

NCSRC Board of Directors meeting

NC State University – CMAST
Carteret Community College
Friday, May 18, 2012
1:00pm-4:00pm

Present: Kim Clark, Robin Ross, Ricky Bowen, Joe Hylton, Trisha Miller, Jill Saye, Wayne Trainor, Travis Houston, Don Fletcher, Gary Dukes, Eric Dodd, Matthew Bolinsky, Lanny Inibnit, Connie Paladenech, Lawson Millner, Paula Mendenhall, Shelbourn Stevens,

Absent: Wendy Ayscue, Christy Stewart, Myra Stearns

Officer's Reports

Presenter

1. Meeting called to order at 1:00 PM Kim Clark
 - o Roll Call of Conference Line
 - o Connie Paladenech motioned to approve the February 22, 2012 minutes. Ricky Bowen provided a 2nd and with no discussion, and all in favor, the minutes were approved.
 - o Don Fletcher was sworn in by Kim Clark as Board of Director for the East.

2. President's Report Kim Clark
 - o Kim and Robin attended the AARC State Society Workshop in Dallas. Some of the points that were brought to the attention of the group follow:
 - a. There was talk of license deregulation and Michigan is in the spotlight with this. Government is trying to decrease the amount of control it has in certain fields and respiratory therapy is one of these fields.
 - b. Pulmonary rehab changes are taking place. It seems that data from 2010 was used to make adjustments in payments.
 - c. There are 145,000 RTs in the US with 42,300 active AARC members (29.2%). There are 52,500 members (36.2%) if you include all categories of membership. International membership is at 14%. The AARC's goal is to reach 55,000 members this year. Of the states comparable to NC, we ranked well but there is room to grow.
 - d. The AARC distributed \$486,615.00 in revenue sharing to chartered affiliates. The AARC stressed the importance of depositing the checks soon after they are received.
 - e. Co-Marketing Agreement - check on our status to see if we signed one.
 - f. AARC Projects: 1) Membership, 33 states participated in phase 1 targeting RT managers. A big thanks to Ricky and Myra for their efforts in getting the information for NC to the AARC. Phase 2 will focus on RT staff incentives. 2) Revised URM, updating URM expected to be released later this year. Look for announcements to provide information. 3) New Membership Dues Structure, no increase in fees but options will change. 4) Disaster Relief Fund, AARC gave \$30,000.00 in disaster relief to qualifying RTs in 2011.
 - g. Announcement: Tom Kallstrom named AARC Executive Director and CEO effective June 2012.

3. Secretary's Report - No report. Trisha Miller

4. Treasurer's Report Joe Hylton
- Updated financial reports (see reports)
 - The Balance Sheet dated 5/16/12 listed Checking/Savings/COD as \$13,190.08; Total Assets as \$50,534.80 and Total Liabilities & Equity as \$50,534.80.
 - The account balanced.
 - There was an issue with the Pay-Pay link in regards to the Vouchers. Kim will be checking on this.
 - Paying for Specialty Sections with the vouchers was discussed.
 - Ricky Bowen made a motion to give the AARC the NCSRC credit card number to pay for the Specialty Sections that were paid to the NCSRC with Vouchers. Connie Paladenech 2nd and with no further discussion and all in favor, this was approved.
5. Delegate's Report -No official report. Connie Paladenech
Garry Dukes
- Resolutions
 - The AARC did not approve the resolution that was discussed at the February BOD meeting. Two motions were made at the Management meeting. The motion to develop a position statement on staffing standards was defeated due to the "wording". Also, the motion to form a consensus conference on the most efficient way to staff a RT department was defeated. In the past, scientific literature was used to provide numbers. Bill Cohagan was asked to start an ill-defined project to look at the 2015 and Beyond document and see if we can pull anything out of it to help management in providing effective staffing. A comment concerning "wording" suggested use of the word 'Roundtable' instead of 'Conference'. This does not appear to be the right time for these resolutions.
 - The resolutions that were proposed in February to bring to the Summer Forum AARC meeting will be held until November or possibly the next AARC meeting.

