



## MEETING MINUTES

### MEETING: BOD Meeting – American Lung Association

Date: 8-17-2012

Next meeting: 11-2-2012

Minutes By: Jen Urbach

Parliamentarian: Shelly Klein

Issue/Topic	Discussion	Conclusion/Outcome	Comp. Date
Call to Order			
Roll Call and Quorum Determination	<p>Attending: Connie Knipp, Betty Sprengler, Sue Knight, Jen Urbach, Anne Uttermark, Laurie Tomaszewski, Deb Skees, Paula Aherns, Greg Morgan, Jeff Appelquist, Jackie Cummings, Bryan Wattier</p> <p>12 present 4 absent</p>	A quorum is present	
Previous Minutes	Review and approval of previous meeting minutes (4-29-12 at NRRCC)	<p>MOTION to approve minutes – Greg Morgan SECOND – Jackie Cummings No discussion Approved</p>	
Previous Minutes	Name/Role/Employ		
Treasurer's Report	Details forthcoming		
Old Business	Update on MSRC Bylaws: Denise Johnson explained that the AARC had made recommendations,		

	<p>these were executed, admitted, and approved. Timeline revisions are still needed with freedom to keep it loose for adjusting the yearly calendar. If the adjustments don't pertain to the AARC, the MSRC has the freedom to revise items and do not need to resubmit bylaws.</p> <p>These proposed revisions are to be rolled out to members. After this, there is a 30 day period for questions/comments until the bylaws are finalized.</p> <p>Denise stated she would get the revisions out the week following this meeting and Betty stated she would send Denise the reminders on what needs to be eliminated, etc.</p> <p>Kudos and many thanks to Denise for her hard work on this!!</p>	<p>Beth Binkley to send out email notifications that the revised bylaws are on the MSRC website</p> <p>Betty suggested eliminating "7 calendar days before annual board meeting" referring to notification of elections results as this is not enough time for newly elected board members to make arrangements to attend the meeting.</p> <p>It was decided after discussion that the MSRC president would call the newly elected board members as soon as the election process is completed.</p> <p>Currently, there is no swearing in process for new board members – it was suggested that the MSRC implement a swearing in ceremony.</p>	
Legislative Affairs	<p>Carrie Black Bourassa gave updates: Sept meeting on the horizon as well as Fall/Winter meeting with upcoming "State of the State" information.</p> <p>Working on details about vent patients and care assistants as well as potentially licensure for polysomnographers.</p>		
Back to Old Business	<p>Sue stated the committees Chronic Disease COPD and Chronic Disease Asthma be combined to just Chronic Disease and that Greg Boden was no longer part of this committee.</p>		
Delegate's Report	<p>Tom Kallstrom has been promoted to CEO of the AARC, which, at over 50,000 members is the largest association of respiratory therapists. The</p>		

	<p><b>AARC is targeting RT managers who are non-members and encouraging them to join. Deb Skees stated that the metro managers should be our target and that if managers are not members, they may not encourage their staff to become members. Sleep and home care may lose their seat on the board due to lack of membership.</b></p> <p><b>The Drive4COPD will be targeting VFWs and Legions – World COPD day is Nov 14<sup>th</sup>.</b></p> <p><b>Discharge scoring to prepare our patients for discharge from the hospital is available on the AARC website as well as patient education videos.</b></p> <p><b>Deb Skees is up for Speaker-Elect for the AARC. If elected at Nov conference, her seat on the MSRC board as delegate would have to vacated, as she cannot be a delegate AND an elected official. Deb currently has three years left.</b></p> <p><b>If the seat is vacated, would her replacement be voted on or appointed?</b></p>	<p><b>Bylaws state election is required.</b></p>	
<p><b>Summit Award</b></p>	<p><b>Summit Award – MSRC did not make a nomination. This is usually the duty of the past president. The process involves a form to fill out that is then scored. The application is sent to the president and cc'd to the delegate. This takes place in March and is announced at the summer meeting.</b></p> <p><b>Denise also stated that the delegate can bring forward a nomination for Outstanding Charter affiliate. The criteria: must be an active AARC member who has exhibited commitment</b></p>		

