

NCSRC Board of Directors meeting

Broyhill Wellness Center
Wednesday, February 22, 2012
9:00am-12:00pm

Present: Kim Clark, Robin Ross, Ricky Bowen, Joe Hylton, Trisha Miller, Jill Saye, Wayne Trainor, Wendy Ayscue, Jody Miller, Gary Dukes, Eric Dodd, Matthew Bolinsky, Christy Stewart, Lanny Inibnit, Connie Paladenech, Terry Smith, Dan Grady, Lawson Millner, Paula Mendenhall, Tony Long, John Flynt, Shelbourn Stevens,

Absent: Travis Houston, Myra Stearns

Guests: John Gleeson (DCE, Wilks CC), Jeff Schleuning, (Mentee) Josh Pruett (Rockingham CC Mentee), Jim Strylowski (Stanly CC Mentee), John Tally (Sandhills CC Mentee), Judy Hilstrom

Officer's Reports

Presenter

1. Meeting called to order at 9:03 AM Kim Clark
 - o Roll Call of Conference Line.
 - o Connie Paladenech motioned to approve the December 9, 2011 minutes with typographical errors corrected. There was no discussion, all were in favor and the minutes were approved with correcting typographical errors.

2. President's Report Kim Clark
 - o Rick Sells received the check that was sent to him. Rick was present at the NCRCB meeting and expressed appreciation of the check. He was in good spirits. The Board also expressed appreciation for all his efforts and support for the respiratory care field.

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

4. Treasurer's Report Joe Hylton
 - o Updated financial reports (see reports).
 - o The Balance Sheet dated 2/22/12 listed Checking/Savings/COD as \$13,190.08; Total Assets as \$56,911.05 and Total Liabilities & Equity as \$56,911.05.
 - There was a - 2.8% loss in 2010 vs. 2011.
 - There was a 9% increase in income in 2011 with expenses up by approximately 10%.
 - o Most of the 2011 Symposium costs were consistent with the exception of the food. The food costs were greatly increased from the previous year. This could not have been prevented and was partly due to the contracted room numbers not being used. When registering for a room at the Symposium, it is important to communicate that the stay is to attend the Symposium in order for the room to be included as part of the agreement.

5. Delegate's Report -No official report. Connie Paladenech
 - o Resolutions – There has been no word on these yet. Garry Dukes
 - o There has been no information on the summer HOD meeting.
 - o Gary had the group look at the NCRCB approved Position Statement concerning Respiratory Care Staffing Levels (this can be found on the NCRCB website). There was

discussion concerning other states that are interested in what NC is doing with this and the need for a national statement.

- Wendy motioned for the NCSRC delegates to submit the following at the summer HOD meeting. That the AARC Management Section issues a motion to the AARC BOD to discuss the NCRCB Position Statement on Patient Safety and for the AARC to mimic the NCSRC's Position Statement that was approved by the NCRBC provided that the Statement has not already been supported by the AARC. Jill seconded the motion and with no further discussion and all in favor, the motion was so moved by Kim.
- Connie made a recommendation that the AARC allow members who have joined one or two specialty sections be allowed access to other sections through the AARC Connect. She commented that specialty sections are a great resource.
 - Lanny motioned to move forward with the possible resolution to present to the HOD to open up other sections to a section member. Paula seconded this motion. There was discussion and all were in favor with the final wording to be sent out to the Board for review. Kim approved this.

Standing Committee Reports

Presenter

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| 6. Elections – Will be starting soon. | Travis Houston |
| 7. Budget and Audit <ul style="list-style-type: none">○ There was discussion concerning the 2012 budget line items.○ Guidelines are needed for the Education/Program Committee concerning speakers and sponsorship. Robin is going to talk to Western AHEC about the guidelines that are being used by that group.<ul style="list-style-type: none">○ Gary recommended taking this as an opportunity to create a policy and procedure for future reference.○ Kim will charge the executive committee with this task.○ The welcome reception will have a \$2000.00 line item; speaker lodging will increase to \$4600.00 from \$4000.00; food will increase to \$18,000.00 from \$16,300.00 and the Speaker Honorarium will increase to 8,500.00 from \$6000.00. \$200.00 needs to be added to the \$500.00 Central Office Call Line line item.○ Connie motioned to approve the 2012 Budget with changes. This was seconded by Gary and with all in favor; Kim approved the 2012 Budget with the specified changes.○ The same accountant will be used as was used last year. | Joe Hylton |
| 8. ByLaws and Standing Rules <ul style="list-style-type: none">○ Gary would like the Board to look at Bylaws Section Aa. The committee is asking for recommendations to this section and if there are no recommendations, the section will left as it is. The committee is working on format changes also. All attachments are due for language revision. The following items should be completed by May to present at the May meeting: proposed changes to the attachments, to the financials and to formatting. These will be submitted to the BOD in the current format and in the easy to read format. Completed document will be submitted for approval. | Garry Dukes |
| 9. Public Relations – Items will go on sale this afternoon at the High Country Conference. | Paula Mendenhall |
| 10. Education/Program | Lanny Inabnit
Shelbourn Stevens |

