

South Dakota Society for Respiratory Care
Board of Directors Meeting Minutes (Approved)
Sunday, March 20th, 2016 5:00pm CST (4:00pm MST) Teleconference

- I. Call to Order:** Dawn called the meeting to order @ 1706.
- II. Members Present:** Sandy Brown, Dawn Rost, Lora Bornhoft, Sarah Schoenfelder, Kim Kuiper, Jordan Dykstra
- III. Guests:** Joe Spader, Char Raley
- IV. Secretary's Report** – Jordan presented meeting minutes from the January 2016 meeting. Edits to be made. Lora motion to approve minutes once edits have been made, Kim seconded motion. Motion carried.
- V. Treasurer's Report** – Sarah presented the Treasurer's Report. Dawn motioned to approve Treasurer's Report, Jordan second. Motion carried.
 - a. 2016 account balances, checking and investment account
 - b. 2016 year to date income and expenses vs budget
- VI. Delegate's Report** – no report at this time
 - a. Summer HOD meeting scheduled: June 29-30, 2016
 - b. Winter HOD meeting scheduled: October 13-14, 2016
- VII. Standing Committee Reports**
 - a. Financial Review
 - i. Compilation report – outside parties complete – Sarah updated the BOD on the compilation report and the work that Dominique put into organizing the compilation report.
 - ii. Review of Reimbursement Policy and Procedure-Dawn reminded the BOD that receipts are needed for the BOD to reimburse expenses as well as the reimbursement forms.
 - b. Bylaws – Dawn
 - i. SDSRC Bylaws edits submitted to AARC Bylaws Committee.
 - ii. AARC Bylaws committee sent the bylaws to the AARC Board of Directors for Approval. The AARC BOD meets on April 10th, 2016. The hope is that the Bod will hear from the AARC BOD after the April 10th meeting.
 - iii. Upon AARC BOD approval, the bylaws will then go to the membership for ratification.
 - 1. Membership has to ratify the bylaws at the 2016 Annual Meeting. There must be a 2/3 majority for bylaws to be ratified.
 - c. Legislative – Dawn
 - i. Senate Bill 19 – An Act to revise certain mandatory reporting requirements for elder and disabled adult abuse and neglect.
 - 1. Four bills introduced that involved healthcare.
 - 2. One Bill did make it past the House and the Senate-Senate Bill 19. SB 19 states “any health care professional who knows, or has reasonable cause to suspect, that an elder or disabled adults has been or is being abused or neglected, to, within twenty-four hours, report such knowledge or suspicion orally or in writing to the state’s attorney of the county in which the elder or disabled adult resides or is present, to the Department of Social Services, or to a law enforcement officer. Any person who knowingly fails to make the required report is guilty of a Class 1 misdemeanor”. Education on this bill will be provided to the membership at the 2016 Annual Business Meeting.
 - d. PACT – Char, Carleen
 - i. 2016 Dates in Washington – April 11-13th. Char and Carleen have appointments with all three Representatives. The week of March 27th will be the start of virtual lobbying.
 - e. Membership – Abby/Kim
 - i. Total Active Members – Abby and Kim have been making phone calls to those members whose membership has lapsed. 22 lapsed memberships. Of those 22 lapsed memberships, 12 of them will expire at the end of this month.
 - ii. Spotlight RT – Abby and Kim have prepared to take over the Spotlight RT from Dominique. 230 and 201 were the numbers that correlate to a member that were drawn for who will be the Spotlight RT and alternate.
 - f. Nominations-Elections –Dominique
 - i. 2016 ballot will include: President Elect (unless bylaws change), Director at Large, Treasurer (1 year term). Dawn will talk with Dominique about the BOD having a table at the vendor hall for BOD members so that people are able to ask questions about being on the Board, etc.
 - g. Program-Education – Dominique (Dawn updated the BOD on the program and education as Dominique absent for the meeting).

- i. 2016 Update
- ii. 2017 proposals due
 - 1. Currently there have been no bids for the 2017 SDSRC Meeting.
- h. Website-Public Relations – Dawn
 - i. Kallstrom Memorial Scholarship applications were submitted to Tom Kallstrom March 1st, 2016 – award to be given at 2016 Annual Business Meeting.
 - 1. One application was received for the Kallstrom Memorial Scholarship.