	and involvement – similar to RT of the Year.	Cheryl asked if there was a limit to the number of admissions and this was unclear. She then suggested that the MSRC RT of the Year be automatically submitted, but it was decided that these awards should be spread out and not doubled up on one person.	
	Laurie asked about affiliate lifetime AARC members.	Denise stated these recipients are nominated through the BOD and will check for date submissions.	
More on the delegate's report	<p>Deb Skees also said she asked the AARC to write a position paper of the abuse of albuterol in the inpatient setting. This is in process but tabled at the moment due to questions about the appropriate audience for the paper and how to distribute the information to them. This will be brought up again at the fall meeting.</p> <p>The question was presented to the Board if the MSRC would like to be a co-sponsor for this paper.</p>	The board agreed it would like to be a co-sponsor and any resolution ideas should be brought to Laurie or Deb.	
New business			
Policy and Procedure Manual	Would contain officer descriptions, etc.	It was decided to bring this up at the leadership meeting.	
File Cabinet	<p>Connie stated Barb is to price file cabinets for all the MSRC paper documents. Question was posed about where to keep it.</p> <p>Question was raised if we need hard copies in this day and age of electronics. Connie stated we need to keep financial documents for 7 years, but we could scan them and keep electronically.</p>		

	<p>Question was raised about all the photos and the issues of the Bronchus.</p>	<p>It was brought up that at the 2012 BOD meeting in January that there were people who had volunteered to go through and scan these items.</p>	
<p>Website</p>	<p>Bryan, Connie, Shelly, Greg, Betty, and Vickie Engmark met and discussed these topics:</p> <p>Need a workflow process for website articles.</p> <p>Add information on asthma and COPD management</p> <p>Promote RT week</p> <p>Post calendar for events</p> <p>They also discussed website headers/colors and are looking at other states' societies pages.</p>	<p>-One per month</p> <p>-Shelly to make a grid of topics desired for members to choose and report on. Also need to decide if the articles should be archived and for how long?</p> <p>Would there be a cost for this? If so, would it differ for non-profit organizations versus for profit?</p>	
<p>Logistics of Fall Meeting and Spring Leadership Meeting</p>	<p>Election process and annual business meeting would be moved to spring. The November meeting would be a regular business meeting and the candidates for voting would have to be presented at this meeting. The Spring Leadership meeting would be at the NRRCC.</p>		

	<p><b>President will present candidates to membership in mid February.</b></p> <p><b>By March the winners would be notified and asked to attend the NRRCC and the leadership meeting.</b></p> <p><b>Betty stated that the RT of the Year and the student presentations would also be moved to the spring meeting.</b></p> <p><b>It was decided these items should be addressed by Feb.</b></p>		
<b>October BOD Meeting</b>	<p><b>Jackie brought up that the October BOD meeting scheduled for the 26<sup>th</sup> coincided with the Marini conference and questioned if the meeting date should be moved.</b></p>		
<b>Committee Reports</b>			
<b>Budget and Audit</b>	<p><b>2013 budget will be completed.</b></p> <p><b>Committee chairs are to fill out their projected budgets for 2013 .</b></p>		
<b>Bylaws</b>	<b>Previously discussed by Denise Johnson</b>		
<b>Chronic Disease Asthma and Chronic Disease COPD</b>	<b>These committees will combine and become the Chronic Disease committee and will consist of Sue, Carla, and Cyndi</b>		
<b>Delegates Report</b>	<b>Previously discussed</b>		
<b>Disaster Co-Chairs</b>	<b>No report</b>		
<b>Education</b>	<b>Carla announced that the Winter Workshop will take place at United Hospital on January 25<sup>th</sup> 2013</b>		
<b>Elections</b>	<b>Cheryl stated will watch for bylaw changes pertaining to the new election process and proceed from there.</b>		
<b>Judicial</b>	<b>No report</b>		
<b>Legislative Affairs</b>	<b>Previously discussed</b>		

