

**North Carolina Society for Respiratory Care
Board of Directors Meeting
CMAST/Carteret Community College, Morehead City, NC
May 20, 2011 1:00-4:00 PM**

1. Call to Order: President, Jill Saye, called the meeting to order at 1300.

° Present: Jill Saye, Kim Clark, Jimmy Phillips, Robin Ross, Joe Hylton, Connie Paladenech, Garry Dukes, Travis Houston, Matthew Bolinsky, Lawson Milner, Ricky Bowen, Trisha Miller, Shelbourn Stevens, Bill Kiger, Terry Smith

° Absent: Tiffany Mabe, Paula Mendenhall, Wendy Ayscue, Carolyn Bell, Tony Long, Todd McCain, Les Foss

° Guests: Lanny Inabnit, Sarah Gustaveson, Jillian Waun and Jim Strylowski.

2. President's Report:

° Jill Saye made a statement that the Board has been notified of the change in Registered Agent status to Jill Saye.

° Kim Clark reported that the Executive Secretary position has been filled by Lucille Goddard. There were twelve total applicants. Nine applicants were interviewed by phone and three applicants were interviewed in person.

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

° February BOD minutes were approved by eVote/posted on Society website.

a. Motion made by Jill Saye that the minutes be approved in person by members, second by Robin Ross. Opened for discussion; all approved.

4. Treasurer's Report: Joe Hylton provided report.

° Budget sheets provided by Joe Hylton.

a. Checking/Savings account balance as of March 31, 2011 was \$50,874.02; Certificate of Deposit balance \$13,133.17; Total Assets \$50,874.02. Total Liabilities and Equity \$50,874.02. Advertising has brought in \$300.00. Discussion regarding 2010 Federal return for tax-exempt organization. The return was prepared by Zeba's BKKP & Tax Service. The return was filed May 16 and Zeba's also performed a full audit for 2010.

5. Delegate's report: Connie Paladenech provided report.

° Delegates will attend the House of Delegates meeting in Vail, CO in July.

- Connie made a motion to make a \$500.00 donation for the AARC Disaster Relief Fund at the above stated meeting. Second by Jill Saye. Open for discussion; vote held, all approved the motion, motion carried.
- Terry Smith commented that the “Management Position Statement” that was presented the AARC made it passed the House but was tabled at the AARC.
- Dan Grady has been involved with the URM (Universal Reporting Manual). The NCSRC is in support of this also and Jill Saye will get information out to the NCSRC members in regards to this manual.

Standing Committee Reports

Name in parentheses is Chair of that committee.

6. Elections: (Robin Ross)

- This year’s ballot will include a place for the membership to approve or reject the proposed changes to the NCSRC ByLaws.

7. Budget & Audit: (Joe Hylton)

- Printer/Fax/Copier for NCSRC to be purchased.
- Laptop for NCSRC to be purchased by Joe Hylton.
- A full audit was performed by the company that prepared the 2010 Federal tax form. This was completed for no additional charge.
- A gift basket, cake, and drinks were purchased and presented to Susan Collins for her service to the NCSRC. This took place after the meeting adjourned.
- Jill Saye provided the quote and application for obtaining worker’s compensation. She motioned to accept the \$ 342.00 Premium Worker’s Compensation proposal quote for paid employees. A second by Ricky Bowen. Open for discussion. All approved.
- Non-paid members signed a rejection sheet. Note that the rejection sheet needs to be signed by all non-paid members annually.
- Lucile Goddard will be contracted on an annual period. This will include a fax line and P.O. Box which have been budgeted. She will also receive a 1099 to file on her individual income tax return.
- Due to the NCSRC having “property” in the form of a phone, fax/printer and two computers, Jill Saye made a motion to insure this “property” for a value of \$3500.00 for a cost of \$250.00 to be added to the current insurance premium. A second by Kim Clark. Open discussion led to conversation that led to Jill Saye making a motion to withdraw the motion until a later date. A second by Travis Houston. No more discussion at this time and all approved.

