discussion about line items being deleted, adding new line items to be more specific about budget expenses. Discussion regarding transition of credit card and CD to Jill Saye and Joe Hylton; this will happen by the end of March, 2011. Discussion regarding oversight of PayPal account; decision made during Budget discussion. Motion made by Trisha Miller, second by Kim Clark to accept report. Open for discussion; all approved.

**4. Delegate's report:** Connie Paladenech provided report.

- Delegates will attend the House of Delegates meeting in Vail, CO in June. Minutes for December, 2010 meeting are available on the NCSRC website.
- Discussion regarding Dec. HOD meeting and 2015 and Beyond project. It was reported that the HOD decided to take the recommendations as just that, recommendations. They will take another year to meet with parties of interest and survey for needs within the education institutions and state licensing offices.

**Standing Committee Reports**

Name in parentheses is Chair of that committee.

**5. Elections:** (Robin Ross)

- No report.

**6. Budget & Audit:** (Joe Hylton)

- Printer/Fax/Copier for NCSRC. \$250.00 placed on budget to purchase; this equipment will be property of the NCSRC. Motion by Jill Saye, second by Robin Ross to approve the amount placed on the budget and to make the purchase. Open for discussion; vote held, all approved the motion, motion carried.
- Laptop for NCSRC. Motion made by Garry Dukes, second by Jimmy Phillips to purchase laptop and external hard drive, not to exceed the cost of previous laptop and no bigger than one (1) terabyte of storage. Open for discussion; discussion regarding warranty and upgrades in the budget, decided the fluid budget would allow for these needs. Vote held, all approved, motion carried. Motion made by Garry Dukes, second by Matt Bolinsky for Jill Saye, President, to appoint someone to purchase the laptop. Open for discussion, no discussion. Vote held, all approved the motion, motion carried.
- Jill Saye stated it might be better to postpone the Audit for the Society until after the transition period. BOD agreed and will discuss at future meeting.

- PayPal account management. Discussion regarding who would be best to monitor this account. Motion made by Jill Saye, second by Jimmy Phillips that the Pres-Elect manage account. Vote held, all approved the motion, motion carried.
- Misc. gift. Jill Saye requested money to purchase a gift for a special guest, to be presented at May BOD meeting. Motion made by Wendy Ayscue to max money spent at \$40 for gift. Motion withdrawn. New motion made by Trisha Miller, second by Garry Dukes to budget no more than \$100.00 for a gift for guest. Open for discussion; one mentee offered to provide gift basket from personal business at cost if interested. Vote held; all approved the motion, motion carried.

## **7. Bylaws & Standing Rules: (Garry Dukes)**

- Bylaws Draft distributed along with explanation of changes suggested (see handout). Motion made by Jill Saye, second by Wendy Ayscue to approved changes recommended in Draft Bylaws. Open for discussion. Bylaws changes must go through AARC bylaws committee. The committee reviews what was submitted by the state, ensuring there is not conflict with the AARC. They will also offer suggestions and send back to the Society for review. They are then sent to the AARC Board of Directors meeting and are approved at this point. Bylaws take about one year, whereas standing rules are much quicker to revise and approve. Vote held, all approved the motion for the following items, motion carried.
  - a. Article V, Section 6 will have the following changes: e. will omit Treasurer for terms of service; will change “f.” to Treasurer-shall serve a two year term; will add “g.” Delegates...
  - b. Article V, Section 7 a. will change last sentence to read as ...in the event of office vacancy as described in the Society Standing Rules.
  - c. Article V, Section 7 b. will omit “and Treasurer” from statement.
  - d. Article V, Section 7 c. (new) will read “The Treasurer may serve no more than two (2) consecutive terms in the same office.”
  - e. Article V, Section 7 c. (old) will change to Section 7 d.
  - f. Article V, Section 7 d. (old) will change to Section 7 e.
  - g. Article V, Section 8 will be deleted and moved to the Standing Rules.

## **8. Public Relations: (Paula Mendenhall)**

- Requested suggestions for future merchandise. There is still some merchandise to sell.

Recess for five (5) minutes by Jill Saye at 1415.

Back in session by Jill Saye at 1420.

Jill recognized the Mentees present and thanked them for their time and commitment.