Standing Committee Reports

Presenter

6. Elections – No report (waiting for nominations). Travis Houston
7. Budget and Audit Joe Hylton
- The 2011 taxes are complete and have been mailed. The cost for taxes/audit was \$320.00. 1099 forms were sent out to Lucille, Susan, and Bill. The accountant took care of the tax exempt status 990 EZ.
8. ByLaws and Standing Rules Garry Dukes
- **Standing Rules**
 - After Board of Directors approval of the Standing Rules in September 2011, the Bylaws and Standing Rules Committee was charged: 1) to further review the Standing Rules, with specific focus towards the financial sections and language, 2) to make recommendations for revisions to the Standing Rules attachments. It was also expressed to this Committee that the Society desires consideration that the entire Standing Rules be reorganized and reformatted into a more user-friendly document.
 - It should be noted that the 2011 Nominations Committee had completed their charge to submit proposed changes to the Bylaws and Standing Rules Committee related to the NCSRC nomination process.

- The Budget and Audit Committee submitted proposed language related to the Society financials to this Committee on February 10, 2012.
- This Committee has not completed work on the following:
 - Reformatting, outlining and reorganization of the entire document to be more user friendly.

Committee Recommendations

Recommendation # 1

That the NCSRC BOD approve the proposed changes to the NCSRC Standing Rules as outlined in the document entitled “NCSRC Standing Rules 2012 Proposed”.
 (This document is attached and included with this Report. All proposed additions to this document appear as **Bold and Underline** font and all proposed deletions appear as ~~Strikethrough~~ font.)

- No discussion and all in favor so approved.

Committee Recommendation # 2

That the NCSRC BOD approve the proposed changes to the NCSRC Standing Rules Attachments and to amend changes that were made at this meeting as outlined in the document entitled “NCSRC Standing Rules Attachments 2012 Proposed”.
 (This document is attached and included with this Report. All proposed additions to this document appear as **Bold and Underline** font and all proposed deletions appear as ~~Strikethrough~~ font.)

- No further discussion and all in favor so approved.

Committee Recommendation # 3

That the NCSRC BOD request that the NCSRC President for fiscal year 2011-2012 establish a charge for the Program/Education Committee to investigate the feasibility of NCSRC Standing Rules Attachment F (Education Program Endorsement Policy), and make recommendations related to this Attachment and subsequent references to this “program” and language in the Standing Rules.

- No discussion and all in favor so approved.

9. Public Relations –

Paula Mendenhall

○ **Merchandise Expense**

July 2011	\$2418.92
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Merchandise Sold

State Meeting – Sept. 2011	\$2176.00
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Asheville Meeting – Oct. 2011	\$147.00
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Blowing Rock – Feb. 2012	\$715.00
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Triad Meeting – April 2012	\$95.00
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Total Sold	\$3133.00
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Total Profit	\$714.08
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10. Education/Program

Lanny Inabnit
 Shelbourn Stevens

- The Education and Program Committee has been very busy making arrangements for the 34rd Annual NCSRC Symposium to be held September 26-28, 2012 at the Embassy Suites in Concord, NC. The committee is working diligently in finalizing the program. We still need to confirm a few speakers. Day one is set with Jim Ginda presenting the

Houston Anderson Lecture and Dan Grady presenting the first Rick Sells Lecture. The vendor hall and poster presentation will also occur on the first day. UNCC will be sponsoring a student reception from 5:00 to 7:00 pm. The second day will present speakers in four areas. These will include adult critical care, pediatric critical care, management, and a student section. The sputum bowl competition will take place from 5:30 to 9:00 pm, followed by a reception on the patio. This reception will have a DJ to provide entertainment. The final day will include material related to home care, sleep medicine, PFT diagnostics, and cardiovascular.

Once all speakers are confirmed, the CEU application will be submitted. Also Lawson has set-up online registration through Pay Pal which will be available once the program is finalized.

Vendor registration has been set up on the website and a few vendors have already responded. Please remind any vendor contacts of this available opportunity.

- Kim thanked the committee.