- The education and program committee met and has begun planning for the 2012 NCSRC Symposium to be held in Concord, NC at the Embassy Suites from 9/26/12 to 9/28/12. The BOD meeting is planned for 9/25/12. Preliminary plans include having Houston Anderson and Rick Sells lectures on Wednesday 9/26/12. Dan Grady has accepted the invitation to be the inaugural Rick Sells lecturer. The group is waiting on conformation from Jim Ginda to be our Houston Anderson lecturer. Wednesday will follow with one other lecture by Dr. Susan Evans. Poster presentations will be from 3:30 to 5:00 on Wednesday. Sputum Bowl preliminaries and finals are still being discussed. Thursday will be broken into four concurrent sessions with topics such as Adult Critical Care, Pediatric Critical Care, Management, and a Student session. Friday will be broken into four concurrent sessions with topics such as Sleep Medicine, Home Care, Diagnostics, and Cardiovascular. A tentative party is being planned for Thursday evening.
- Kim thanked the committee.

11. Judicial – No report.

Jill Saye

12. Political Advocacy (Professional Standards)

Lawson Millner

- Lawson Millner and Penny Welsh (Mentee) will be going to Capitol Hill on March 6, 2012. The Virtual Lobby opens the week of February 27, 2012. Lawson will send out an e-mail to the group. This e-mail should be forwarded to as many people as possible. HR 941 is an extremely important bill for respiratory therapists. The PACT needs more support. Would like to increase last year's 293 messages to the 1024 that Michigan sent in.

13. Publications/Communications

Lawson Millner

- The history tabs are up on the website. A request to the webmaster for a page to register for the Symposium is in progress.
- The NCSRC website is a secure site.
- Lawson is working towards having AARC voucher not only include membership but also include specialty sections.
- The use of Facebook is still being discussed.

14. Membership

Ricky Bowen

- AARC Membership Initiative has been completed and turned in. Thanks to Bill Gay and Tony Long for their assistance in this project.

- Membership:

Total:	1842
Active:	1505 [2 on hold/pending (1503)]
Foreign:	1
Honorary:	1
Industrial:	24
Lifetime:	4
Physician:	2
Student:	294
Special:	16

36 expired in November and December. 54 will expire in January.

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

- Robin has been looking into server options. There are several available and she would like some guidance from the BOD on how this will be used.
- The first step should be to scan all the items and find out how much space is going to be needed.
- Kim thanked the committee.

16. Nominations

Wayne Trainor

- Kim welcomed Wayne, East BOD.
- Wayne has received information on how to proceed with the upcoming nominations and is already in progress.
 - A slate of candidates will be needed by May. The process should start in March.

Special Committee Reports

Presenter

17. Awards and Scholarships – No report.

Trisha Miller

18. Home Care/Alternate Site Care – No report.

John Flynt

19. Sputum Bowl

Ricky Bowen

- The same format will used that was used last year.

20. Chartered Affiliate

- Carolyn Bell resigned her duties as Chartered Affiliate Chair. Terry Smith was asked to serve as chair; he accepted and with approval from the BOD, will serve as chair.
- Terry was and is very excited about the Summit Award. The deadline for entering information is March 31, 2012. Terry is going to send out a survey to members and ask that the survey be completed and then the information will be uploaded to the AARC database. Terry expressed how active NC is in community work. Connie suggested tying in events with the NCSRC.
- Kim thanked Terry.

21. Vendor Representative – No report.

Tony Long

- Tony did express that the vendors were very appreciative of the Managers Reception at the Symposium.

22. Research and Information Sharing

Dan Grady

Members: Mike Gentile, RRT, Terry Smith, RRT, John Davies, RRT
Pat Daley, RRT,

- Note: The NC Respiratory Care Board allows 12 hours of Continuing Education credit for “Presentation of a Respiratory Care Research study at an NCRCB- approved continuing education conference”
- Proposed NCSRC Research Committee Goals for 2011-2012:
 - Identify and secure a corporate sponsor for research prizes/awards.
 - Status: In process, Ikaria contacted.
 - Recognize the corporate sponsor at the opening of the NCSRC Open Forum session.
 - Status: In process.
 - Award prizes for 3 best presentations and publication-ready abstracts presented at the Symposium.
 - Status: In process.
 - Take photos of research award recipients at the Symposium for publication in Newsletter and on NCSRC website.

