



NCSRC
North Carolina Society for Respiratory Care

NCSRC Board of Director Meeting

Date: June 9th, 2023

Time: 1:00pm – 5:00pm

Location: Novant Brunswick

Conference Call:

Voting Members Present: Amber McVeigh, Marcus Ferguson, Charley Starnes, Logan Emerson, Rickey Bowen, Amy Witschey, Michele Sumrall, Trish Miller, Francis Almonor, Jamy Chulak, Tina Frazier, Detra Moore, Kelly Bowers, Tori Johnson

Voting Members Absent: Jeff Ruiter, Michele Pedicone, Travis Houston

Medical Advisor Present:

Committee Members Present: Erica Poston, Kim Clark, Jhaymie Cappiello, Bill Croft, Christy Isenhour, Nikki Barrett

Guests Present: Helen Mauney, Katherine Vareles, Kara Horn, Juanita Cosby, Brooke Dubois

Officer Reports / Presenter

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| Call to order 1:02pm | | Secretary's Notes: |
| Lisa Cutshaw | | Action Items: |
| 1 | Approve Prior BOD Meeting Minutes | Secretary's Notes: Minutes from March 4 th , 2023 BOD meeting approved via Evote |
| | | Action Items: |
| 2 | President's Report Lisa Cutshaw | Secretary's Notes: <ul style="list-style-type: none"> Assisted the Nominations and Elections committee with validating nominations using the AARC membership list and Standing Rules. The membership committee assisted with the validation process. Attended virtual House of Delegates on March 10, 2023 Met with subgroup to review insurance policies. Action Item: Change insurance carriers/policies or continue with current carriers/policies. North Carolina Respiratory Care Board: <ul style="list-style-type: none"> Participated in support of HB316 |

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| | | <ul style="list-style-type: none"> • Met with the Executive Committee of NCSRC to write a letter of support for HB316. The letter of support was addressed to the AARC leaders. • Participated in committee meetings: <ul style="list-style-type: none"> • Program and Education • Research • Manager’s group • Chartered Affiliates • Bylaws • Revenue Sharing JOT form for 1st quarter was completed and sent to the AARC. Thank you to the Communication Committee for their assistance and dedication. • The Marketing Agreement JOT form for 1st quarter was completed and sent to the AARC. Thank you to the Communication Committee for their assistance and dedication. • Assisted with a presidential update for the newsletter. A special thank you to Chandler Jones. • Resignation: Vickie Bell has resigned from the position of Secretary. Charley Starnes is going to assist with the minutes until the secretary is sworn in. |
| 3 | <p>Secretary's Report Vickie Bell</p> | <p>Secretary's Notes:</p> <ul style="list-style-type: none"> • Vickie Bell relocated out of state – minutes will be taken by Charley Starnes for June and September BOD meeting and 2023 Annual Business meeting. New secretary will take office after membership voting is complete and elected officers are sworn in. |
| 4 | <p>Treasurer's Report Marcus Ferguson</p> | <p>Secretary's Notes:</p> <ul style="list-style-type: none"> • See attached documents items 4a/b/c in June 9th, 2023 One Drive Folder Review P&L <ul style="list-style-type: none"> • Earning 6% on 5 year certificate – 3 years remain • Question posed regarding how BOD determines account minimum balance – no number is set – what would a catastrophic event look like – what amount is required to run the society • Bill Croft asked if a booth can be set up at the symposium to bring more awareness to HB316 |
| | <p>Action Items:</p> | <p>Action Items: See notes from the minutes.</p> |

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| | | <ul style="list-style-type: none"> • Webpage is almost to budget <p>Society has reached out to the AARC for delegate assistance – application not approved</p> |
| | | Action Items: |
| 5 | <p>Delegate's Report: Ricky Bowen Trisha Miller</p> | <p>Secretary's Notes:</p> <ul style="list-style-type: none"> • HOD meeting will be held during AARC Summer Forum in July • Held an interim virtual meeting • AARC is aware of submission issues from states for financial reporting, etc. • 3 resolutions are being discussed • Education programs: AARC working with groups for recommended curriculum standards for each level – likely be opposition statement – NC delegates would like for society to co-sponsor • AARC to develop broader website to include state affiliate information/links – possibly link with revenue requirements • Bill Bissel endowment fund – Georgia is asking for funds • Ricky and Trish are members of the resolution committee |
| | | Action Items: |