VIII. Ad-Hoc Committee Reports

- a. Ad Hoc Committee on AARC COPD Initiative – Char (no report at this time).
- b. Ad Hoc Committee on State Military Liaison
 - i. 2016 SDSRC Meeting-Joe arranged for the JROTC from Washington HS to present the color guard. Presentation of Colors will occur at the beginning of the meeting and the JROTC will be back to Retire the Colors at the end of the meeting. Master Sergeant Nelson suggested a donation to help the JROTC with the cost of uniforms, etc.
 - 1. Joe recommended that we give a donation to the JROTC. Discussion on whether to donate to the JROTC and if so, how much. Sarah made a motion to donate \$100 to the JROTC, Sandy seconded motion. Motion carried.
 - ii. Joe recommended that we purchase our own flag to be folded in the traditional way and be kept in a flag case to be presented at meetings. Joe will look into obtaining a flag for the BOD by contacting the Legion. He will let the BOD know about cost of flag and flag case.
 - iii. Joe has received information from members that have military service history. We currently do not have a page built on the SDSRC website that recognizes our military members. Dawn to look into having our webmaster build a page.
 - 1. Motion made by Lora for Joe to look into the cost to purchase flag and flag case and to purchase, Jordan second motion. Motion carried.
- c. Respiratory Care Advisory Committee to the SDBMOE – Tom C, Angie H
 - i. SDBMOE sent a Respiratory Care Practitioners Advisory Committee Update. Meeting was held February 17th, 2016. Committee discussed the supervisory relationship between RT and medical director. Committee members provided ideas on how to ensure these relationships are kept up to date. The committee also reviewed the results of the continuing education audit that was completed in the fall of 2015. All audited licensees were found to be in compliance with the continuing education requirements. Committee also reviewed a question regarding medical equipment and where the line between setting up equipment (which can be done without a license) and providing respiratory care (which is a licensed activity).

IX. Old Business

- a. 2016 Raffle Update
 - i. The 2016 Raffle has been going well. 37 tickets left to be sold. We have covered the cost of the prize packages and do look to make a profit from the raffle tickets.
- b. 2016 SDSRC Christmas Tree at State Capital
 - i. Jodi Hardwick will continue to work on a Christmas Tree at the State Capital. She will present information at the 2016 Annual Meeting.
- c. Camp Superkids Donations from Membership
 - i. Marilee Kontz is going to attend the 2016 Annual Meeting to present information about Camp Superkids.
 - ii. Donations have slowly trickled in.
 - 1. Kim motioned to have the BOD cover the expenses for the donation items to give to Camp Superkids. Lora seconded the motion. Motion carried.

X. New Business

- a. 2016 Medical Director Renew/Appoint
 - i. Dr. Rohr's Medical Director appointment is coming to an end in the next month. Kim made the motion to renew Dr. Rohr as Medical Director, Sarah seconded motion. Motion carried.
- b. 2016 SDSRC Member drawing for complimentary conference registration. Discussion on continuing this drawing. Dawn to send out email to the membership that a complimentary conference registration is to be drawn.
- c. Donation to Sioux Falls JROTC for providing the Presentation of Colors at the Conference (see VIII Ad-Hoc Committee Reports).
- d. Bylaws ratification pending approval at AARC BOD level

- e. PACT Representation to Washington DC – Dawn asked for input from Char on the number of representatives that we should send annually.
 - i. Char stated that having someone there as a mentor was a huge help last year during the orientation process. Char mentioned that she felt it was safer with two people. Char recommended that we also talk with Carleen as she has more experience.
 - ii. Dawn brought up the topic of having the current PACT representative to have a term that overlaps with the new PACT representative so that there is always someone that knows how PACT works and can mentor the new PACT representative. Discussion. Char to discuss with Carleen and the two will bring ideas back to the BOD.
- f. 2017 Budget Proposal – Sarah presented information on the 2017 Budget Proposal. Dominique had looked into having a one day conference versus a two day conference. Since Dominique was unable to be here today, discussion/approval tabled at this time on the 2017 Budget Proposal.
- g. Last Chance Raffle tickets for basket prizes.
 - i. Baskets to be presented at the meeting for the members to look over and buy tickets.
 - 1. Last Chance Raffle profits to be used toward the purchase of the flag and the flag case.

XI. Jordan motioned to move into Executive session, Lora seconded. Motion carried. Moved into Executive session at 1828. BOD moved out of Executive Session @ 1835.

XII. Announcements

- a. Next scheduled Board Meeting: Sunday, April 17th at 5:00pm CST

XIII. Adjournment: Lora motioned to adjourn the meeting, Jordan seconded. Motion carried. Meeting adjourned at 1836.