## **9. Education/Program: (Bill Kiger)**

- Update given on 2011 Symposium. Tues. will be ½ day with two (2) concurrent sessions; Wed. and Thurs. will be full days and concurrent sessions; Fri. is a ½ day, single session. Total of 30 presenters on the agenda.
- Discussion regarding where to hold 2013 Symposium. Motion made by Ricky Bowen, second by Paula Mendenhall to go to Wilmington in 2013; this will allow time to obtain

quotes for venues in Asheville for 2014. Open for discussion. Garry Dukes raised topic of location survey completed several years ago by Society members. There are some who still feel that the Society should rotate the Symposium around the state. Bill Kiger stated the Education Committee will re-survey this year to see if the members still prefer to rotate the Symposium location. Vote held-majority approved the motion, two (2) opposed. Motion carried.

- Speaker Compensation discussed. Jill Saye asked if the honorarium and other reimbursements were comparable to other societies or were we paying too much. Kim Clark stated we were in line with the AARC as of a few years ago. Bill Kiger's Education Committee was charged by Jill Saye to look at out-of-state costs and make a recommendation to the BOD. Jill recommended dropping the \$35 per diem and travel fees, but if the speaker provides multiple lectures, then they will receive honorarium, lodging and registration. Jill charged Bill's committee to develop language for recommended changes for reimbursements, define when to pay airfare for out-of-state speakers, define active participation of the committee, and have members speak with vendors about what they may be willing to donate. Jill Saye made a motion to keep \$200 honorarium or registration fee plus one (1) day of lodging for speakers, second by Jimmy Phillips. Open for discussion. No further discussion. Vote held-all approved the motion, motion carried.
- Management of vendor fees and sponsorships. Discussion regarding how fees were divided for various events and how the sponsors were designated. Education/Program committee asked to re-evaluate the way the vendor-paid sponsorships were handled.

#### **10. Judicial:** (Jimmy Phillips)

- Nothing to report at this time.

#### **11. PACT:** (Lawson Milner)

- Will travel to Washington, D.C. to lobby the RT Bill (8 meetings currently scheduled); would like to make sure everyone knows that the NCSRC is pushing for this Bill. Asking for members to use the Capital Connection via the AARC to write letters of support to local representatives. There is no Bill number assigned at this time, simply known as the RT initiative.

#### **12. Publications/Communications:** (Lawson Millner)

- The name the newsletter voting has completed, the winner was Mike Gentile.
- The NCSRC Website has been updated and continues to be updated weekly (as needed). There have been a few delays because some items require the Webmaster to make changes.
- The deadline for the newsletter is Feb. 28 for the March newsletter to post.
- Advertising revenue is at \$100, specifically from job posting fees.

### **13. Membership: (Robin Ross)**

◦ March Membership:

Total:	<b>1879</b> (↑)
Active:	1473
Foreign:	1
Honorary:	1
Industrial:	27
Lifetime:	2
Physician:	3
Student:	351
Special:	21

- Membership survey distributed using 2011 NCRCB list. Survey link also posted on NCSRC website. There were 4,452 email addresses provided in list. As of 2/23/11, 530 responses giving almost 12% response rate. Survey will close on March 1, 2011. Of those who responded, 130 people indicated they would like to be contacted regarding AARC membership. Final results will be provided to the NCSRC when available.
- Robin asked if any schools or hospitals would like to have the membership committee members come speak at their facility. She also asked for volunteers to assist in these visits.
- Committee report given to BOD members.

### **14. Long Range Planning: (Kim Clark)**

- Nothing to report. Will attend the President's Conference in Dallas with Jill. Is working on options for off-site storage server for documents.

### **15. Nominations: (Brady Scott)**

- Brady Scott stated that all nominations forms were posted on the NCSRC website and Constant Contact on Feb. 1, 2011 and nominations will be open until April 15, 2011. There is a link for Nomination Criteria on the official nomination form. Will provide candidate list for approval at May BOD meeting.
- Jill Saye charged Nominations committee to draft language for the Standing Rules on changes with the nominations process to include a primary election, defining active members to include mentees, etc. The language should be submitted to Garry Dukes ASAP.
- Worked with Lawson to have nominations for Physician of the Year, Practitioners of the Year, and Educator of the Year forwarded/linked to Wendy Ayscue as head of the Awards Committee.
- Committee report handed out to BOD members.

### **16. Awards/Scholarships/Practitioner of the Year: (Wendy Ayscue)**

- Have received several nominations for Awards this year. Will work with Brady Scott to make sure all nominations are received.

