



MEETING MINUTES

MEETING: BOD Meeting – American Lung Association

Date: 11-2-2012

Next meeting: 1-25-2013

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, Barb Sherwood, Sue Knight, Jen Urbach, Anne Uttermark, Laurie Tomaszewski, Deb Skees, Carla Knippenberg, Paula Aherns, Greg Morgan, Bryan Wattier, Stacey Zell, Shelly Klein</p> <p>14 Present 3 Absent</p>	A quorum is present	
Welcome Student Representatives	Students from various schools will attend BOD meetings as student representatives	<p>Tom Bradseth – St. Paul College Matt Janda – St. Paul College Xe Yang – St. Catherine University Marian Farah – LSC Tommy Koppelman – MSHS Danielle Montet – MSHS</p> <p>Huge thanks to Bryan Wattier for organizing and facilitating these guests!</p>	
Previous Minutes	Review and approval of previous meeting minutes (11-2-2012 at American	<p>MOTION to approve minutes – Paula Aherns SECOND – Laurie Tomaszewski</p>	

	Lung Association)	No discussion Approved	
Treasurer's Report	MSRC Finances as of Nov 1 2012 TCF Checking - \$24,734.49 Accounts Receivable: Online job postings YTD - \$4,400.00 Accounts Payable: AARC Conf. Travel Expenses \$3,806.40 ARCF Int'l Fellowship event \$200.00 Pending Accounts Receivable: None Pending Accounts Payable: Hotel for AARC Int'l Congress \$3,150.00 (approx) Money Market Account \$31,783.90		
Old Business			
Bylaws	Denise Johnson explained that the MSRC Bylaws need to be reviewed by the AARC every 5 years. The Bylaw Revisions recently submitted by the MSRC were approved. They are posted on the MSRC website and MSRC members have 60 days to post comments. There were no issues and were approved and need to be put into final form by Nov 16th.	The Bylaws will be put into final form by Nov 16th.	
Updates to MSRC Website	Shelly Klein explained that the website ad hoc committee looked at how other states designed their RC society pages – color, verbage, layout, etc – and that ours needed to be ‘uncluttered’. The committee has a meeting scheduled for next week to make the site more user friendly. There was discussion on using pictures from around the state on the site and possibly having a contest. Shelly also thanked the students for the articles that were contributed to the site and that this will be a regular feature.	The website committee will meet next week to continue efforts to improve the MSRC site.	

Legislative Committee	Deferred by Carrie and Curt as the lobbyist will be attending the meeting a bit later		
MN Sleep Society	<p>Update by Shelly: The MN Sleep Society recently held a conference to discuss licensure. It was a bit unorganized and they didn't seem to understand the time and finances involved in the process. They asked Shelly to be on their committee, which she declines, but she did offer to be a liaison between their group and the MSRC.</p>	<p>MOTION: Laurie T. made a motion that the MSRC BOD ask Shelly to be a liaison to the MN Sleep Society licensure committee. SECOND: Barb S. AMMENDMENT: Paula A. added that Shelly report back to the board on her encounters with the MN Sleep society. Carrie mentioned that the fact that the MN Sleep Society asked Shelly for her assistance as an MSRC member was a huge gesture and was important in the relationship between the two societies. APPROVED</p>	
Delegates Report	Laurie T. stated that she leaves next week for the Delegates Meeting in New Orleans and would have more to report at the next meeting.		
New Business			
2013 Ballot	<p>Betty S. stated that the ballot was nearly complete. There are a few open slots that will be remedied by the time the 90 day notice needs to begin. Connie K. asked that anyone who knew of potential candidates please let them know. She also stated that many other</p>		

	state societies have announcements and nomination forms on their sites and that the MSRC will do this as well.		
MSRC/NRRCC Liaison	Shelly stated that the planning is fully under weigh. There was an effort to try to move the Minnesota NRRCC from Rochester to the Twin Cities but this will not happen – it will remain in Rochester through 2022. The NRRCC will create a website that will be available to members for information on the conference and links to that site will be on both MN and WI society pages.		
Logistics for Fall Meeting and Spring Leadership Meeting	No new information – Review of changes: election process and annual business meeting will move to the spring. A date needs to be set for the Leadership Meeting along with an additional meeting about parliamentary procedure and business. The MSRC President will notify the election winners so they will be present at the spring meeting. RT of the Year and scholarship presentations will also move to the spring meeting.	The ad hoc committee will set a date for the leadership meeting. Deb S. to email program directors within the next three weeks about scholarships.	
Resolutions for HOD Meeting in New Orleans in Nov	Laurie T. explained there were 4 resolutions: #1 – Student member rate for practicing RTs who go back to school. They would not be able to hold an office or have a vote. And, while not a huge difference, this would generate less income for the AARC	Discussion: There was some question if this was a benefit to the member. There was also discussion that this may at least	

