



NCSRC
North Carolina Society for Respiratory Care

NCSRC Board of Director Meeting

Date: 12/1/2023

Time: 1300- 1430

Location: Atrium Mercy

Conference Call: Meeting ID: 281 428 001 672

Passcode: GwPLHs

+1 704-586-9720, 430880268# United States, Charlotte

Phone Conference ID: 430 880 268#

Voting Members Present: Michelle Sumrall, Helen Mauney, Marcus Ferguson, Detra Moore, Amy Witschey, Lisa Cutshaw, Sara Chambers (online) Nikki Barrett (online), Trish Miller (online) Ricky Bowen (online), Tori Johnson (online), Tina Frazier (online), Michele Pedicone

Voting Members Absent: Kara Horn, Jeff Ruitter, Logan Emerson, Marcus Williford, Kelly Bowers, Jamy Chulak,

Medical Advisor Present: Dr. William Miles

Committee Members Present: Lawson Millner, Amanda Richter, Francies Almonor (online), Charlotte Rotkoskfi

Guests Present: Amber McVeigh, Kimberly Clark, Bill Croft, Chris Johnson, Tammy Equan, Beth Eudy, Tina Frazier, Tunisia Hunter, Maziere Kalula (all guests were virtual except Amber).

Officer Reports / Presenter

Call to order		Secretary's Notes: Lisa Cutshaw called meeting to order at 1304
Lisa Cutshaw		Action Items:
1	Approve Prior BOD Meeting Minutes	Secretary's Notes: Motion to approve by Amy Witschey to approve Sept meeting minutes. Second by Michelle Sumrall.
		Action Items: N/A
2	President's Report Lisa Cutshaw	Secretary's Notes: <ul style="list-style-type: none"> • Helen Mauney was sworn in as BOD East. • Went over insurance policies issues getting workman's comp insurance issues. Currently Workmans comp insurance was

		<p>canceled due to past audits. Marcus Ferguson put for the motion to approve the 374.00 and Michelle Pedicone second. Unanimous vote to approve.</p> <ul style="list-style-type: none"> • General liability is due in Jan. Will go ahead and pay. Lisa will let the board know if there is a cheaper policy and we can vote on. • Ask that all members update the internal directory with their preferred email and phone number • If board members or committee chairs haven't met with Lisa are to send her date/time to meet • Assigned Mentors to new BOD members. Mentors will be for 1 year. • Went over responsibilities which is to elect nominations and elections chair. Motion was made by Amy Witchey to combine the committee. Second by Detra Moore. All approved unanimously. • Marcus Ferguson nominated Helen Mauney, Deta Moore Nikki nominated Francis Almonor, Ashlyn Isenhour was nominated by Amy Witchey. Motion to close nominations from Michelle Sumrall second by Amy Witchey and was unanimous • Voting happened Francis Almonor is chair, Detra Moore, Helen Mauney, and Ashlyn Isenhour are committee members. • Amanda Ritcher and Michelle Pedicone over the program committee and will meet soon.
		<p>Action Items:</p> <ul style="list-style-type: none"> • Group to meet and organize HOSA connections and activities • People need to put together a list of responsibilities for the committee that they were a chair for. They are to present a draft to Lisa. Look at the list to see what needs to be added or taken off. Assignments given. Procedure is on the one drive under members' responsibilities. Due before March.
3	<p>Secretary's Report Michelle Sumrall</p>	<p>Secretary's Notes: September minutes voted on and approved.</p> <p>Action Items: See notes from the minutes.</p>
4	<p>Treasurer's Report Marcus Ferguson</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • Went over balance sheet. Waiting for a few more bills from the Symposium. • Total estimate is 50 to 60,000 of bills from symposium waiting to come in • Profit and loss went over. Far exceeded registration fees. End of year is positive. Anticipating 8 to 10,000 to the positive after all expenses paid.

		<p>Action Items:</p> <ul style="list-style-type: none"> Meeting to look at the Marriot Bill. Marcus to send out meeting
5	<p>Delegate's Report: Ricky Bowen Trisha Miller</p>	<p>Secretary's Notes: Ricky and Trish Summer Forum will be in snowbird Utah July 16th and 17th Ricky went over the new resolutions set forth by the AARC house of delegates. See his report for more details. Trish reported on HOSA participation</p> <p>Action Items:</p>

Standing Committee Reports (Chair of Committee entered first)

6	<p>Nominations & Elections (4)</p>	<p>Secretary's Notes: No Report</p> <p>Action Items: N/A</p>
7	<p>Budget/Audit: Marcus Ferguson Nikki Barrett Lisa Cutshaw Amy Witschey Michelle Sumrall</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> Marcus brought up quick books no longer free. Asks us to approve 300 for the quick book cost. Ricky Bown second the motion. All in favor unanimously. <p>Action Items: N/A</p>
8	<p>Bylaws & Standing Rules(3) Charley Starnes Detra Moore Jeff Ruitter Francis Almonor</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> Need standing rules to match the bylaws <p>Action Items:</p> <ul style="list-style-type: none"> Updated Standing Rules will be sent out for a 2-week review. Then send Lisa any changes. It will go back out for a vote. Edit to be made on the program and education committee members to 10 from 9. Given to Detra to do.

