

# NCSRC Board of Directors Meeting

## Pitt Community College

### Greenville, NC

May 16, 2014,

**Present:** Garry Dukes, Pat Daley, Travis Houston, Ricky Bowen, Myra Stearns, Jill Saye, Cathy Bitsche, John Flynt, Wendy Ayscue, Wayne Trainor, Connie Paladenech, Trish Miller, Robin Ross, Paula Mendenhall, Don Fletcher, Malissa Dunn, Lanny Inabnit, Joe Hylton, Lawson Millner, Christy Eisenhower Guests: Margie Floyd (CVCC Mentee)

#### Officers Reports

#### Presenter

1. Meeting called to order at 1:04 pm

Myra Stearns

- Roll Call of Conference Line
- Welcome to Mentees

2. President's Report

Myra Stearns

- AARC Leadership Conference was held in Dallas, TX and attended by Myra. She reported that the conference was more collaborative this year and that membership was the number one issue. Other issues addressed included:
  - Strategic planning
  - Board optimization
  - Michigan licensure issue still unresolved
  - New website will be up this summer with a younger theme
  - Legal issues
  - Tax issues

3. Secretary's Report

Connie Paladenech

- March 7, 2014
  - Minutes approved with corrections
  - Correct spelling of Pat Daley and Myra Stearns names.

4. Treasurer's Report

Travis Houston

- Assets and Equity as of 5/7/14: \$48,163.74
- Majority of revenue YTD is from revenue sharing (\$6,150.00)
- Expenditures for the year through May 7, 2014 are \$9,006.64
- An additional expenditure of approximately \$1,000.00 will be due once webpage is completed.
- CD was renewed for 2 years at 0.595% which is 0.1% higher than reported at the March BOD meeting, The CD will renew on April 24, 2016.
- Fourth Quarter 2013 revenue sharing was \$2,866.50.
- First Quarter 2014 revenue sharing was \$6,150.
- 2013 taxes have been filed and accepted.

- The Budget and Audit Committee presented a recommendation that only the President, President Elect/Past President and Treasurer need full access to Paypal including access to transfer money out of the account. Other individuals requiring access to Paypal would have limited access with ability only to deposit money into the account. Limited access would be granted to the Public Relations (Merchandising) Committee Chair and Communications/Publications Chair.
- Motion Bowen and seconded by Connie Paladenech to accept the recommendation of the Budget and Audit Committee. Motion carried.
- The Budget and Audit Committee also presented the recommendation that the Executive Secretary be allowed to use the NCSRC credit card after approval from the President and/or Treasurer for required items for the annual symposium and phone minutes. The committee also recommends that a \$250.00 pre-paid credit card be issued to the Executive Secretary for last minute symposium miscellaneous purchases (receipts to be forwarded to Treasurer for budgeting/accounting purposes). The Bylaws and Standing Rules committee was charged by President Stearns to draft language to be included in the Standing Rules for this change.
- A proposal was presented on NCSRC website advertising as stated in the May 2014 Budget and Audit Committee report.
- A motion was made by Wayne Trainor and seconded by Christy Eisenhower to accept the Budget and Audit Committee's recommendations. Motion carried.
- Travis Houston will research and report back at the September BOD meeting as to whether there is merit to changing NCSRC's tax status from 501 C3 to 501 C6 status as was discussed at the AARC Leadership meeting.

5. Delegate's Report

Garry Dukes and Jill Saye

- AARC House of Delegates resolutions are due next Friday. Garry and Jill will forward to the BOD for feedback.
- Jill will not be able to attend the Summer Forum. Ricky Bowen will be the substitute alternate delegate for Summer Forum.

**Standing Committee Reports**

6. Elections

Christy Stewart

- No report. Committee is waiting on nominations to close.

7. Budget and Audit

Travis Houston

- See Treasurer's Report

8. By-laws and Standing Rules

Kim Clark

- Standing Rules changes were presented as requested in the March 2014 BOD minutes and were discussed by the Board.
- Language clarifying use of social media is referenced under "Communications" in Standing Rules as attachment #33,
- The recommendation of combining the Nominations and Elections Committees, if requested by the president and approved by the Board of Directors annually, was discussed. In this event the Nominations Committee chairperson will be the chairperson of the joint Elections and Nominations Committee.
- Motion was made and carried to accept the recommendations of the By-laws and Standing Rules Committee.

9. Public Relations

Paula Mendenhall

- Miscellaneous merchandise sales were \$115.00. Stock will be refurbished in July.
- Discussion was held regarding posting merchandise for sale on website. Because of the larger inventory required if sizes are posted on the website and shipping charges this would not be feasible

10. Education/Program

Wendy Ayscue

- Committee teleconference was held on 5/12/14.
- All speakers have confirmed with one exception.
- There will be a new template for Vendors and Speaker Sponsors. Wendy will make final revisions to template and submit to Lawson and Lucille.
- Vendors are being contacted for sponsorship for 4 speakers, including 2 out of state speakers.
  - Aerogen for C. White
  - CareFusion for Dr. MacIntyre
  - Hamilton for E. Kriner
  - AANMA for T. Winders
  - Maquet for B. Walsh
  - Grifols for Dr. Lee
  - Monaghan for G. Kauffman
  - Drager for B. King
  - Need to contact vendors to sponsor Welcome Reception, Sputum Bowl and Golf Ball Zipline Drop Zone.
  - Need to send vendor list through the Managers Group listserve to update vendors for contact information changes.

