

NCSRC Board of Directors Meeting

Duke University Medical Center

Durham, NC

June 10, 2016

Present: Garry Dukes, Malissa Lockamy, Charley Starnes, Travis Houston, Wendy Ayscue, Ricky Bowen, Trisha Miller, Rusty Sugg, Lanny Inabnit, Jhaymie Cappiello, Brent Holland, Christy Isenhour, Wayne Trainor, Myra Stearns, Joe Hylton, Pat Daley, Lawson Millner, Bruce Moyle, Jill Saye, Chad Harvey

Guests: Melissa McCubbin, Heather Little, Students

Officer's Reports

Presenter

1. Meeting called to order at 1:15 pm

Ricky Bowen

2. Executive Session

Ricky Bowen

- The meeting was called into executive session at 1:15 pm. A motion was made to exit executive session at 1:23 pm by Trish Miller, seconded by Joe Hylton. All voted in favor.

3. President's Report

Ricky Bowen

- Ricky discussed the attendance for the CEU session prior to the board meeting. Ten respiratory therapists and 4 physicians attended the pre-lectures. This was estimated to be the average attendance for all the pre-board meeting CEU programs. The board will discuss ways to continue to grow this program.
- Ricky requested that committee and board reports be submitted two weeks prior to all board meetings. This is in accordance with the bylaws and standing rules.
- Ricky discussed ways to get more efficient ways to communicate with the membership. The email distribution list from constant contact was estimated to only be reaching a limited number of members. Ricky will be sending a monthly email message to the AARC and they have agreed to disseminate this to the AARC members in the state. Ricky will need all information for this email by the 15th of the month so it can be sent to the membership by the end of each month.
- Ricky also requested that a newsletter be prepared for release in July. This newsletter should contain information about the annual symposium in September.

- Ricky also discussed a plan to better use the website and other social media outlets to better disseminate information to the membership. Ricky will discuss the webmaster contract with Lawson and Lucille and report back at the next board meeting in September.
- Ricky discussed the procedure for distributing meeting minutes. Minutes will be sent for review to Ricky and the board. Once changes are made and minutes are approved the minutes will be posted one OneDrive by Bobby Degiosio.
- Ricky mentioned to the board that Bill Lamb, a long-time member of the AARC, recently passed away. Jill Saye sent condolences on behalf of the NCSRC.

4. Secretary's Report

Lanny Inabnit

- The March meeting minutes were approved via e-vote in April and have been placed on OneDrive.

5. Treasurer's Report

Travis Houston

- Travis presented options for a CD for a recent CD cashed-out at a value of 13,458.05. Travis presented and discussed three CD options. Lanny Inabnit made a motion to approve using Premier Federal Credit Union and purchase a 5 year CD. Jhaymie Cappiello seconded the motion. All voted in favor.
- Travis presented the summary balance sheet as of June 7, 2016.
- He also presented the profit and loss budget vs. actual for January 1 through June 7, 2016.
- All reports will be placed in OneDrive.

6. Delegate's Report

Jill Saye

- Jill Saye and Joe Hylton will be attending the House of Delegates meeting at the Summer Forum in Ponte Vedra Beach, Florida on June 26-28, 2016.

Standing Committee Reports

1. Education and Program

Wendy Ayscue

- The website has been updated to include all the information about the annual symposium in September. 16 CEUs will be applied for from the AARC. Wendy discussed the highlights of the program. A welcome reception and social event are being planned as well as the student sputum bowl competition and open forum.

- The board discussed different options for next year's symposium related to events and how the program is structured. Several board members have researched other state conferences to gain ideas on how to improve the program. Lanny discussed that several local conferences have seen a huge increase in attendance and a need to continue to strive to increase attendance to the annual symposium.
- Ricky made a request to add some additional questions to the participant evaluation related to suggested changes for next year's symposium. This data will be collected and analyzed by the education/program committee and presented at the next board meeting after the annual meeting.

2. Budget and Audit

Travis Houston

- See Treasurer's report

3. Public Relations

Jhaymie Capiello

- Jhaymie Capiello introduced Darrell Harris, co-organizer of the First Annual Respiratory Care Ball. Darrell presented information related to the mission of this program. He explained that proceeds from the ball will go to the Cystic Fibrosis foundation. He requested the following things from the board:
 1. To be able to use the NSCRC logo on flyers and posters related to the First Annual Respiratory Care Ball.
 2. Full endorsement by the NCSRC for the First Annual Respiratory Care Ball.
 3. Free advertisement on the NCSRC website.
 4. Free space near the registration table at the symposium to advertise.
 5. A list of vendor contacts used by the NCSRC.
- Jhaymie Capiello made a motion that the board support the First Annual Respiratory Care Ball. Pat Daley seconded the motion. Upon further discussion the board decided that further investigation is needed before supporting the First Annual Respiratory Care Ball. Ricky Bowen will contact Tony Lovio from the AARC and discuss this with him. Ricky will also investigate the process of giving out the list of vendor contacts. Jhaymie withdrew his motion and the board decided that once the investigation is complete that an e-vote could be used to vote on this.
- Jhaymie Capiello presented a new merchandising option that would allow for selling of merchandise throughout the year. He presented a company called WebbMason that would handle the processing and shipping of orders. The start-up fee would be \$1500 which is less than the merchandising budget for this fiscal year. The company

has several merchandising options including shirts, jackets, cinch packs, coffee mugs, water bottles, etc. The board is allowed to recommend prices to determine a profit margin on each item. Joe Hylton made a motion for Jhaymie to pursue this merchandising option. Lanny Inabnit seconded the motion. Concerns were expressed related to the affect that this would have on merchandise sales at the symposium. All voted in favor and the motion carried.

