

**South Dakota Society for Respiratory Care**  
**Board of Directors Meeting via Teleconference**  
**Wednesday, February 4th, 2015 12:00 CST (11:00 MST)**  
**Meeting Minutes (Approved)**

- I. **Call to Order:** Dawn called meeting to order 1209. Dawn requested a motion to change agenda as needed. Julie motioned, Second by Sandy.
- II. **Members Present:** Dawn Rost, Sandy Brown, Julie Dowling, Dominique Hurley, Jordan Dykstra, Lacey Wilder, Abby Hansen, Jessica Winterboer, Angie Haugen, Ashley Herron.
- III. **Guests:** Dan Wagner, Velen Baker, Steve Sittig, Tom Cahill, Eve Minkel
- IV. **Secretary's Report** – Jordan Dykstra
  - a. Pre Board Meeting Minutes 2014-corrections to be made. Motion to approve Pre-Board Meeting Minutes, Julie motioned, Eve Second. Motion carried.
  - b. Post Board Meeting Minutes-correction to be made to eliminate the Ad Hoc Committee on the development of a new format for SDSRC meetings. Instead the Program Committee made some changes based on feedback gathered from the annual business meeting. Motion to approve Post Board meeting made by Sandy, Second by Julie. Motion carried.
- V. **President's Report** – Dawn Rost
  - a. Dawn sent out President's Report to BOD.
    - i. Received funding from AARC. New Legislative session started in January 2015. No bills on the table currently that affect Respiratory.
    - ii. Tom Cahill and Angie attend SDBMOE meetings. Dawn had seen on the SDBMOE website that RTs were going to be required to take an ethics class. Angie will inquire at the next SDBMOE meeting.
    - iii. Kallstrom Memorial Scholarship applications are due March 1<sup>st</sup>, 2015.
    - iv. Email received from Sherry Milligan about the AARC Leadership Conference. This year there will not be a Leadership Conference but there will be options for web based and online learning modules. The AARC intends for any state board members to participate as desired. Will continue to follow up with the BOD as these are made available.
- VI. **Treasurer's Report** – Jessica Winterboer
  - a. 2014 Treasurer's Report sent to the BOD for review.
  - b. Investment Policy needs to be reviewed this year. This policy is reviewed every five years. Jessica to meet with an investment advisor prior to reviewing this policy.
  - c. Wells Fargo Accounts
    - i. On the Investment/Brokerage Account Dominique (President Elect) and Jessica (Treasurer) will be changed to proprietor.
    - ii. Checking will be Jessica (Treasurer) and Dawn (President).
    - iii. Sandy (Program Chair) and Jess (Treasurer) will be on the Conference Account.
    - iv. Savings will be Dawn (President) and Jessica (Treasurer).
    - v. 501C6 to be filed by Dominique with the Secretary of the State to retain not for profit status. Dominique will be listed as proprietor.
  - d. Jessica will talk with accountant in regards to what address is best for receiving tax information for the longest period of time, i.e. secretary's address versus President Elect.
  - e. Three flash drives have been purchased and given to the Secretary, Treasurer and President.
  - f. Jessica will update the reimbursement form on the website so that it will be in her name.
  - g. Bill received from webmaster. Fees will be the same for 2015 as for 2014. Motion made to pay webmaster total amount although it was above the quoted and therefore budgeted amount by Eve, Second by Sandy. Motion carried. Sandy will request an updated invoice to reflect changes on the website to be sent to Jessica.

- i. Sandy brought to the board that there is the option with Well's Fargo that the registration fees could be deposited directly into the conference account. This could be an option instead of using PayPal. Discussion over changing from PayPal. Decision made to stay with PayPal for 2015.
- h. Lincare has outstanding bill from 2014 Conference Vendor booth. Eve has emailed, called, etc. Eve will keep pursuing payment and will also contact Lincare supervisor.
  - i. We currently don't have a policy on what actions to take when vendors do not pay. Discussion over whether a policy should be written.
- i. Motion to accept Treasurer's Report by Julie, Second by Jessica

**VII. Delegate's Report – Julie Dowling, Ashley Herron**

- a. Julie submitted Delegate's Report to the BOD.
  - i. Medicare Bill HR5380 Medicare Telehealth Parity Act-Julie informed the board that this is a current bill. This important legislative initiative will enhance the RT profession and greatly improve pulmonary patients' access to respiratory therapists, respiratory care services, and remote patient monitoring and training for patients with COPD via an interactive telecommunications system.
  - ii. Ashley is going to be on the elections committee for the House. Julie is on the scrutinizing and elections committees.
  - iii. AARC has new website.
  - iv. Best Practices Presentations
    - 1. Dawn received survey about best practices that pertain to us and will be presentations at the HOD meeting.
- b. Julie and Ashley will be attending the next HOD meeting in July 16<sup>th</sup> & 17<sup>th</sup>, 2015.