Standing Committee Reports (Chair of Committee entered first)

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| 6 | <p>Nominations & Elections (4) C. Mitchell Sumrall Kelly Bowers Logan Emerson Travis Houston</p> | <p>Secretary's Notes:</p> <ul style="list-style-type: none"> • Call for nominations sent out twice via all social media outlets for positions of President Elect, Vice President, Secretary, 2 positions for BOD Central, 1 position for BOD East, 1 position for BOD West • Nomination for current BOD for positions without nominees – Nikki Barrett (president elect) by Trish Miller, Christy Isenhour (President elect) by Ricky Bowen: Christy declined • Did the committee make a recommendation to accept the ballot as is? I have no note about that • Final ballot located on OneDrive <p>Brina Ring has relocated out of state – this vacates a BOD West position – offered to person with the next highest votes from previous election to finish the remainder of his term</p> |
| | | Action Items: |
| 7 | <p>Budget/Audit:</p> | <p>Secretary's Notes:</p> <ul style="list-style-type: none"> • No report at this time |

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| | Marcus Ferguson Charley Starnes Lisa Cutshaw Amber McVeigh Vickie Bell | Action Items: |
| 8 | Bylaws & Standing Rules(3) Charley Starnes Detra Moore Jeff Ruitter Francis Almonor | Secretary's Notes: <ul style="list-style-type: none"> • NCSRC Bylaws have been approved by society membership and sent to AARC. • The NCSRC Bylaws will be reviewed at the July House of Delegate meeting. |
| | | Action Items: Updated Bylaws |
| 9 | Education & Program Jhaymie Cappiello Amy Witschey Brian Ring Candace Hill Trish Miller Dean VanHart Michele Pedicone (Vacant) | Secretary's Notes: <ul style="list-style-type: none"> • Quarterly Meeting as going well • Slate of speakers for symposium is full • Requested standby speakers in case of last minute changes – Bill Croft and Charley Starnes volunteered • Student competition - Motion made by P/E committee to award free registration to 2024 symposium to top 4 students from competition – 2nd by Logan Emerson • Discussion: purpose to increase morale and student engagement – student can select in-person or virtual option – Lucille would be in charge of validating the vouchers • 13 members approved – 0 opposed Motion carried |
| | | Action Items: |
| 10 | Political Advocacy (Professional Standards) Lawson Millner Michele Pedicone Tim King Susan Gallo | Secretary's Notes: <ul style="list-style-type: none"> • No report at this time |
| | | Action Items: |

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| <p>11</p> | <p>Community Outreach Lawson Millner Chad Harvey Jhaymie Capiello Michelle Sumrall</p> | <p>Secretary's Notes:</p> <ul style="list-style-type: none"> • No report at this time • Thank you to Chandler Jones for completing the current newsletter • Members can submit material for the newsletter via the link at NCSRC.org or email directly to Chadler Jones /Jhaymie Capiello • Would like to keep the newsletter quarterly as there are exciting things happening in/around the state <hr/> <p>Action Items:</p> |
| <p>12</p> | <p>Membership Amber McVeigh Charles Almeda Marcus Ferguson Kenny Winn</p> | <p>Secretary's Notes:</p> <ul style="list-style-type: none"> • We have an increase in membership to 1400 • At 30% membership of licensed therapists in the state • Increased in Physician membership • Student membership typically decrease after the 2nd year • Early professionals typically drop after 2nd – most cost benefit to student would be to start membership as a senior • Able to obtain a list of RCA's – recommend targeting those for AARC membership • NCRCB can send out flyers to RCAs illustrating benefit of AARC membership • Utilize managers group and hospital ambassadors to encourage membership • Remember to check the box on your profile to opt in the be on the membership list (located on the website) <hr/> <p>Action Items:</p> |
| <p>13</p> | <p>Long Range Planning Lisa Cutshaw Charley Starnes Trisha Miller Ricky Bowen</p> | <p>Secretary's Notes: Continuing to work with Strategic Planning Committee</p> <hr/> <p>Action Items:</p> |

