

**South Dakota Society for Respiratory Care  
Board of Directors Meeting via Teleconference  
Monday, March 16<sup>th</sup>, 2015 7:30pm CST (6:30 MST)  
Meeting Minutes (Approved)**

- I. Call to Order:** Dawn called the meeting to order @ 1935 CST.
- II. Members Present:** Dawn Rost, Sandy Brown, Dominique Hurley, Julie Dowling, Jordan Dykstra, Jessica Winterboer , Lacey Wilder, Ashley Herron
- III. Guests:** Tom Cahill, Dustin Letcher
- IV. Secretary's Report** – Jordan Dykstra
  - a. Few edits to wording to be made. Dominique motioned to accept meeting minutes once edits have been made, 2<sup>nd</sup> by Julie. Motion carried.
- V. President's Report** – Dawn Rost-
  - a. Additional meeting added due to time running out at last meeting. Dawn requested another meeting today to meet goals of Presidency.
    - i. Dawn requested that Rapid meet in one location, and Sioux Falls in one location to make it easier to connect on one phone to each location.
    - ii. As BOD Dawn talked about maintaining membership numbers-actively doing this with the membership committee sending out reminders. There may be a need for a membership campaign.
    - iii. Desire for increased involvement of BOD and Committee members in creation of the 2016 budget and investments.
    - iv. Increase involvement of interested SDSRC members to the PACT team, to committees and to BOD positions.
    - v. Desire to increase student involvement at the state and national level.
    - vi. Identify areas on the Affiliate Summit Award application where improvements can be made i.e. fine one tem to promote and take precedence.
- VI. Treasurer's Report** – Jessica Winterboer
  - a. Jessica presented information on the accounts at this time.
    - i. Webmaster and Lobbyist have been paid at this time.
    - ii. Charlene has been reimbursed for airfare for PACT. Carleen has yet to be reimbursed for airfare for PACT.
      - 1. Ashley made motion to approve Treasurer's report, Dominique 2<sup>nd</sup>. Motion carried.
- VII. Delegate's Report** – **no new information at this time**
- VIII. Standing Committee Reports**
  - a. Budget-Audit – Jessica Winterboer
    - i. No report at this time.
  - b. Bylaws –**no new information at this time**
  - c. Legislative - Dan Wagner or Dawn Rost, via Tim Dougherty-weekly reports being received from Tim Dougherty weekly.
    - i. South Dakota Legislative session began January 13, 2015 and runs for 13 weeks.
      - 1. No issues relating specifically to RT have been introduced yet in this session.
    - ii. SDBMOE Meeting dates as follows: March 11, June 11, September 10, December 3 of 2015.
      - 1. At the March 11 meeting, new rules were adopted. Wording was changed in the written rules to relate current ethics statement to be closer to the wording of the AARC ethics statement. The change will not affect licensed therapists at this time.
  - d. Membership – Lacy Wilder
    - i. 17 lapsed members in the month of March. 282 active members in March.
  - e. Nominations-Elections – **no new information at this time**
    - i. 2015 Ballot will include: Delegate, Director at Large

