



MEETING MINUTES

MEETING: BOD

Date: January 20, 2006

Next meeting: _____

Minutes By: Curt Merriman

Parliamentarian: Denise Johnson/Charlie McArthur

Issue/Topic	Discussion	Conclusion/Outcome	Comp. Date
Call to Order Carrie B			
Secretary Report	Roll Call	Quorum met (attendance attached)	
Approval Nov 11, 2005 Meeting Minutes	Motion to approve-Julie 2 nd Steve	Meeting minutes approved.	
Presentations	Carrie's Gavel- Curt presented Carrie's gavel on Gary Johnson's behalf. Gary's Award-Curt presented Gary a plaque from the MSRC recognizing Gary's dedication and commitment to the society and a fine job as president.		
2006 Updates Carrie Bourassa	Carrie has asked that we follow a 60-70 minute BOD meeting. Carrie will send a presidents report prior to each meeting along with the agenda. Quarterly Reports: Carrie is asking that committee chairs have quarterly reports for the meetings and a schedule of when each committees report due date will be posted on our		

	<p>website. These reports will be requested 3 weeks prior to meeting. We will have a format to follow in order to facilitate the information is timely and efficiently managed.</p> <p>Each attendee is requested to bring reports to meetings in an effort to reduce paper.</p> <p>Greeters: Carrie is initiating greeters for each bod meetings. Please sign up on our website to welcome attendee's to each meeting.</p> <p>Action Items: All action items will be addressed in the 1st 30 minutes of the meeting to insure we have the majority present for discussion and action as needed.</p>		
<p>Introductions</p>	<p>All present introduced –Extra thank you to the guests!</p>		
<p>E Vote Process Denise Johnson</p>	<p>Discussed the proposed draft to follow for the BOD's to review. The electronic vote is to be used when an issue is time sensitive and cannot wait for a regularly scheduled meeting.</p> <p>Julie asked if this is something we need to approve as a policy.</p> <p>If we have a time frame of 5-10 days, what do we do if we have a time issue. We could use teleconference.</p>		

President will indicate time frame up front for BOD's to be notified. Could add this information to the guideline indicating other options.

Deb suggested that all options for voting included with a decision tree indicating process.

More suggested changes, time line for discussion to be determined at time process initiated.

Charlie- Having a specific time may be necessary if we don't have the "call the question" option.

Julie brought up if it is a sensitive issue the president can suggest a face to face meeting instead of electronic voting.

Idea of a chat room to have a live option. Derek is looking into to possibility of a chat room on our website. More to follow.

Julie,-we have done the e-vote for the past 3 years and have not gone past 5 days of discussion to resolve an issue.

Carrie asked that the instructions are clear up front, include a mechanism to insure all discussion has occurred and all have had their say on the topic. Julie-Each member could indicate, "no further comments" etc.

Identify when we reply and reply all!

	Denise will take back and asked for volunteers to make these changes prior to our next meeting.	Carrie asked Denise to bring revisions to our next BOD meeting.	
Website Derek	<p>New site is up and running! Still a work in progress.</p> <p>Goals for Feb 1:</p> <ul style="list-style-type: none"> • BOD meeting minutes • Member information • Equipment resource page-any RT has questions on eq/manufacturers-link to manufacturer? • Calendar issues/link • Derek had question on MSRC apparel who to contact. • Shelly-Naomi is contact on this • Looking at advertising options- • Advertising-links fee, banner/flash ads options for one time fee, creation fee's additional. (see attachment) • Looking to see 5-10 advertisers that will use flash banner ads. • Job listings- looked at annual fee that can have the ads updated monthly. If no current openings, your facility still listed with description, and link to your site. • Very competitive compared to Sunday ads, making this a good option for small and large employers. 		