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| 14 | Parliamentarian Kim Clark | Secretary's Notes:- No report at this time Action Items: |
| 15 | Judicial (3) Charley Starnes | Secretary's Notes: No report / no judicial issues this quarter Action Items: |

Professional Organization Reports

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| 16 | NCRCB Bill Croft | Secretary's Notes: <ul style="list-style-type: none"> • See NCRCB NCSRC report 6-9-23 item16 in June 9, 2023 One Drive Folder <ul style="list-style-type: none"> • APRT – Thank you for calling and emailing representatives and senators • Bill has passed the house – now in senate rulers and operations committee • NCRCB would like for NCSRC to draft a letter to senate supporting APRT – Ricky and Trish to help Lisa with letter Action Items: |
| 17 | NC Respiratory Care Manager's Group Michael Johnson, Nikki Barret Tim King, Skip Banglely | Secretary's Notes: <ul style="list-style-type: none"> • Continuing to update manager list – there is a Microsoft form and QR code to aid in updating contacts. • Encouraging AARC membership Action Items: |
| 18 | NCARE Tim King | Secretary's Notes: <ul style="list-style-type: none"> • Tim King is new president of NCARE and will be liaison to NCSRC • Annual meeting was held end of March at Lake Lure • Programs were reviewed Re-establishing unity as colleges |

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| | | Action Items: |
| 19 | Vendor Representative Chris Johson | <p>Secretary's Notes:</p> <ul style="list-style-type: none"> Reached out vendors to see trends and interest in conferences moving forward – there will likely be decreased engagement/sponsorship Recent reduction in monies spent at conferenced by 15 to 35% Need to encourage leadership to attend conferences <p>Seen a growing trend in GPO/ supply chains making purchasing/equipment decisions – likely led to a decrease in vendor involvement at conferences as managers have little to no say in products</p> <p>Action Items:</p> <ul style="list-style-type: none"> Reach out to travel agencies who provide RT contracts – would they get involved? Opportunities to supplement revenue – will put proposal together to present to the Board |

Special Committee Reports

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| 20 | Awards and Scholarships Erica Poston, Jennifer Wilkins Marissa Montieth Karen Bolick | <p>Secretary's Notes:</p> <ul style="list-style-type: none"> Received 6 Practitioner of the year nomination, 1 Educator fo the Year nomination, 1 Physician of the Year nomination, and 1 Leadership Award nomination - No nominations for the Gary Dukes Award Will repost a Call for Nominations for more submissions <p>Action Items:</p> |
| 21 | Alternate Site Care | <p>Secretary's Notes: Not applicable</p> <p>Action Items:</p> |
| 22 | Chartered Affiliate Nikki Barrett Lisa Cutshaw Tina Frazier | <p>Secretary's Notes:</p> <ul style="list-style-type: none"> Application is open – please check emails frequently for questions from Committee <p>Action Items:</p> |

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| | Kelly Bowers Connie Paladenich | |
| 23 | OneDrive Wayne Trainor Amber McVeigh Lucille Goddard | Secretary's Notes: <ul style="list-style-type: none"> No report at this time |
| | | Action Items: |
| 24 | Research (5) Sheila Ball Mike Gentile, Andrew Miller Brian Ring (vacant) | Secretary's Notes: No report |
| | | Action Items: Vacant positions are open for committee |
| 25 | Collaborative Research Brian Ring | Secretary's Notes: No report |
| | | Action Items: |
| 26 | Strategic Plan Jamy Chaluk Kim Clark Lisa Cutshaw | Secretary's Notes: <ul style="list-style-type: none"> Survey sent out to determine how the society engages, educates, communicates, spotlights members, and support capacity. Committee to meet and discuss results and next steps |
| | | Action Items: |

Old Business:

New Business: Kim Clark – New Respiratory Care Academy started in April – open to membership – focuses on interprofessional disciplines/ education

Motion to adjourn meeting: 1st – Charley Starnes 2nd – Michelle Sumrall All in favor

Motion carried and meeting adjourned at 3:50pm

Addendum: Executive Committee met via ZOOM September 1st. Motion made by CHalrey Starnes to accept the slate of candidates as presednted by the Nomination/Elections

Committee and amended. Seconded by Amber McVeigh – all in favor – no opposed – Motion carried.