



## MEETING MINUTES

### MEETING: BOD Meeting – NRRCC Rochester

Date: 4-29-12 Next meeting: 8-17-12 at American Lung Association in St. Paul 1-3pm

Minutes By: Jen Urbach, Secretary

Parliamentarian: Shelly Klein

Issue/Topic	Discussion	Conclusion/Outcome	Comp. Date
Call to Order			
Roll Call and Quorum Determination	<p>Attending: Connie Knipp, Betty Sprengler, Barb Sherwood, Sue Knight, Jen Urbach, Anne Uttermark, Laurie Tomaszewski, Deb Skees, Paula Aherns, Greg Morgan, Jeff Appelquist, Bryan Wattier, Stacey Zell</p> <p>13 present, 3 absent</p>	A quorum is present	
Previous Minutes	Review and approval of previous meeting minutes (4-5-12 Special Session)	<p>Barb had an amendment to the minutes: “Connie Knipp(<b>ADDENDUM – THIS MOTION WAS MADE BY BARD SHERWOOD – EDITED 4-29-12</b>) made a MOTION to extend the current terms of the executive government as long as the bylaws are approved by voting membership”</p> <p>MOITON to approve these minutes with the amendment was made by Laurie. SECOND by Barb Minutes were approved</p>	
Introductions	Name/Role/Employ		

<p><b>Old Business</b></p>	<p>Denise explained that our bylaws were overdue to be revised/renewed and that the last revision was done in 2004. (The bylaws should actually be reviewed every five years.) The updates include:  <b>Electronic voting</b>  <b>Changing terms of office</b>  <b>General ‘clean-up’ of grammar and wordage by Bryan Wattier</b></p>	<p>The updated bylaws were turned in to the AARC Bylaws Chair. They will make suggestions for any ‘tweaks’ and then post for AARC Board to review in July.  After the AARC accepts the updated bylaws, the MSRC will notify their membership to the bylaw changes. If there are no issues from membership, the bylaws can then be accepted.</p> <p>Connie mentioned that when she toured the AARC building, the updated MSRC bylaws were already being reviewed.</p>	
<p><b>Job Fair Profits</b></p>	<p>An inquiry had been brought fourth about where money from the job fair profits goes.</p>	<p>The money goes into a general fund and the committee creates a budget for the next year’s job fair. (For further information on the 2012 job fair, see the 4-5-12 minutes)  The 2013 Job Fair will be Feb 22<sup>nd</sup></p>	
<p><b>Legislative Affairs</b></p>	<p>Carrie explained the Medicare Respiratory Therapy Initiative (See MSRC website for more information) and efforts to increase awareness. Carrie and Curt went to Washington DC March 5-6 to meet with members of congress.</p> <p>Carrie explained that Virtual Lobby Week was very important and stressed that all RT’s should email their congressmen to support this initiative and recruit their fellow RTs to do the same. Carrie will have computers in the vendor hall where people can email their congressmen.</p> <p>Stacy also stated there is an initiative that every high school senior should take BLS before they graduate.</p>	<p><b>Kudos to Carrie and Curt for all their efforts!!</b></p>	

<b>Delegates Report</b>	<b>None</b>		
<b>Treasurer Report</b>	<p><b>MSRC Finances as of April 26, 2012</b></p> <p>TCF Checking: \$13,016.66</p> <p><b>Accounts Receivable:</b></p> <p>Online Job Postings YTD \$3,000.00</p> <p>Winter Workshop Income \$3,469.00</p> <p>Job Fair Income \$1,840.00</p> <p><b>Accounts Payable:</b></p> <p>Winter Workshop Expenses \$2,521.60</p> <p>Job Fair Expenses \$ 458.12</p> <p>Ewald Consulting Payments \$3,840.00</p> <p>Travel for PACT &amp; Leadership \$3,414.80</p> <p>Pending Accounts Receivable: NRRCC Vendor/Registration Income</p> <p>Pending Accounts Payable: NRRCC Expenses Ewald Consulting (\$960/month)</p> <p><b>Money Market Account</b> \$31,783.90</p> <p>Brian W. Report re: Job Fair Profits</p> <ul style="list-style-type: none"> <li>• Employer Display Fee from \$125 to \$140</li> <li>• Look to use profits towards Ice Cream social at NRRCC events/vent 5K</li> <li>• Will ask for budget dollars next year</li> <li>• February 22, 2013</li> <li>• Motivational Speaker willing to donate his time to speak</li> </ul> <p>Lung Walk on June 2<sup>nd</sup>. NRRCC</p> <ul style="list-style-type: none"> <li>• 340 pre-registered for NRRCC (expect 25 – 30 walk-ins)</li> <li>• 61 vendor booths</li> <li>• Sunday, April 28, 2013 is board meeting</li> <li>• 4/29/13 – 5/1/13 is 2013 Convention @ Kalahari</li> </ul> <p>Change for MSRC booth!</p>		
<b>New Business</b>	<p><b>Connie asked for assistance with the MSRC website and asked for an Ad Hoc committee to enhance the site.</b></p> <p><b>Ideas for the site included:</b></p> <p><b>Explanations of board positions and terms</b></p> <p><b>Reporters to write articles</b></p>	<b>Greg, Deb, Bryan, and Betty agreed to be on the Ad Hoc Committee for the MSRC website.</b>	