- f. Program-Education – Sandy Brown, Pete Winder
  - i. Time/location of Pre-Board Meeting-September 14, 2015 at 1700 CST and location TBD.
  - ii. Number of CEU's provided-10 CEU's offered for the two days of the Conference.
  - iii. Annual Business Meeting-Tuesday, September 15<sup>th</sup>, 1215 -1330 CST.
  - iv. Vendor Hall Hours-Tuesday, September 15<sup>th</sup> 1100-1215 CST, and then again on Tuesday, September 15<sup>th</sup> 1630-1800 CST. Discussion over vendor hall hours/time. Conference agenda adjusted to give more time for Annual Business Meeting.
  - v. The time the last speaker concludes-Wednesday, September 16<sup>th</sup>, 2015 the last speaker will be finished by 1230 p.m. CST.
  - vi. Time/location of Post-BOD meeting-Wednesday, September 16<sup>th</sup>, 2015 @ 1230 p.m. Location to TBD.
- g. Website-Public Relations – Sandy Brown
  - i. Updates to Current Website Pages – all members that have any edits or changes that need to be made to the website should forward all that information to Sandy Brown.
    - 1. Request from a group that treats mesothelioma to have a link on our healthcare association page to their website. Email to be received from Dawn with official name of organization. Julie made motion to have Tom look at link, Dominique 2<sup>nd</sup>. Motion carried. Dawn will have Tom Striplin check this group to see if they are accredited
      - a. Sandy will request report from Tom on why SDSRC website was corrupt and what potential security issues exist.
- h. PACT – **No report at this time**, representatives traveling to Washington DC
  - i. 2015 PACT Initiative. Virtual Lobby Week, live on March 9<sup>th</sup>. Members encouraged to submit letters of support to their state representatives
  - ii. AARC Hill Day scheduled Tuesday, March 17<sup>th</sup>, 2015. Carleen Waltner and Charlene Raley will attend
  - iii. Update from Frank Salvatore this AM, Monday, March 16, 2015 on letters sent to State Legislature. Currently there have only been 105 letters sent. Board is encouraged to talk with other members to send letters.

## IX. Old Business

- a. Student BOD representative job description-Draft of Student Representative Job Description sent out to BOD members to review.
  - i. Discussion over job description and possibly adding more to promote why it is great to part of the BOD- motion carried to accept SDSRC Student Representative Job Description.
    - 1. Lacey will draft and present a version of a document that promotes being a part of the BOD as a student at the April 30<sup>th</sup>, 2015 meeting.
- b. New Medical Director – Dr. Rizan Hijal
  - i. How often do we want to change who the Medical Director is?
    - 1. Discussion over how long the term of Medical Director position will be.
    - 2. Discussion on what the Job Description is for the Medical Director.
      - a. Dominique will look into whether there is a Job Description for Medical Director.
        - i. AARC may have guidelines for what a Job Description would consist of.
      - b. Dominique will look into the standing rule for how long the appointment for Medical Director is.
  - ii. Develop a process to submit nominations/suggestions for Medical Director.
  - iii. Discussion on rescinding the request to Dr. Rizan Hajal to be Medical Director due to Dr. Susan Rohr was still under the impression that she was the acting Medical Director. She wishes to continue as Medical Director for the SDSRC.
    - 1. Dominique motions to rescind Dr. Hajal's Medical Director appointment. He will retain his membership to the AARC. Dr. Rohr will be officially reinstated to her Medical

Director appointment and renew her membership. Make a standing rule regarding Medical Director appointment, nominations and contact the AARC about suggestions for a Medical Director Job description. Julie 2<sup>nd</sup> the motion. Discussion. Motion carried.

a. Dawn will draft a letter to Dr. Hajal explaining the situation and how the BOD voted.

iv. Standing Rule on Reimbursement-SR #8 09-15-14 needs to be updated to reflect that receipts will be required for reimbursement.

## **X. New Business**

### **a. 2015 SDSRC Annual Meeting and Convention**

i. Vendor Pricing Decision-Dawn presented prices from other state conferences i.e. N.D. charges \$500 for three hours. Discussion on vendor pricing. Motion to keep vendor registration the same as last year, \$325, and survey vendors on 2015 format to determine whether to change vendor price next year. Motion 2<sup>nd</sup> by Ashley. Dawn abstained from discussion and vote due to conflict of interest. Motion carried.

ii. Registration Fee Decision-10 CEUs being offered for the 2015 Conference. Dawn presented prices from other state conferences. Discussion on price of CEUs. \$110 for two days registration for 10 CEUs. Six CEUs on day one (\$65), and four CEUs (\$45) on day two of the 2015 Conference. Motion to keep Advance Registration fee at two day at \$110 by Julie. Day one advanced registration fee to be \$65 and second day advanced registration fee at \$45. Dominique 2<sup>nd</sup> the motion. Motion carried.