- Status: Done.
- Recognize Respiratory Care researchers via publication of prize-winning research abstracts in NCSRC Newsletter.
 - Status: A couple have been published.
- Revise written guidelines for poster/abstract presentation to match AARC abstract submission criteria.
 - Status: In process.
- Ensure that the Symposium Program committee schedules an Open Forum session at the 2011 meeting.
 - Status: Done.
- NCSRC Open Forum:
 - Primary Goal: The primary goal of the NCSRC Research Committee is to encourage presentation of original research by Respiratory Therapists.
 - Certificates of Appreciation
 - Certificates of appreciation will be presented to all Respiratory Therapists who present original research. First-time presenters are encouraged to participate in the open forum in order to gain valuable feedback on their work, and to prepare them for national presentations. However, CEU credits for research presentation will only be awarded if an abstract is reviewed and accepted for publication and presentation via a national peer-review process.
 - Proposed Criteria to earn CEU
 - In order to earn 12 hours of CEU from the North Carolina Respiratory Care Board (NCRCB), the original research abstract must be accepted for publication/presentation by the AARC, ATS, SCCM, or another national organization with a peer-review process for submitted abstracts.
 - If a presenter wishes to utilize the abstract presentation as 12 hours of CEU, it will be the responsibility of the presenter to maintain documentation of their presentation/publication of the abstract. (This responsibility for the licensee to maintain records already exists in the NCRCB rules).

Related Professional Organizations

Presenter

22. NC Association of Respiratory Educators (NCARE) Robin Ross
- Three \$400.00 student scholarships will be given out at the High Country Conference on Thursday. Brittany Williams (Rockingham CC), Billy Orange (Wilkes CC), and (Christopher Denmark (Pitt CCKlive.com
 - Robin is going to create a consent form for students to sign giving the NCSRC permission to post their names as graduates for publication in the NCSRC newsletter at graduation each year. She will have the members of NCARE review the document at the March 30th meeting and take it back to the students for signatures.
 - The suggestion was made that NCSRC place a disclosure on the Symposium Brochure to address pictures that are taken and used for publication.
 - An NCARE meeting will be held March 30, 2012 at 9:00 at Catawba Valley Community College. The BOD was invited to attend.
 - The “Forgivable” Education Grant (CFNC) application was brought to the attention of the BOD. The grant does not list respiratory therapy as an eligible profession. This will be taken to NCARE. The NCSRC BOD was asked for support should it be needed in having respiratory therapy added to this grant.

23. NC Respiratory Care Board (NCRCB)

Terry Smith

- Terry discussed staffing and emphasized the time required to perform procedures that are cannot be performed in a set time. There are consultants reviewing staffing numbers that do not know what respiratory therapists do and how much time it takes to perform based on individual patient circumstances.
- Terry shared the statement that he made at the NCRCB meeting, “Who is better to explain what RCPs do, than an RCP.”
- There will be a NCRCB meeting on March 23, 2012 at 10:00 AM. This is a meeting that should be attended by as many as possible. Discussion on Patient Safety will continue.
- Terry also referred to articles that looked at patient deaths related to ventilator errors and patient safety.

24. Polysomnography - No report.

- With no objections from the BOD, Bruce Warrender (Vidant) will be coming on as Chair for Polysomnography.
- There was discussion on polysomnography credentials and scope of practice.

Old Business

Presenter

- Rick Sell Lecture Criteria Kim Clark
 - Suggested framework for the topic selection may include the following area:
 - Future of Respiratory Care
 - Ethics
 - Management
 - Professional development
 - Professional Governance
- Off-site Server for storage
 - Robin discussed this during the Long Term Planning section.
 - Gary brought up a discussion on the digital photo storage. He would like to start collecting pictures present and past. He would also like to obtain pictures of all of the presidents starting back from 1969.
- Administrative Secretary performance evaluation document
 - Due by May 1, 2012.

New Business

Presenter

- AARC Membership Initiative Kim Clark
 - Ricky Bowen reported that this has been completed and was sent in on time.
- BOD member changes Kim Clark
 - Carolyn Bell resigned her position as East BOD. The person who received the second highest votes in last year’s elections will be asked to replace Carolyn.
- Committee Chair recommendations Kim Clark
 - Bruce Warrender working at Vidant to chair polysomnography committee.
- AARC Disaster Relief and International Fellowship
 - This was discussed in the Budget section. A \$500.00 check for each will be cut in order to take the monies to the Summer Forum.
- Gary would like to use the \$350.00 history line item to have an updated history poster created. Gary has boxes of the history items. Space was not available for the history booth at the 2011 Symposium but will discuss with Lanni the space availability for the booth the year.

- Two CF walks will be taking place soon. Please check the NCSRC website for information on how to participate.

Kim adjourned the meeting at 12:10 PM.