<b>Long Range Planning Committee</b>	<b>Sue questioned if the committee was going to include the president?</b>		
<b>Membership</b>	<b>No report</b>		
<b>MRCF Scholarships</b>	<b>Deb and Bryan pointed out that every school has a student organization and wondered if it could be a requirement that the scholarship recipient be an active member in the organization.</b>	<b>Deb and Bryan to discuss this further</b>	
<b>Nominations</b>	<b>Betty stated the candidates will be ready by fall</b>		
<b>NRRCC</b>	<p><b>Note from Al Kendall:</b>  <b>The 2012 NRRCC had 359 registrants and 60 vendors.</b>  <b>Total profit - \$30,881.04</b>  <b>By the end of August the JEC plans to finalize a decision for a Minnesota host site for 2018.</b>  <b>By previous approval from WI and MN societies, Ken Lampro has recruited an individual to manage an NRRCC website. This cost will be drawn from generated income each year.</b>  <b>Planning for the NRRCC at the Kalahari is underway. Sunday, April 28 will be the Board meetings/meet the board social hour and April 29 – May 1 will be the conference dates.</b></p>		
<b>Parliamentarian</b>	<b>No report</b>		
<b>Public Relations</b>	<p><b>Greg Morgan discussed the proposed efforts of the committee:</b>  <b>Greg plans to contact all the RT schools in MN to arrange for an MSRC member to do a presentation on the importance of becoming a member.</b>  <b>Greg created a brochure discussing the benefits to be handed out during the presentation.</b>  <b>Jen to create a brochure explaining the</b></p>		

	<p>workings of the MSRC board members and how students can get involved. Greg also proposed highlighting RT Week with things like a celebrity bartending event and a 5K.</p> <p>Bryan thanked Greg for his efforts and offered his help to this committee. He also suggested having Student Affairs get the student representatives on board and then possibly letting them present the talks to their schools.</p> <p>Betty suggested putting Greg's brochure on the MSRC website. Cheryl suggested looking at the AARC website for further information.</p>	<p>Not enough time to put together a 5K, but put it on the table for RT Week 2013. Greg to look into Celebrity bartending event.</p> <p>Student Affairs and PR to discuss further</p>	
<b>Publications</b>	No report		
<b>Sputum Bowl</b>	AARC will continue this year but not sure to what degree		
<b>Student Affairs</b>	<p>Bryan discussed getting the RT students involved: An email was drafted to the program directors of the RT schools regarding a student representative for the MSRC board. One or two per school. They would not have the power to vote on any issues. They would be members of the Student Affairs Committee. Program directors would assist in finding candidates. An election process would probably be too involved – the RT club president and vice president would be good candidate</p>		

	<p>or the program director could choose. Once established, they would be given tasks such as reporting on school events, writing articles, and/or making videos.</p> <p>Cyndi stated these tasks should be a little smaller so as not to interfere with school work/home life.</p> <p>Connie suggested moving them to the top of each meeting agenda so if they could drop off the meeting after they present if they so wished.</p> <p>Greg stated it was a good idea to have two members for support of each other.</p> <p>Bryan also stated the job fair, happening Feb 22<sup>nd</sup>, 2013, would be on the agenda for the next meeting.</p>		
<b>Tobacco Abuse Prevention</b>	No report		
<b>Vendor Relations</b>	No report		
<b>Website Coordinator</b>	Previously discussed		
<b>International Fellowship</b>	Paula stated the Twin Cities was not selected		
<b>Additional discussions</b>	Cheryl talked about the COPD Summit, a free of charge meeting about prioritizing COPD quality measures. In addition, she announced all the upcoming ALAMN events that can be found on their website.		
<b>No further additional discussions</b>			
		<b>MOTION to adjourn the meeting – Bryan</b> <b>SECOND – Greg</b> <b>Meeting adjourned</b>	