1. Discussion on late fee charges for those that choose to register late. Advanced registration fees will be set at \$110. Postmarked after date TBD by program committee will add a flat fee of \$20 to the above fee for late registration and registration on sight will add \$25 to the above fee. Motion 2<sup>nd</sup> by Jessica. Motion carried.

iii. Therapist of the Year nominations-BOD to be thinking of Therapists to nominate. Tom, as website manager, to put deadline and nomination form on to the website. Deadline for nominations of July 1<sup>st</sup>, 2015. Nominations to be given to Dawn for review of the BOD.

iv. Vendor of the Year nominations-Deadline for Vendor Nominations of July.

v. Lifetime Achievement – Dr. Brian Hurley-Dan Wagner is going to provide a write up on Dr. Hurley and all that he has accomplished and contributed to the Respiratory Care Profession and the SDSRC. Discussion on calling it Lifetime Achievement versus Special Recognition.

1. Discussion on adding awards to the Annual Business Meeting to recognize scholarship winners, etc.

### **b. Addition of members to budget/audit committee**

i. Dustin Letcher – Avera Hospital Sioux Falls

ii. Lanny Baker – Avera Hospital Sioux Falls

iii. Tom Cahill – Sanford Health, Sioux Falls

iv. Dominique Hurley-Sanford Health, Sioux Falls

v. Invitation also to Dave Brouwer, Sanford Health

1. Committee to look at Budgets, investments, etc.

2. Jessica to be the chair of this Committee as Treasurer.

3. 2015 Budget-Request to the Committee to look at the 2015 Budget and what the total savings balance, and what a minimum amount should be in savings.

4. Annual Compilation Report-every year since Dave Brouwer was Treasurer, report is taken to the accountant about the income and expenses, for the accountant to put into a compilation report. Jessica contacted an accountant, Terry Nemick, in Sioux Falls. Terry gave Jessica a quote of \$300 for a compilation report. If compiled after April 15<sup>th</sup>, he would decrease the fee even more. Having a compilation report does not

protect the BOD from fraud on the part of the any BOD member. An audit would be more appropriate per Terry Nemick in terms of checks and balances but would be more expensive to have done. Discussion on what to do to protect the BOD from embezzlement.

- a. Request to the budget/audit committee to look into what the BOD should do in regards to audits, compilation reports so the BOD is protected.
5. Dawn request to look into the SDSRC and how much money is needed to endowing scholarship opportunities.
- c. 2016 Budget – first look at line items, suggestions for changes to discuss at future meetings
  - i. Fact finding session regarding future investment options for the SDSRC-This is a good thing for the budget/audit committee to look into and see what is recommended for the SDSRC.
  - ii. SDSRC Investment Policy needs to be reviewed and revised as needed this year. Reviewed and revised every five years. This to be looked at by the budget/audit committee.
- d. Joyce Kallstrom Scholarship Application Review of Candidates-Tom Kallstrom’s recommendation for recipient of scholarship to be Kelli Stroebel. The BOD will invite Kelli to the 2015 Conference to be recognized as recipient of the Joyce Kallstrom Scholarship.
- e. Revision of Standing Rule #09-15-14 after meeting with bank representative-According to the current standing rule to retain the non-profit status “the individual with the longest running term will be listed as the filing agent”. This standing rule needs to be revised to “the President will be listed annually as the proprietor of the SDSRC”. Discussion. Dawn and Jessica to look at the current standing rule to revise the wording so that it is more appropriate for our needs.

**XI. Announcements**

- a. Next Scheduled BOD Meeting to be held via teleconference Thursday, April 30<sup>th</sup>, 2015

**XII. Adjournment @ 2155 CST Motion to adjourn by Ashley, 2<sup>nd</sup> by Jessica. Motion carried.**