11. Judicial – No report.

Jill Saye

12. Political Advocacy (Professional Standards)

Lawson Millner

- They attended 9 meetings in DC with Representatives. Lawson thanked all that wrote letters and sent them in. NC went from 11th (300 messages) to 9th (400 messages) in ranking. Michigan sent 1600 messages.
- Continue to support HR 941.

13. Publications/Communications

Lawson Millner

- There was a software issue but it has been fixed.
- The NCSRC website is a secure site.

14. Membership

Ricky Bowen

- Membership:

Total:	1832
Active:	1498
Foreign:	1
Honorary:	1
Industrial:	20
Lifetime:	4
Physician:	2
Student:	292
Special:	15

36 expired in November and December. 54 will expire.

There appears to be a bump in membership at the state level prior to the Symposium and at the National level prior to the International Congress.

- Kim thanked the committee.

15. Long Range Planning

Robin Ross

- Information was gained from the AARC Society Workshop on document storage. The AARC Connect utilizes a back-up file system with unlimited storage. The Cloud Function that was discussed at the February meeting does have limited storage.
- This will need continued discussion
- Social media policies are still under discussion.

16. Nominations

Wayne Trainor

- Wayne has received nominations and a slate of candidates for the 2012 election.
- The candidate slate was approved as presented with the Board members in agreement.

Special Committee Reports

Presenter

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| 17. Awards and Scholarships – No report.
○ The recipients should be selected prior to September 1, 2012. | Trisha Miller |
| 18. Home Care/Alternate Site Care – No report. | John Flynt |
| 19. Sputum Bowl
○ The same format will used that was used last year. | Ricky Bowen |
| 20. Chartered Affiliate
○ Terry was able to get the Summit Application sent in.
○ Terry did an excellent job as he has in the past. | Terry Smith |
| 21. Vendor Representative – No report. | Tony Long |
| 22. Research and Information Sharing – No report | Dan Grady |

Related Professional Organizations

Presenter

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| 22. NC Association of Respiratory Educators (NCARE)
○ Lanny Inabnit is now NCARE Chair.
○ Robin is going to send out to the colleges the consent form for students to sign giving the NCSRC permission to post their names as graduates for each May. | Robin Ross |
| 23. NC Respiratory Care Board (NCRCB)
○ There will be a NCRCB Education meeting on June 8, 2012 at 11:00 AM in Raleigh. This is a meeting that should be attended by as many as possible. Discussion on Patient Safety will continue. | Terry Smith |
| 24. Polysomnography - No report. | Bruce Warrender |

Old Business

Presenter

- Administrative Secretary, Lucille Goddard, will need a new contract as her contract expires June 1, 2012. Kim Clark made a motion to ask to extend Lucille's contract until the executive committee can meet as a formal group. This was 2nd by Erica Dodd. Discussion led to the motion being withdrawn and the following motion being resubmitted. Kim Clark resubmitted the motion to obtain approval to extend Lucille's contract until December 31, 2012. This motion was 2nd by Shelbourn Stevens. All were in favor and Lucille will be asked to extend her contract.

New Business

Presenter

- AARC Membership Initiative Kim Clark
 - This information can be found under the President's Report.
- AARC Co-Marketing Program Kim Clark
 - Several programs are listed in the President's report. Kim informed the group that NC does not have like this in place so there should be no conflict of interest. Kim made a motion to sign a Co-Marketing agreement with the AARC for educational offerings. Connie 2nd this motion and with no further discussion and all in favor, this was approved.
- Conflict of Interest Kim Clark
 - It was suggested that some type of note be made in the minutes concerning conflict of interest. The members thought that this was a good idea. A BOD approved statement should be used. The AARC already has a model for this. The document would be added as an attachment in the Standing Rules. Kim made a motion to add a conflict of interest statement as an attachment to the Standing Rules. Jill Saye made a 2nd and with no further discussion this was approved.
- Communication Tools Kim Clark

Kim adjourned the meeting at 3:50 PM.

The next NCSRC BOD meeting will be held in Concord at the Embassy Suites on September 25, 2012 from 1:00 – 3:00 PM.