8. Bylaws & Standing Rules: (Garry Dukes)

Update on Bylaws Revisions

- At the February 23, 2011 NCSRC BOD Meeting, the NCSRC Bylaws and Standing Rules Committee submitted recommendations for revisions to our

Bylaws. The NCSRC BOD approved these recommendations and the proposed new Bylaws were forwarded to the AARC Bylaws Committee for consideration.

- Our proposed Bylaws were reviewed favorably by the AARC Bylaws Committee, and were recommended for approval as written. At their spring BOD meeting, the AARC Board of Directors approved our proposed Bylaws changes.
- The final step in the process is the voting approval process from our members.

Our proposed Bylaws were posted on the NCSRC Website in late April 2011 for our members to view. In our upcoming annual elections for NCSRC officers and board members, we will have a question on the ballot asking our members to vote on the proposed changes. Provided there is a two-thirds (2/3) majority affirmative vote of those voting members who cast a ballot, the revised Bylaws will become effective immediately.

Standing Rules Revisions

- The Bylaws and Standing Rules Committee has received some recommendations from a limited few Committee Chairs. However, the Committee would like for the remaining Society committee chairs, BOD members and officers to acknowledge that they have reviewed the sections of the Standing Rules that apply to them. Once we have received the recommendations or the acknowledgement that they have no recommendations, the Committee can then confidently move forward with Standing Rules revisions. At this point, the Committee has little to work with other than what our individual opinions may be about any proposed changes. The Committee believes the most effective way for the Society to obtain the best Standing Rules possible is to have the persons in the offices, on the committees, etc., compare what they are doing to what the current Standing Rules say they are doing.
- The Bylaws and Standing Rules Committee is issuing a plea that committee chairs, BOD members and Officers review the standing rules and send Garry Dukes an email that states one of the following:
 - i. "I have reviewed the current Standing Rules and I have the following recommendations"
 - ii. "I have reviewed the Standing Rules that apply to my position in the NCSRC and have no recommendations to make".

9. Public Relations: (Paula Mendenhall)

° In Paula's absence, Jill Saye informed the members that items have been ordered.

Recess offered but denied by members.

10. Education/Program: (Bill Kiger)

- Report submitted to members.

2010-2011 Appointed Members: Bill Kiger, Chair, Shelbourn Stevens, Kathy Short, Mike Gentile, Lanny Inabnit, Patti Kriegel, Harold Finn.

Present members: Bill Kiger, Chair, Shelbourn Stevens, Lanny Inabnit, Harold Finn.

Resignations received: Patti Kriegel, Kathy Short, Mike Gentile.

The Education and Program Committee has been very busy making arrangements for the 33rd Annual NCSRC Symposium to be held September 27-30, 2011 at the Hilton Riverside Hotel and Resort in Wilmington, NC. We are proud to report all lecturers have confirmed and all continuing education credits have been applied for. For the first time this year, the NCSRC will also be applying for education credits from the American Association of Sleep Technologists so RCPs in North Carolina who practice in a sleep center setting, may get credits towards their RPSGT credential, as well as their RRT or CRT credential, as well as maintain their NC Respiratory Care Practitioners license and their anticipated NC Sleep Technologist registration. If turnout is good this year for the sleep lectures and sleep CE, we recommend consideration of retaining this opportunity into the future. If turnout is poor, we recommend not continuing this opportunity. Attached is a preliminary brochure for the 2011 Symposium.

We are making the following recommendations for the May 20th BOD meeting:

- We reviewed the current fee schedule as it was unbalanced in some areas. Our recommendation is attached for BOD review and approval. As with all Committee recommendations, they are just that, recommendations. All Committee recommendations should be discussed thoroughly in open meeting and a vote taken by the Board before implementation. This recommendation is for the 2011 Symposium only.