<p>9</p>	<p>Education & Program Amanda Ritcher Michelle Pedicone Candace Hill Dean VanHart Trish Miller Torie Johnson Marissa Monteith Kelly Bowers Helen Mauney Dustin Smith</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • First quarterly meeting Dec 1 2023 • Phone call with Crowne Plaza • Amanda will bring back a proposal for the conference for the board to vote on • Want to potentially bring back the sputum bowl • Planning to have a themed party at the conference • September 25-27th <hr/> <p>Action Items:</p> <ul style="list-style-type: none"> • Form to be sent to Amanda for call for speakers • Estimated cost for sputum bowl to be sent to Marcus for 2024 budget • Look at Asheville contract to see if we need to change anything • Save the date to be added to website
<p>10</p>	<p>Political Advocacy (Professional Standards) Lawson Millner Michele Pedicone Tim King Susan Gallo</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • Fly in day 16 elected congressional members 14 in the house of representatives • No major actions <hr/> <p>Action Items:</p> <ul style="list-style-type: none"> • Trying to fund PACT in budget for next year
<p>11</p>	<p>Community Outreach Lawson Millner Trisha Miller Amanda Ritcher</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • No report for community outreach <hr/> <p>Action Items: N/A</p>
<p>12</p>	<p>Membership</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • Amy and Marcus were able to present to Durham VA

	Amy Witschey Charles Almeda Marcus Ferguson Kenny Winn	Action Items: N/A
13	Long Range Planning Nikki Barrett Lisa Cutshaw Trisha Miller Ricky Bowen	Secretary Notes: No report <ul style="list-style-type: none"> Nikki Barrett to take over Calling on past presidents to help
14	Parliamentarian Kim Clark	Secretary's Notes: No report Action Items: n/a
15	Judicial (3)	Secretary's Notes: No Report Action Items: n/a

Professional Organization Reports

16	NCRCB Bill Croft	<ul style="list-style-type: none"> Secretary's Notes: Dr. Croft presented an overview on the NCRCB audit report for treasurer, executive report, quarterly licensing. Continues work around APRT and will ramp up around Feb and March. NCRCB has completed their website revamp and the database is complete. Now in the process of making all files digital. New Business Incorporated the Yale swallow protocol in a declaratory ruling Board approved an investigation and execution of investing options for excess funds. Next meeting Jan 11, 2024
		Action Items: N/A
17		Secretary's Notes:

	<p>NC Respiratory Care Manager's Group</p> <p>Charlotte Reikofski Michael Johnson Nikki Barrett Tim King, Skip Bangley</p>	<p>Action Items:</p> <ul style="list-style-type: none"> • Goal is to try and do an in person at the conference with the managers during a reception hall during conference.
18	<p>NCARE</p> <p>Tim King</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • Meeting in April. • Pushing for something at the conference <p>Action Items: N/A</p>
19	<p>Vendor Representative</p> <p>Chris Johson</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • Chris proposed looking at giving vendors 45 minutes to present directly to the directors/managers to be able to give feedback about their product. • Potentially a mini pilot if not the whole idea <p>Action Items:</p> <ul style="list-style-type: none"> • Chris to meet with Amanda regarding this idea • 5 question survey to be made

Special Committee Reports

20	<p>Awards and Scholarships</p> <p>Marissa Montieth Jennifer Wilkins Christy Isenhour Karen Waugh</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • Chair stepped down and Marissa Montieth took the chair. Nothing to report <p>Action Items:</p> <ul style="list-style-type: none"> • Need to get everything out early to start the process.
21	<p>Chartered Affiliate</p> <p>Nikki Barrett Lisa Cutshaw Tina Frazier Kelly Bowers Connie Paladenich</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • Summit award application opening sooner this year April 2024 <p>Action Items:</p> <ul style="list-style-type: none"> • Need someone to take the chair of chartered affiliate • BOD members please send pictures on how you celebrated resp care week • Nikki Barrett to ask Marcus Williford to be a member

22	OneDrive Wayne Trainor Amber McVeigh Lucille Goddard	Secretary's Notes: <ul style="list-style-type: none"> Proposal is to purchase a one drive business plan. Approved but with an amendment to use the non-profit plan Nikki brought up.
		Action Items:
23	Research (5) Sheila Ball Mike Gentile, Andrew Miller (vacant)	Secretary's Notes: No report
		Action Items: N/A
24	Strategic Plan Jamy Chaluk Kim Clark Lisa Cutshaw	Secretary's Notes: No report
		Action Items: N/A

Old Business:

No old business

New Business:

- **Future Meetings:**
 - **March 8, 2024 – Wilkes Community College**
 - **June 7, 2024 – Wilmington at New Hanover**
 - **December 6, 2024 – Duke University**
- **Charlotte to work on license plate process and to bring back information**