	<p>Carrie asked how are we going to advertise our new website? We discussed sending mailers to all RCP's is state etc?</p> <p>How many AARC/MSRC members have email addresses logged with the AARC list serve.</p> <p>Carrie asked how much advertising \$ we might see on the web? Derek not sure of \$ amounts yet. Nick has talked with many potential advertisers are more interested in web ads vs print. Don't think we will have any problems.</p> <p>Derek-do we have to focus on our schools or RT depts.. Do we need to get approval for fee's we charge? Charlie-responded, no. We only need to approve budget items.</p> <p>Gary-Asked committee to come up with their plan and self fund the cost of the website. Gary's end of yr letter went out to all RCP's is the state at end of yr.</p> <p>Deb-Job advertising could start paying off very quickly.</p> <p>Nick-We could have 30-40 vendors notified asap to get this advertising started quickly.</p> <p>Advertising for the NRRCC goes out in</p>	<p>Carrie recognized Derek, Gary and Nick for their work at the new website!!</p>	
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	<p>Feb, can we include an insert regarding our new site. Deb will see what is possible. If we are directing WI and MN RCP's to each website for conference info, they will see new site.</p> <p>Charlie-talked about gimmicks and prizes to attract RCP's.</p> <p>Still working on emails being forwarded to the president. Technical problems should be resolved by Feb 1st.</p> <p>Looking to use \$750 budgeted dollars for a statewide mailer about new site. Feb is target date for mailing.</p> <p>Send poster to each hospital advertising new site.</p> <p>375 hits since Dec 29th.</p> <p>Bemidji Medical donated many sweat shirts advertising our new site. "are you connected?" with www.msrcnet.com</p> <p>THANKS Bemidji Medical!!</p>	<p>Planning to go ahead with prices for advertising as presented. Link-\$75/yr Banner-\$500/yr (150 creative) Jobs-\$700/yr</p>	
<p>Committee Reports</p>	<p>Bronchus-Nick: Discussed letter sent to advertisers with dates, rates etc.</p> <p>Nick will add our new web ad information to past advertisers and</p>		

	current. No Report		
Budget Audit- Deb			
Guidelines Manual	-Carrie has with today if you need.		
Asthma-	Troy Helland is new chair, no report.		
Delegates:	<p>Jessie submitted written report.</p> <p>Charlie discussed resolutions and follow ups. 04 resolution of sharing email addresses- answer is no.</p> <p>04 2 and 3 yr membership plans, planned to roll out end of 2005.</p> <p>VA resolution to hire only licensed RT's is state, it was passed and sent to AARC BOD's.</p> <p>Emergency items; Disaster discussion regarding hurricanes this past yr.</p> <p>Provided that the AARC conduct business in event of a natural disaster- passed and BOD approved ad hoc committee.</p> <p>AARC waive member fees in zip codes affecting this past years natural disasters. Passed and approved an ad hoc committee.</p> <p>Discussion of state meetings that could not happen etc</p>		
Education	Vicki- tried new idea of multiple locations via ITV. 130 attendees in all 4 sites compared to previous workshops		

	<p>with 30 attendees's.</p> <p>Responses positive, price, multiple locations. Did have problem in St Cloud, administration wouldn't allow a vendor to bring in food for lunch.</p> <p>Looking for fall conference at another location, we have St Cloud site as back up although trying to find a facility in southern MN. Having some difficulty finding site that will accommodate 80 participants and 15 vendors. Any suggestions on site for free of charge.</p>		
NRRCC	<p>-Deb reported speakers set, brochures out in Feb, strong response from vendors and may have difficulties with having too many vendors.</p>		
Legislative/PACT	<p>-Julie (still mgr Resp Care but doing a internship within her organization). Trying to make appts for capital hill, flying out on Feb 4th. Day on hill Tuesday. Staffers are trying to make appts with congress.</p> <p>Proj 435-first drill between Christmas and New Years. Process to reach 400+congress members. Issue, after 36 mo, HME provider wouldn't be able to support pts. Eq would be purchased by pt and they would be responsible for upkeep etc.</p> <p>MN/WI members responded well #'s of responses.</p> <p>Julie will add committee chairs/members to 435 notifications.</p> <p>Julie looking to add another person to assist with State legislative issues and to</p>		

	<p>build relationships within our state.</p>		
	<p>AARC looking for up to 6 yr commitment for PACT to keep communications going.</p> <p>Carrie discussed some states are sending 3 representatives to the Hill, MN has 1 additional hotel room that AARC will pay for. MN would have to pay air /ground transportation and per diem.</p> <p>Denise- She is so proud of work Julie and Carrie have done for MN. We are always well represented? Excellent Job! Having someone look after state and fed legislative issues is the model AARC is doing.</p>		
Membership	<p>Jeff- active 432/2 honorary/27 industrial/ 3 physician/69 students/44 special memberships</p>		
<p>Nominations</p> <p>Special Funds- Patrick's trip to the Price is Right</p>	<p>: Laurie- looking for a full ballot, please send ideas to Laurie. Carrie has nomination BOD Christine Langteau.</p> <p>Carrie indicated that Patrick is so excited he is waking up a night dreaming of attending.</p> <p>Curt- C.O.R.E. Respiratory Services thanks the MSRC for donating \$500 for Patricks trip. We will seek time on the agenda at the next BOD meeting to officially thank the society and give an update on the trip. We will also have an follow up article for the Bronchus. AARC is planning a follow up article in a future publication.</p>		

Treasurer Report	Shelly submitted her quarterly report. (see attached)		
Motion to Adjourn	Shelly made motion Julie 2nd	Meeting adjourned Great First BOD Meeting Carrie!	