Recommendation for Proposed Changes to the 2011 Symposium fee rates:
4 days (Tuesday-Friday), AARC members: \$220, non-members: \$325
1 day only (Tuesday), AARC Members: \$100, non-members: \$205
1 day only (Wednesday), AARC members: \$150, non-members: \$255
1 day only (Thursday), AARC members: \$150, non-members: \$255
1 day only (Friday), AARC members: \$50, non-members: \$155

Recommendation for Proposed Changes to the 2012 Symposium fee rates:

3 days, AARC members: \$250, non-members: \$355
1 day only (Wednesday) AARC members: \$150, non-members: \$255
1 day only (Thursday) AARC members: \$150, non-members: \$255
1 day only (Friday) AARC members: \$150, non-members: \$255
Students: AARC members: \$50, non-members: \$105

Recommendations for the 2012 Symposium:

Honoraria:

- \$500 for Physicians, in-state or out-of-state, plus one night's lodging per day of lecture delivered, plus travel expenses including driving mileage reimbursement at the current IRS rate. NCSRC Treasurer to determine the IRS mileage reimbursement rate annually.
- \$300 for non-physicians, in-state or out-of-state, plus one night's lodging per day of lecture delivered, plus travel expenses including driving

mileage reimbursement at the current IRS rate. If the non-physician is an RCP, NCSRC will waive registration fees also. NCSRC Treasurer to determine the IRS mileage reimbursement rate annually.

- Offer vendors the opportunity to support each lecture with appropriate disclaimers. The level of vendor support for any lecture must be weighed against the current \$500 vendor booth fee we ask of them. For instance, a vendor sponsoring only the honoraria of a MD or non-physician may result in a reduction of their booth fee to \$300. However, if that vendor were to provide support to cover the honoraria and the out-of-state travel expenses, we should waive the booth fee.

The Committee recommends accepting the proposal from the Crowne Plaza Resort (attached) for the following reasons: room rates, no food minimums, and reasonable meeting space fees.

Our last recommendation is made in an effort to streamline and standardize our meeting sites into a rotation which includes the three regions of the NCSRC, East, Central and West.

In conclusion, we believe the NCSRC Symposium is on par with any national conference insofar as quality of educational offerings, variety of offerings, quality of speakers, and number of education credits offered is concerned. We are proud to be fortunate enough to live in NC and have access to nationally recognized talent right here in our own backyard. We also never want to take that good fortune for granted. By adjusting our attendee fees and honoraria packages, we will also be on par with any national conference, and cheaper than most!

Finally, I'd like to thank Kathy Short, Patti Kriegel and Mike Gentile for their years of service to this Committee and the innumerable contributions they have made to the NCSRC Symposium and its impact on our profession and our state society membership. The Education and Program Committee also wish to thank the NCSRC BOD and Officers for this opportunity to serve the membership.

Motion made by Jill Saye to implement all recommendations for 2011 instead of 2012, except for the last recommendation to streamline the meeting sites, second by Connie Paladenech. Opened for discussion; all approved.

There will be future discussion concerning the meeting site recommendation.

11. Judicial: (Jimmy Phillips)

- Nothing to report at this time.

12. PACT: (Lawson Milner)

- The DC trip went well. All representatives seemed to understand the importance of the bill and having patients have access to therapists outside the hospital. There is still time to write your representatives through AARC Capital Connection and ask them to

support HR 941, the Medicare Respiratory Therapy Initiative Act of 2011. The AARC is trying to get a version of HR941 into the senate.

- The 435 plan is where the AARC tries to have one or two respiratory therapists and one patient advocate in each congressional district across the US to help spread the word in their congressional district. NC needs an updated 435 plan to cover out 13 districts. Once we get a list of therapists, we will work on getting a list of patient advocates.
 - Ricky Bowen, Bill Kiger, Terry Smith and Connie Paladenech have volunteered so far.

13. Publications/Communications: (Lawson Millner)

- Newsletter out earlier. Good material was submitted. We need content for the next one. We have renewed our domain name for the next three years. We have earned \$300.00 with advertising.
- There was concern about the Voucher page on the website being unsecure. That is now a secure page.
- It was suggested to add the 2011 graduate's names to the website to recognize their accomplishment and welcome them to the field. Discussion led to just recognizing the college names for this year. Next year, the students will be asked to sign a waiver so that their names may be added to the recognition on the website.