**VIII. Standing Committee Reports**

- a. Budget-Audit – Jessica Winterboer
  - i. Think of areas where BOD would like to donate funds.
- b. Bylaws – Tom Cahill or Dawn Rost
  - i. SDSRC bylaws approved by the AARC in July of 2014, will be due for review again in 2019 unless any proposed changes occur prior to that time.
- c. Legislative - Dan Wagner or Dawn Rost, via Tim Dougherty
  - i. SDBMOE Meeting dates as follows: March 11, June 11, September 10, December 3
    - 1. Most recent notes include the state approved a motion to include a requirement by RTs in SD to complete an ethics course for CEU credit for licensure
- d. Membership – Lacy Wilder
  - i. Lacy is unable to access website to check membership report. She has sent email to AARC to get the new link from them since the website update has taken place.
- e. Nominations-Elections – Don Anderson or Sandy Brown
  - i. 2014 election is complete. Don Anderson and Sandy Brown counted ballots on Wednesday, December 3<sup>rd</sup>, 2014 at the Sanford RC Classroom. 113 out of 240 ballots were returned, 47% return rate. Results as follows: President Elect Dominique Hurley, Secretary Jordan Dykstra, Treasurer Jessica Winterboer, and Director at Large Abby Hansen. Welcome new BOD members.
  - ii. 2015 Ballot will include: Delegate, Director at Large
- f. Program-Education – Sandy Brown, Pete Winder
  - i. SDSRC Conference Dates September 15<sup>th</sup>, and 16<sup>th</sup> 2015 at the Holiday Inn Civic Center.
    - 1. Committee is meeting every second Wednesday of the month.
    - 2. There are currently five speakers
    - 3. 10 CEUs will be offered. Full day Tuesday, and half day Wednesday.
    - 4. Sandy brought to the attention of the BOD the cost of registration for 2015's Conference compared to 2014's Conference. 2014's Conference had more CEUs.

Discussion on keeping the registration fee the same or increasing. Motion to keep registration fee the same for 2015 by Jessica, Second by Sandy. Additional discussion over changing registration fee for the one day registration due to fewer CEUs. Motion withdrawn by Jessica. Will revisit when program timeline is more concrete.

- g. Website-Public Relations – Sandy Brown
  - i. Changes in Website Updates, Security Issues- Tom Striplin as the website host has requested to take the site back and no longer have someone from the SDSRC make the updates. This is due to the increased risk of hackers trying to gain access to less secure sites. The board decided this was a good idea for Tom to take it back over. Sandy will remain the point of contact if edits need to be made and she will be in touch with Tom to request edits.
  - ii. Updates to Current Website Pages – all members please look through the website, make sure contact information is current, and bring any suggested changes/edits for all web pages to the meeting. Send Sandy any updates on contact information.
  - iii. AARC Summit Award Requirement – This item tabled at time of meeting.
- h. PACT – Carleen Waltner
  - i. 2015 PACT Initiative is to gain momentum for the Medicare Telehealth Parity Act.
  - ii. AARC Hill Day scheduled Tuesday, March 18<sup>th</sup>, 2015
  - iii. Therapists interested in PACT involvement –
    - 1. Additional PACT Representative Involvement/Mentoring by Carleen-Dawn visited with Carleen about increasing people that are involved in PACT for if/when it comes time for Carleen to step down or take a break.
    - 2. If the BOD were to send two, it would be the extra cost of one airfare. AARC pays for two nights. Discussion on sending someone with Carleen this year. It is not currently in the budget. Sandy made a motion to send an additional PACT representative this year (2015) with Carleen. Second by Dominique. Discussion. Motion carried. An additional person will be sent to PACT with Carleen this year. There were four therapists who indicated they were interested in becoming a PACT representative after an email was sent to the entire membership asking for volunteers. Who will be chosen will be decided-during Executive Session.

## **IX. Old Business**

- a. SDSRC Logo to Electronic Format – Julie Dowling, Dawn Rost
  - i. If anyone is in need of letterhead with SDSRC logo contact Julie.
- b. SDSRC Purchase of Data Storage Jump Drives
  - i. Secretary, Treasurer, and President
- c. Student BOD representative attendance at HOD meetings.
  - i. Discussion on how to get students more involved in the State Conference and Board meetings. Student free time is limited due to coarse work. They are unable to attend/be involved. If students aren't involved throughout the year, it does not make sense to send a student to the HOD meeting. December 15 HOD meeting is off the table for sending a student to HOD.
  - ii. Dawn will write up description of what is expected of the student representative in regards to SDSRC and HOD attendance and send to BOD to approve by April 15th. From there, if approved, it will be sent to the Respiratory Care program instructors. Beginning of the summer semester (May) students will be provided with the job description and information on being a student representative. July 1<sup>st</sup> of the year is when the student BOD representative will be chosen and invited to the fall meeting. Discussion on having two student representatives, one from the East DSU program, and the West.

**X. New Business**

- a. SDSRC Revenue Opportunity - Creation of CRCE Self Learning Packets – Tom Cahill
  - i. Tom Cahill presented the BOD with an option for creating revenue. Have interested therapists create self -study CEU packets. These packets would then be approved by the AARC for CEU credit and then offered to members across the state for a small fee. Topics of interest were provided. Discussion took place regarding the cost to implement, the return on investment, the labor intensiveness of creating the packets, and the possible conflict of interest with therapists then not attending the conference if they could gain CEUs in this fashion. The BOD declined to move forward with this proposal at this time.
- b. New Medical Director
  - i. Sandy has been unable to get a hold of Dr. Rohr. Sandy has asked Dr. Rizan Hajal to be our medical director and he would love to if the BOD agrees and chooses him. Discussion. Question brought forward of how often the BOD changes medical directors. We are required by the AARC to have a medical director. Motion to have Dr. Rizan Hajal to be medical director made by Sandy for 2015, second by Lacy. Motion carried.

**XI. Announcements**

- a. Additional Scheduled BOD Meetings to be held via teleconference include Thursday, April 30<sup>th</sup>, 2015 and Monday, July 13<sup>th</sup>, 2015.
  - i. Possibility of adjusting meeting times.
- b. September 14<sup>th</sup>, 2015 BOD meeting time and place TBA in conjunction with SDSRC Annual Conference

**XII.** Motion for board to enter into Executive Session by Julie, second by Dominique @ 1415. Motion carried. Motion to be out of Executive Session @ 1423 by Dominique, Second by Sandy. Motion carried.

**XIII. Adjournment:** Motion to adjourn by Sandy, Second by Jessica. Motion carried and adjourned at 1425.