11. Judicial

Robin Ross

- No report

12. Political Advocacy (Professional Standards)

Lawson Millner

- 1,033 letters were sent through Capitol Connection by NCSRC members this year placing North Carolina in sixth place, overall, behind Florida in first place.
- HR 2619 has 31 co-sponsors including one Republican but none from North Carolina. The bill continues to sit in committee.
- NC PAC representatives Tim King, Lawson Millner and Susan Renaldo Gallo met with sixteen legislative contacts at Day on the Hill to ask for their support of HR 2619.
- Political Advocacy is being moved to the new website. Please submit pictures that can be rotated on the homepage to Lawson.
- NCSRC has not published a newsletter in 3 years. Myra charged Lanny and Lawson to put together a newsletter to be posted on the website quarterly. Lanny will assume primary responsibility for the newsletter. Malissa suggested using poster presentations from the meeting in the newsletter.
- It was noted that the Standing Rules do not define the tasks of the Communications Committee. Myra requested that the Publications and Communications Committee make a list of their activities and next year break into two separate committees with two separate chairs. Language will need to be developed to be placed in the Standing Rules to define committee responsibilities.

13. Membership Rickey Bowen
- Membership continues to trend down at a rate of approximately 6-10 per quarter.
  - Current membership is 33% of licensed RCPs in North Carolina.
  - There is currently some discrepancy between our membership numbers and those of the AARC. Ricky is working to get this clarified.
  - The AARC goal is to increase our membership by 10% and each director is charged with making 3 membership presentations to hospitals or educational programs during the year.
  - Human Resource rules prohibit mandating AARC membership.
  - AARC has the lowest dues of any healthcare organizations.

14. Long Range Planning Rickey Bowen
- Goal is to grow membership.
  - Myra and Garry K. are discussing a strategic planning retreat to be held in August to focus on long range planning including a business plan for the society and identify ways to better support our profession in the state.
  - The BOD was in favor of holding such a retreat.

15. Nominations Joe Hylton
- The slate of candidates was presented to the BOD.
  - Nominees for secretary are still open.
  - An e-vote will be necessary to approve the slate of candidates in order for Christy to begin the election process.

#### **Special Committee Reports**

16. Awards and Scholarships Wayne Trainor
- Call for nominations was posted 3/27/14.
  - Only 2 nominations have been received and they are for practitioner of the year.
  - The committee solicits the BODs assistance in encouraging the membership to forward nominations to Wayne. Lawson will resend call for nominations on Facebook.

17. Recess for Executive Session Myra Stearns

18. Home Care/Alternate Site Bill Kiger

- No report

19. Sputum Bowl Malissa Dunn

- Reviewed AARC Rules.
- All teams must pay a \$50.00 refundable registration fee.
- Information has been sent to all department managers.

20. Chartered Affiliate Connie Paladenech

- Application was submitted with a composite score of 13.5
- North Carolina achieved an excellent rating in 5 out of 7 categories.

21. Vendor Representative Tony Long

- No report

22. Research Pat Daley

- Practitioner presentations will be allotted 2 hours and student presentations will be allotted 1 hour.

## **Related Professional Organizations**

23. NC Association of Respiratory Educators (NCARE) Open
- Vicky Chitwood from Rockingham is new NCARE chair.
  - Cathy and Robin will bring up at next NCARE meeting to be held April 11, 2014 at Lake Lure
24. NC Respiratory Care Board Robin Ross
- Bill Croft is new Executive Director
  - 4,653 active practitioners
  - 2,527 expired licenses
  - 51 deceased
  - 9 surrendered
  - 30 revoked
  - 16 denied applications
  - HB 285 now in Senate committee. A minimum of 6 hours of CE must be approved Licensure Board activities.
  - NCSRC BOD members are requested to attend 5/23/14 NCRCB meeting as possible.
25. Polysomnography Open
- No report
26. NC Respiratory Manager's Group Amy Burris
- No report

### **Old Business**

- Website advertising fees – See Budget and Audit Committee Report
- Credit Card – See Budget and Audit Committee report

### **New Business**

- AARC Membership Project – See Membership Committee report
- HOD meeting in July – See Delegates Report
- Honorary Recognition – See Awards and Scholarships report
- Special Award – Closed session
- Tax Status 501-C3 vs. 501-C6 – See Budget and Audit Committee report
- Strategic Plan – See President's report

Next meeting will be September 23, 2014 at Crown Plaza Resort Asheville, NC from 1:00 – 4:00 pm.

Meeting adjourned at 3:56 pm.