



**MEETING MINUTES**

**MEETING: BOD and MSRC Leadership**

**Date: November 3<sup>rd</sup>, 2017**

**Next meeting: January 26<sup>th</sup>, 2018**

**Minutes By: Keri Ohren**

**Parliamentarian: Denise Johnson**

<b>Issue/Topic</b>	<b>Discussion</b>	<b>Conclusion/Outcome</b>	<b>Comp. Date</b>
Welcome	Greg Morgan- Welcome to all		
Roll Call	<p><b>Present: Greg Morgan, Coleen Reisdorf, Keri Ohren, Chris Gerlach, Al Kendall, Shelly Klein, Patricia Johnson, Bill LeTourneau, Christopher Roberts, Heather Fauche, Anne Snyder, Chris Bosley, Ryan Sura</b></p> <p><b>Present- 13 voting, Absent- 2, We have a quorum.</b></p>	<b>Also present: Sean Severson, Barb Sherwood, Brie S, Sarah, and Denise Johnson</b>	
Secretary's Report	<b>Motion- Shelly motioned to approve the 8-18-17 minutes and Al 2<sup>nd</sup> the motion.</b>	<b>No discussion and minutes approved.</b>	

<b>Treasurer's Report</b>	<b>Presented by Greg</b> <b>See attached: Treasurer Report</b> <b>There is \$33,879.70 in checking and \$47,487.18 in Black Rock Funds.</b>	<b>AARC did pay for the senior and junior delegates' conference fees. If it has not been received, there should be a refund to the MSRC for those expenses. Bowling for Breath was not held this year so those registration fees will have to be refunded.</b>	
<b>Delegate's Report</b>	<b>See attachment</b>		
<b>Old Business:</b>			
<b>MSRC Policy and Procedure and Job Descriptions</b>	<b>Presented by Greg: Also see handout. Thank you to the committee members for their hard work on this. Especially Sean S. as he was the main lead on this project. The sputum bowl coordinator position is missing from the presented positions. The job descriptions will be posted on the website. Colleen made a motion to approve the job descriptions document pending the addition of the sputum bowl coordinator job description. Anne 2<sup>nd</sup> the motion</b>	Discussion ensued. Any changes to the document will be board approval but not membership approval. The documents need to be reviewed on a regular basis.  Shelly motioned that the job descriptions will be reviewed annually by the bylaws committee. Al 2 <sup>nd</sup> the motion. No discussion motioned passed.  Original motion then voted upon. No further discussion. Motion passed.	

<b>Bylaws Update:</b>	<b>Presented by Denise:</b> The 60 day comment period is done for members. There were some further changes recommended by members. The committee will need to reconvene to review the suggested changes. They plan on meeting the end of November or early December. If changes are made there will need to be another 60 day comment period for members. There will need to be an email vote once the final bylaws are presented.		
<b>MN Road Show Update:</b>	<b>Presented by Barb:</b> May positive comments about the event in Alexandria. Planning on the next one to possibly be in Bemidji for the 3 <sup>rd</sup> quarter meeting. The 4 <sup>th</sup> quarter meeting may be held in Duluth.		
<b>Lifetime Achievement Award</b>	<b>Presented by Chris:</b> Doing research for selection criteria and guidelines. Possible criteria based upon years of service, great achievement etc. Most do not present the award on an every year basis. More discussion during the long range planning meeting.		
<b>New Business:</b>			
<b>Military Liaison Award:</b>	<b>Presented by Greg:</b> Military Liaison award accepted by Greg at the AARC national convention in Indianapolis. This award will be presented to Al Newman at the winter workshop.	<b>Received Proclamation for COPD Awareness Month for November.</b>	

<p><b>2018 MSRC Officer Ballot</b></p>	<p><b>Presented by Greg: See handout. Chris M. motioned to approve the MSRC 2018 Ballot. Heather 2<sup>nd</sup> the motion.</b></p>	<p><b>No discussion. Motioned passed.</b></p>	
<p><b>Budget</b></p>	<p><b>Presented by Chris G.: See handouts (3 options). There is a \$665 shortage in the budget. The 3 different options show how to make up the shortage. Leadership boot camp was eliminated from this year's budget and there is still the shortage. Example 1- Draw out money from Black Rock Funds. Example 2- Remove any per diem for travel. Example 3- Fundraising</b></p> <p><b>Increase website income. Looking for a new chair or co-chair for the vendor relations committee. Increase vendor advertising on the website. Increase job posting fees but offer Facebook and LinkIn postings.</b></p> <p><b>Use the refunded money from the AARC for the delegates' conference fees to cover the shortfall this year.</b></p> <p><b>Bill motioned to designate the AARC refund to cover the shortfall in the option #3 2018 budget. Al 2<sup>nd</sup> the motion.</b></p>	<p><b>No discussion. Motioned passed.</b></p>	

<p><b>Fundraising Events Brainstorming:</b></p>	<p><b>How to raise extra income for the MSRC?</b>  <b>Ideas: Raffle or silent auction.</b>  <b>Suites at professional events and sell tickets. Twins suite- \$2800-8000 fits 30-50 people need to sell tickets for at least \$150. Roof top deck can see tickets for at least \$50. Option for MSRC event. Wild suite \$3100-\$5000 fits about 20 people need to see tickets for at least \$250.</b>  <b>Tournament (bowling, golf, softball)- hospital vs. hospital</b>  <b>Need an ad hoc committee to work on the ideas and planning. Will need a chair and committee members. Greg will email MSRC members for willing participants.</b></p>		
<p><b>Committee Reports:</b></p>			
<p><b>Chronic Disease, Disaster Preparedness, Education, Elections, International Fellow, Judicial, Long Range Planning, Military Liaison, Parliamentarian, and Tobacco Abuse Prevention</b></p>	<p><b>No updates</b></p>		

<b>Legislative</b>	<b>Carrie is attending a sleep meeting. Sleep technologists are looking a licensure in MN. Reconnecting with nursing lobbyist concerning medical assistants providing trach cares, vent cares etc. Need to develop an alternative plan.</b>		
<b>Membership</b>	<b>Active Members 531 Students 118 Honorary 2 Industrial 5 Physician 1 Active Retired 8 Recently lapsed 27</b>		
<b>MRCF Scholarships</b>	<b>Would like the scholarship requirements posted to the website. Info will also be sent to the instructors. Hopefully information can be posted on the website by December.</b>		
<b>NRRCC</b>	<b>Also working on a budget and job descriptions.</b>		
<b>Public Relations</b>	<b>Feed my starving children event planned for after the holidays. Survey the members for ideas they would like to see for events. The NRRCC fun committee is planning on a prom of the decades event.</b>		

<b>Sputum Bowl</b>	<b>No longer going to be a practitioner event at AARC national convention. MSCR did not send a student team this year. Mayo practitioner team took 4<sup>th</sup> place at nationals. Will continue to have a practitioner sputum bowl at NRCC. The teams will not need to submit questions. The goal is to make the event more fun.</b>		
<b>Student Affairs</b>	<b>Job Fair Feb. 16<sup>th</sup>. Student activity for the NRCC will be hungry human hippos. Student sputum bowl will be held at the job fair.</b>		
<b>Website</b>	<b>Chris G. and Ryan S. are learning how to make changes to the website. MSRC is utilizing Justin from Core Respiratory to help them learn.</b>		
<b>Other:</b>	<b>Next meeting January 26<sup>th</sup> after the Winter Workshop.</b>		
<b>Adjourn</b>	<b>Coleen motioned to adjourn the meeting and Bill 2<sup>nd</sup> the motioned.</b>	<b>No discussion. Motion passed.</b>	