	<p><b>Deadlines on items posted to keep things current</b>  <b>Ask someone at the AARC level to give states some feedback</b></p>		
	<p><b>Shelly explained the new terms of office that was already approved:</b>  <b>Vice President – 2 years</b>  <b>President Elect – 1 year</b>  <b>President – 2 years</b>  <b>Past President – 1 year</b></p> <p><b>The AARC has already done this to improve continuity</b></p>		
	<p><b>Denise noted that now nominations and elections would line up with the NRRCC (as WI already does)</b></p>		
<b>Committee Reports</b>			
<b>Budget and Audit</b>	<p><b>Barb stated accountant was reviewing books and taxes</b></p>		
<b>Bylaws</b>	<p><b>Already discussed in New Business</b></p>		
<b>Chronic Disease - Asthma</b>	<p><b>Sue stated the ALA was hosting a walk around Como. If interested, contact Sue to sponsor or participate</b></p>		
<b>Chronic Disease - COPD</b>	<p><b>No updates</b></p>		
<b>Delegates</b>	<p><b>No Updates</b></p>		
<b>Disaster Co-chairs</b>	<p><b>No Updates</b></p>		
<b>Education</b>	<p><b>No Updates</b></p>		
<b>Elections</b>	<p><b>No Updates</b></p>		
<b>Judicial</b>	<p><b>No Updates</b></p>		

<b>Legislative Affairs</b>	<b>Discussed previously</b>		
<b>Long Range Planning Committee</b>	<b>Denise restated term change as previously discussed. LRP Committee consists of all past presidents and is chaired by vice president.</b>		
<b>Membership</b>	<b>No Updates</b>		
<b>MRCF Scholarships</b>	<b>No Updates</b>		
<b>Nominations</b>	<b>No Updates</b>		
<b>NRRCC</b>	<p><b>Al Kendall reported that at close of deadline there were 340 registrations and 61 vendor booths.</b></p> <p><b>The Joint Executive Committee and respective state society Presidents will meet Monday afternoon to discuss a contract extension of our current Bi-State conference agreement. At this time, it extends through May 2017. BOD from both state societies granted extension approval earlier in the year.</b></p> <p><b>The new contract would extend an addition 5 years through 2022. The JEC will also explore future Minnesota host sites. WI will continue using the Kalahari.</b></p>	<b>Kudos to the NRRCC committee!!</b>	
<b>Parliamentarian</b>	<b>No Updates</b>		
<b>Public Relations</b>	<b>Greg stated he would be at a booth in the vendor hall selling MSRC name badge holders</b>		
<b>Publications</b>	<b>No Updates</b>		
<b>Sputum Bowl</b>	<b>Kyle stated AARC was going to no longer have a sputum bowl, but MN has decided to continue. There are four teams this year.</b>		
<b>Student Affairs</b>	<b>Bryan stated the 2013 Job Fair will be Feb 22<sup>nd</sup>. A motivational speaker, Eric Thurager, will donate time to give a</b>		

	lecture.		
<b>Tobacco Abuse Prevention</b>	No Updates		
<b>Vendor Relations</b>	No Updates		
<b>Website Coordinator</b>	Discussed previously		
<b>Additional Items</b>			
<b>International Fellow</b>	<p>Paula discussed the International Fellow program. The Twin Cities would like to sponsor a fellow from the AARC as Mayo has been doing.</p> <p>Applications are due June 1<sup>st</sup></p> <p>Mary Witman and Paula would host.</p> <p>The goal is to visit a large and small hospital</p> <p>They would arrive two weeks prior to the national meeting.</p>	Deb Skees expressed interest in being involved.	
<b>NRRCC Entertainment Committee</b>	<p>Sue explained the process for the Celebrity Karoke Contest to be held Tuesday, May 1<sup>st</sup> from 6-10pm at Goonies.</p> <p>All participants and spectators will be carded and arm banded</p>		
<b>NRRCC</b>	<p>Kris reminded everyone that the Minnesota Managers Meeting will be from 3:30-5:30pm on May 1<sup>st</sup> at the DoubleTree Board Room.</p> <p>There are also moderators needed for the sessions.</p>		
<b>No Additional Items</b>			
		<p><b>MOTION to adjourn the meeting brought by Jeff</b></p> <p><b>SECOND by Barb</b></p> <p><b>MEETING ADJOURNED</b></p>	