	<p>#2 – The AARC would maintain CRCEs for credentialed RRTs</p> <p>#3 – AARC start a public membership for patients, etc with a cost of \$10-20 per year</p> <p>#4 – AARC would have an apprentice program for RTs to lean from a researcher</p>	<p>retain some membership that could have potentially be lost. RECOMMENDATION: Let the delegates decide on this resolution based on the discussion at the time.</p> <p>Discussion – this already exists ‘Your Lung Health’</p>	
On a side note...	<p>Bryan Wattier was awarded the Dr. Miller Scholarship (one of two) that is awarded to an RT enrolled in higher education</p> <p>Deb Skees is up for Speaker Elect of the HOD – vote will take place next week in New Orleans</p>	<p>Congratulations, Bryan!</p> <p>Good luck to Deb!</p>	
Summit Awards	Anyone with a person of interest should bring Connie a nomination – this is the duty of the past president.		
Committee Reports			
Budget and Audit	<p>Barb S. and Anne U. have the proposed budget (see attached scanned document Appendix A)</p> <p>Shelly added that Vickie Engmark looked into using Go To Meeting at a</p>		

	<p>cost of \$264.00 per year which would be less expensive than the MSRCs current conference call service. There is also a phone app that BOD members can use to attend meetings.</p> <p>Carrie B. stated that Ewald Consulting cost stated in the budget was incorrect and should be \$5000.</p>	<p>Anne U. will correct budget to reflect the correct cost of Ewald Consulting.</p>	
<p>Back to Old Business</p>			
<p>Legislative Affairs</p>	<p>Bill, our lobbyist, gave a summery of his history and responsibilities to the MSRC. He has been lobbying and monitoring for the MSRC for the last 4 years. His first project was the RT licensure</p> <p>Lobbyist persuade legislature to vote a certain way.</p> <p>They watch for pertinent items and bring them to the MSRC.</p> <p>Majority in the house/senate affect different committee chairs – there can be a large amount of committee member ‘shuffling’ with people retiring, etc.</p> <p>This can affect votes pertinent to the MSRC and health care in general.</p> <p>It’s very important to keep a ‘finger on the pulse’ of the legislature and Bill does this for the MSRC.</p> <p>Attached is the Ewald Consulting Agreement (See Appendix A)</p>		
<p>Back to Committee Reports</p>			

Bylaws	Denise Johnson – bylaws are done		
Chronic Disease Asthma Chronic Disease COPD	<p>These committees are to combine to form one Chronic Disease Committee.</p> <p>Would like to combine the Lung Walk in June with the RT week proposed 5k and move it to the fall.</p> <p>Money generated would go to the Lung Committee</p>		
Delegate Report	Previously discussed		
Disaster Committee	<p>Nick Kuhnley:</p> <p>There was a Science Advising Team and a Bio Terrorism team that combined 5yrs ago to form the All Hazards Team that consisted of 12 MDs from six disciplines. The MSRC approached them about membership on the Hazards team and two RTs were chosen.</p> <p>This team’s responsibilities included:</p> <ul style="list-style-type: none"> Planning for scarce resources Emergency procedures <p>In the event of a disaster, the members of this team will be sequestered at the Capitol.</p> <p>There will be secret locations with emergency supplies that will be rationed as necessary such as O2, vents, etc.</p> <p>In the event of a disaster, certain parameters and thresholds may change (such as who would ‘qualify’ for O2, vents – when to DC a vent for one pt because it’s needed for a different pt, etc) and hospitals would be asked to abide by these disaster practices. Ethics committees were utilized to construct these new guildelines.</p> <p>Nick stated he’s currently looking for a</p>		

	crew for a seminar on these proceeding that would take place Feb 5 th and 6 th – no students at this time.		
Education Committee	Carla K – Looking for a site for Winter Workshop, which will be Jan. 25th. Some speakers are already lined up. The site needs to accommodate approx 100 attendees and approx 30 vendors.		
Elections Judicial Long Range Planning Membership	Nothing to report from these committees		
MRCF Scholarships Nominations NRRCC Parliamentarian	Discussed previously		
Public Relations	Greg M. gave an update on the presentations given by MSRC members to the different schools and passed out copies of the brochure he created “What does Membership Mean to Me?” Greg stated he’s realized that there were no LSC student members. After looking into the matter, it was discovered that not all instructors at that school are members (all instructors need to be members in order for students to be granted membership). Greg suggested that all instructors should be members and that the school should look into paying for the membership. Barb S. offered to give a presentation to the EGF school.		

	(See Appendix A for brochure)		
Publications	Nothing to report		
Sputum Bowl	The sputum bowl is set for the Job Fair, which will be Feb 22nd, 2013. There is discussion about lowering the number of questions each team is responsible for submitting in efforts to get better participation. Will see how nationals go in New Orleans.		
Student Affairs	Bryan W. congratulated the students in attendance for their participation. These students are in leadership positions in their schools. They will be part of the Student Affairs committee and will not have an official vote. Bryan promised not to overburden the students and made sure they knew that they did not have to attend meetings in person – the can use the phone option. Bryan stated he will be responsible for getting the meeting minutes to the students. Bryan also stated the fee for the 2013 Job Fair will be slightly increased this year.		
Tobacco Abuse Prevention Vendor Relations International Fellow	No new report		
Website	Previously discussed		
Next meeting:	Friday, Jan 25th after Winter Workshop at approx 2p, site TBA		
Adjourn		MOTION: Barb S. SECONG: Bryan W. Meeting adjourned.	

Appendix A Below