14. Membership: (Robin Ross)

- May Membership:

Total:	1899 (↑)
Active:	1508
Foreign:	1
Honorary:	1
Industrial:	23
Lifetime:	3
Physician:	2
Student:	338
Special:	23

- Review the Membership survey that was distributed using 2011 NCRCB list. Survey link also posted on NCSRC website. Robin wants to also share the survey results with the Managers Group and the AARC. Kayelene Luff of Greenville, NC was the winner of the random drawing for a free AARC membership.
 - The AARC gave \$40.00 vouchers to all new graduates to include AAS and BSRT.
 - The AARC (Sherry Milligan) has offered to provide a membership webcast for the BOD members if interested.
 - Lanny Inabnit mentioned the AARC free web-based student membership that is available to schools that meet criteria.
 - 10 of the 14 schools were visited by Board members. Suggested a mentor liaison be included as a member of the Membership Committee.

15. Long Range Planning: (Kim Clark)

- Provided information on options for off-site storage server for documents. She will continue reviewing information especially costs and share her finding at the next meeting.
- NC has 35% AARC membership. We need to continue to find ways to increase membership.
- In process of developing a policy and procedure manual in addition to Standing Rules. This will provide the Board with information to make decisions where no direction truly exists.

16. Nominations: (Travis Houston)

- Brady Scott resigned from the committee due to relocation.
- Committee report handed out to BOD members.
- The 2011 NCSRC Election Ballot was provided to the BOD and all approved the slate of candidates. Robin Ross will receive the nominations.
- The committee will be submitting recommendations for the Standing Rules at the September meeting.

17. Awards/Scholarships/Practitioner of the Year: (Wendy Ayscue)

- 1. Nominations deadline has passed, but we have received additional nominations. The total for each category is as follows:
 - a. Physician of The Year-5 nominations; 4 physicians.
 - b. Educator of The Year-3 nominations; 3 educators.
 - c. Practitioner of The Year-4 nominations; 4 practitioners.
- 2. The Chair will send out a template with all candidates in each category to review before the selection.
- 3. Committee will make selection by July 29, 2011.

18. Research Committee: (Dan Grady)

- Committee report provided.
- At the end of the meeting, Terry Smith provided a powerpoint showing results from the NC Respiratory Care Computer Survey.
- Terry Smith encouraged everyone to spread the word and encourage people to get involved in providing an Abstract.
- Open Forum is scheduled for Thursday afternoon at the Symposium.

19. Home Care/Alternate Site Care: (John Flynt)

- No report given.

20. Sputum Bowl: (Ricky Bowen)

- After the 2011 National Meeting, the AARC will no longer hold the Sputum Bowl competition.
- The question was asked as to what are we, as a state society going to do? There was a variety of discussion with the main view moving towards maintaining some type of competition to be held during the State Symposium. The “Managers Group” is also in support of continuing an event at the state level.
- Ricky Bowen now has possession of the official time clock and scoreboard.

21. Chartered Affiliate: (Carolyn Bell)

- There is a new design to the application form. The form was shared with the group. The new format was used for the 2011 submission to the AARC. Everyone is encouraged to review the new format and find ways to increase points for the NC submission. Connie Paladenech will be glad to provide answers to any questions that NCSRC members may have when adding items to the online Chartered Affiliate Link on the WebPage.

22. Vendor Report: (Todd McCain)

- No report given at this time.

23. NC Association of Resp. Care Educators: (Robin Ross)

- NCARE met in Greenville in March.
- The Mentor/Mentee program has gone extremely well this year and they were thanked for their service and a certificate was presented to the mentee present, Sarah Gustaveson, and the other certificates will be distributed.

24. NCRCB: (Tiffany Mabe)

- No report.

25. Polysomnography: (Robert Miller)

- No report.

Old Business:

- None

New Business:

- Executive Secretary performance evaluation needs to be developed based on job description.
- The request from Dr. Bruce Rubin regarding a Rick Sells Lectured fund was discussed and Bill Kiger volunteered to look into the specifics of this.

Adjournment: President, Jill Saye adjourned meeting at 1550.

Next meeting: September 27, 2011 Hilton Riverside, Wilmington 0900 – 1200

Celebration with Susan Collins started at 1600.