- Made recommendation to make more formal announcements of winners at the Symposium yearly.
- Reviewing criteria for awards and scholarships for objectivity and streamlining process. Will work with NCARE regarding the scholarship nominations.
- Working with Dan Grady and Research Committee to provide awards for original research, publication, and presentations during Open Forum at Symposium. Some prizes have already been donated by Corporate Sponsors.
- Committee report handed out to BOD members.

**17. Research Committee:** (Dan Grady)

- Handout provided for NCSRC Poster Presentations/Open Forum Guidelines, as well as Committee report.
- Working with Wendy Ayscue and Awards Committee to provide a certificate, plaques, and other items to sponsors of Open Forum and therapists who meet criteria and have studies accepted for presentation.
- Have already received prizes for the best three (3) presentations and publication-ready abstracts presented at the Symposium.
- Open Forum is scheduled for Thursday afternoon at the Symposium.

**18. Home Care/Alternate Site Care:** (John Flynt)

- Information provided regarding all of changes in Home Care. Discussed competitive bidding and reimbursements were down 32% for items such as O<sub>2</sub>, CPAP, etc.
- No word on beneficiaries benefits at this time.
- Sleep market currently growing.
- Will be seeing more by Greg Spratt on Hospital to Home initiative.
- Connie Paladenech informed everyone that there is an Ad Hoc Committee meeting Wed., Mar. 2 for the Asthma/Home Care Committee for any who wish to attend.

**19. Sputum Bowl:** (Ricky Bowen)

- No report given.

**20. Chartered Affiliate:** (Carolyn Bell)

- Deadline for submissions is March 31 to submit to AARC.

**21. Vendor Report:** (Todd McCain)

- Jill provided comments from Todd on Vendor Survey. Survey results provided. There were only 8 responses and many wanted a Manager's Reception, but were not interested in an increased fee to cover costs. The reception was discussed and it was decided not to proceed at this time. No further discussion at this time.

## **22. NC Association of Resp. Care Educators: (Robin Ross)**

- Will be awarding three (3) \$400 scholarships at the NWAHEC meeting on Feb. 24.
- The annual Rocking Chair Conference will be held at Pitt Community College on Mar. 25.
- The Mentor/Mentee program has gone extremely well this year and there have been two evaluation forms created to identify areas that may need improvement. One will be sent to the Mentor and one to the Mentee.

## **23. NCRCB: (Tiffany Mabe)**

- No report.

## **24. Polysomnography: (Robert Miller)**

- Working with Carolina Sleep Society to have speakers at the Symposium for a sleep medicine track.
- The BRPT was informed by the AASM, that they will begin administering their own certification exam. There is a lot of discussion regarding this change in the sleep field.
- There is now a requirement by the state of NC that all RPSGT's be registered by Jan. 1, 2012. However, there is no information available on how to register at this time.
- Handout provided.

### **Old Business:**

- Tax/Audit: budget/audit committee charged with finding a CPA to work on taxes for the year. Must be completed and submitted by April 15.
- Insurance Update: the insurance is current for the Society.

### **New Business:**

- Update on Society office
  - a. Interim position will be filled by Bill Kiger beginning April 17, 2011.
  - b. The position posting will be on June 21, 2011.
  - c. Financial transition is occurring now with Jill Saye and Joe Hylton taking over ownership of accounts from Susan Collins.
  - d. Communications for Office-have investigated multiple options for phone plans. Found the most cost effective option was a prepaid phone from Verizon.
  - e. Executive Secretary performance evaluation-on hold until position filled permanently.
  - f. There are about 50 boxes remaining to be relocated to Bill Kiger's house. This move will take place on March 11 and 12.
  - g. Registered agent status is being changed the week of Feb. 28 with the state.
  - h. Will continue to update membership information.
  - i. Jill requested that the Conference Call line be used only by BOD members and special called committee meetings and with approval. No mentees are to use the Conference Call line.
  - j. A handout was provided by Robin Ross regarding respiratory equipment and training proposal for a hospital in Mongolia. Basically, the hospital needs

volunteers, equipment, and other forms of support. If interested, please contact Robin and she can provide details.

**President's Report:** (Jill Saye)

- Progressing forward will take some effort and patience on the part of every BOD member and the Society members during this transition.
- We are basically creating a new Society office and everyone will need to help spread the word to members in their community.

**Adjournment:** President, Jill Saye adjourned meeting at 1630.

**Next meeting:** May 20, 2011, 1pm-5pm; Carteret Community College, Morehead City, NC.