4. Political Advocacy (Professional Standards) Lawson Millner

- No Report

5. Publications/Communications Lawson Millner

- See communication item in President's report
- The website has been updated with the symposium brochure and registration link as well as the hotel information. The website also contains the information for sputum bowl registration and open forum abstract submission information.
- Ricky has asked that the publication/communications committee work on putting together a newsletter for release in July.

6. Membership Trisha Miller

- Trisha presented the membership report as of June 2016.
- She reported that overall membership was down by one hundred and eighty nine members and that active membership was down by forty-seven members. A large drop was seen in student membership. The board discussed that this might be due to students graduating and new students not yet signed-up.
- She also reported on the 90-day lapsed list.
- Ricky challenged each board member and officer to recruit members. He asked that each member think of creative ways to increase membership.
- Trisha will meet with her committee to investigate ways to increase membership as well.
- The membership report is located on OneDrive.

7. Long Range Planning Ricky Bowen

- Ricky outlined three goals:
 1. Grow membership
 2. Create a policy manual
 3. Stimulate communications through the newsletter and website.

8. Elections/Nominations

Rusty Sugg

- Rusty Sugg presented the list of candidates to Trish Miller for verification and Rusty collected all required candidate paperwork.
- The following candidates were presented to the board for approval
 - President-Elect: Travis Houston and Wendy Ayscue
 - Vice President: Lawson Millner
 - Treasurer: Malissa Lockamy
 - Secretary: Christy Isenhour and Jhaymie Cappiello
 - Delegate: Trish Miller, Lanny Inabnit, Kathy Short
 - BOD-East: Lindsey Kreisher and Joseph Hollowell
 - BOD-Central: Lisa Cutshaw, Matt Pavichko, and Chris Biancaniello
 - BOD-West: Noah Jones, Sharon Kennedy, Eric Wolak, and Amanda Fu
- Ricky requested any additional nominations for the Vice-President and Treasurer positions since the candidates are running unopposed. No further nominations were presented. Jill Saye made a motion to accept the nomination of Lawson Millner as vice-president. Ricky Bowen seconded the motion. All voted in favor. Garry Dukes made a motion to accept the nomination of Malissa Lockamy as treasurer. Joe Hylton seconded. All voted in favor.
- Lanny Inabnit made a motion to accept the nominations as listed. Charley Starnes seconded. All vote in favor. The ballot was returned to Rusty Sugg.

9. By-laws and Standing Rules

Garry Dukes

- Garry presented a change to the language in the standing rules under section A.22.e (General Standing Rules-Elections and Terms of Office). Ricky Bowen made a motion to accept the new language to the standing rules. Lanny Inabnit seconded the motion. All voted in favor.

10. Judicial

Myra Stearns

- No Report

Special Committee Reports

1. Awards and Scholarships

Christy Isenhour

- Christy reported that the deadline for awards submission had been extended due to minimal submissions. This committee will present a list of award recipients at the annual meeting in September.

2. Home Care/Alternate Site Bill Kiger
 - No Report

3. Sputum Bowl Malissa Lockamy
 - Malissa reported that eight student teams registered for the competition. No practitioner teams registered. A motion was made to relocate the funds used for sending the practitioner team to the national competition to the student team. This item was tabled for discussion in new business.

4. Chartered Affiliate Ricky Bowen
 - Commie Paledenech sent a report to Ricky via email. The AARC Summit Award application for the NCSRC was submitted for 2015 activity. An outstanding rating in all areas was achieved. 120.39 hour of continuing education activities across the state was identified.

5. Vendor Representative Tony Long
 - No Report

6. Research Pat Daley
 - Pat requested that the board help to get the word out about the open forum. Abstract submission information has been placed on the society webpage.

Related Professional Organizations

1. NC Association of Respiratory Educators (NCARE) Wendy Ayscue
 - Wendy reported that NCARE will be submitting a new curriculum plan to the state community college system.

2. NC Respiratory Care Board (NRCRB) Travis Houston
 - Travis discussed that House Bill 267 is in the rules and operations committee currently.

3. Polysomnography

Bill Kiger

- No Report

4. NC Respiratory Manager's Group

Garry Dukes

- Garry discussed the hospital survey that was sent to a sample group of managers. Skip Bangley and Jody Miller are assisting with this survey. This group plans to use data from the survey to develop a statewide productivity model. A further report will be presented at the manager's group meeting at the annual meeting and at the board of director meeting.

New Business

- A motion was made by Wendy Ayscue to use the funds not used by the practitioner team to support travel to the AARC congress for additional scholarship money to be awarded to associate level students. Brent Holland seconded the motion. A discussion took place on how to distribute the \$1750. Wendy rescinded her original motion. A new motion was made by Wendy Ayscue to give \$1000 dollars to NCARE to use for student scholarships as a one-time budget item. Garry Dukes seconded this motion. All voted in favor. Trish Miller made a motion to use the remaining \$750 to support the winning student sputum bowl team at the AARC congress. Garry Dukes seconded the motion. All voted in favor.
- Next Meeting: September 13, 2016 at Wilmington, NC at 1:00 pm.

A motion was made to adjourn by Jhaymie Cappiello, Seconded by Travis Houston at 4:15 pm.