

**South Dakota Society for Respiratory Care
Board of Directors Meeting via Teleconference
Thursday, April 30th, 2015 7:00pm CST (6:00 MST)
Meeting Minutes (Approved)**

- I. Call to Order:** Meeting called to order by Dawn @ 1901 CST.
- II. Members Present:** Dawn Rost, Sandy Brown, Ashley Herron, Abby Hansen, Lacey Wilder, Jessica Winterboer, Dominique Hurley, Jordan Dykstra
- III. Guests:** Eve Minkel
- IV. Secretary's Report**
 - a. Jordan presented meeting minutes from the March 16th meeting. Suggestions for changes and wording to be made. Jessica made motion to approve meeting minutes with said changes. Sandy seconded the motion. Motion carried.
- V. President's Report**
 - a. Program Committee is in the design phase of having a Tobacco Cessation pre-conference workshop in the evening. Discussion on if members of the BOD would like to attend. Decided that a 1700 start time for Pre-Board meeting would be best on September 14th, 2015.
 - b. Dawn obtained a list of all licensed therapists in the state of SD. Discussion on exploring options on contacting non-members in order to be in contact with them regardless of being an AARC member or not. Jordan will ask Kristi if Sanford would be willing to pay for the cost of the mailers to non-members.
- VI. Treasurer's Report**
 - a. Jessica presented Treasurer's Report to the BOD. Discussion over report and receiving of checks from vendors. Dominique made a motion to approve treasurer report. Sandy seconded motion. Motion carried.
- VII. Delegate's Report**
 - a. No new resolutions at this time.
- VIII. Standing Committee Reports**
 - a. Bylaws -**no new information at this time**
 - b. Legislative - **no new information at this time**
 - c. Membership - Lacy Wilder
 - i. No new membership information at this time. Numbers same as March.
 - d. Nominations-Elections - **no new information at this time**
 - i. 2015 Ballot will include: Delegate, Director at Large
 - e. Program-Education - Dawn
 - i. Request for funding for creation of banner. Dawn had sent two different options in an email prior to this meeting for BOD members to look at options for a new banner SDSRC. Sandy made a motion to investigate the popup banner and pricing with this banner option. Dominique seconded this motion. Motion carried.
 - 1. Discussion on how much the BOD would be willing to spend for a popup banner. Dominique motioned to take funds from the Compilation Report to use towards a banner for the SDSRC totaling \$400. Sandy seconded the motion. Motion carried.
 - f. Website-Public Relations - Sandy
 - i. Received a request from Tom to have one person be in contact with him.
 - 1. Requesting a central email such as sdsrwebmaster@gmail.com for the BOD to use. This flags him to the importance of the email, rather than to receive from various personal emails. Jessica will setup this account and let Sandy know the email address and password. All correspondence to Tom will take place through Sandy with the use of this account.
 - g. PACT - Carleen, Char

- i. Carleen and Char had submitted their PACT Report. No questions at this time.

IX. Old Business

- a. Student BOD Rep job description and Paragraph
 - i. Discussion over job description and Paragraph that Lacy had submitted. No changes requested-looks great! Discussion on whether this should be included on the SDSRC Website. Discussion on if it would be beneficial to have a BOD member talk to the new students to get them interested and excited about the SDSRC. Dominique will talk to the East side students and Lacy will talk with the West side students.
- b. Revision of Standing Rule # 15
 - i. Jordan made a motion to approve edit on Standing Rule #15. Jessica seconded the motion. Motion carried.
- c. Medical Advisor Job Description/Medical Director Policy
 - i. Dominique motioned that she would create a medical advisor job description and a Medical Advisor Policy. Ashley seconded. Discussion. Motion carried.

X. New Business

- a. Spotlight RT
 - i. Dominique presented ideas for the Spotlight RT. Discussion on how often the BOD would recognize someone/having alternates/different questions for the Spotlight RT to complete/how to choose the member, etc.
 - 1. Dawn to rewrite the Operating Procedure for the Spotlight RT to have three weeks to return questionnaire.
 - 2. Will choose one Spotlight RT with two alternates.
 - 3. Guest to the meeting Eve, will pick a random number to determine who is the Spotlight RT. She chose 87. 125 and 200 will be the alternates to #87 if they are unable to fill out questionnaire.
 - ii. Discussion on including the Spotlight RT duties under the Membership Committees duties. Task assigned to the Membership Committee at this time on a trial basis.
- b. Budget /Audit Committee Recommendations
 - i. Consolidation of Accounts – Jessica presented information from the Budget/Audit Committee in regards to the SDSRC relationship with Wells Fargo and the BOD’s dissatisfaction with Wells Fargo. Wells Fargo does not assign an advisor to accounts that are less than a certain amount of money. Discussion.
 - 1. Budget/Audit Committee recommends to close all accounts at Wells Fargo and to have one checking and one investment account to be opened with Edward Jones. Discussion. Dominique made a motion to close all Wells Fargo accounts and open one checking and one investment account opened with Edward Jones. Jordan seconded motion. Motion carried.
 - ii. Investment Policy Review - Jessica presented information about limiting check signers to two individuals. The fewer number of check signers and persons listed on the accounts is more secure. Suggested signers to be the current president and current treasurer. Discussion. Jordan motion to limit check signers to two individuals that will be the current president and the current treasurer. Ashley seconded that motion. Motion carried.
 - iii. Close Savings Account-Jessica presented information about closing the savings account as it does not gain interest or accrue money. All other money should be placed into investment accounts where it can accrue interest. At any time a large amount of money is needed for spending, a request would be made to transfer money from investments to checking. No fee associated with transferring money. Discussion. Sandy motioned to close savings account and roll all current money into the investment account. Dominique seconded the motion. Motion carried.

- iv. Change the format of the Annual Compilation Report - Jessica presented information on how we were advised to utilize the finance committee and have a member of the committee look at the treasurer's work to ensure that all the numbers add up and that there is no suspicious activity. If suspicious activity is questioned, it will be brought to the BOD to then determine if there would be needed to consult with an accountant to perform a formal audit. Discussion. Dominique motioned that the compilation report be completed by finance committee members that are not BOD members after the Treasurer has completed the initial report, starting with 2014. Jordan seconded the motion. Motion carried.
- v. Investment Policy Review-Jessica presented information on how we were advised to leave investment policy as is for the next five years. Discussion. Sandy motioned to approve investment policy as written and review again in five year. Jessica seconded motion. Motion carried.
- vi. Creation of Additional Standing Rules
 - 1. Discussion on deleting Standing Rule #3. Dawn motioned to delete Standing Rule #3. Dominique seconded that motion. Motion carried.
 - 2. Discussion on adding a Standing Rule stating "no person may write a check to himself/herself. In the event the President or Treasurer needs to be reimbursed for expenses incurred, a second BOD signature, that is neither the President nor the Treasurer, is required on the expense voucher". Dominique motioned to add this as Standing Rule #15. Sandy seconded. Motion carried.
 - 3. Discussion to add a Standing Rule stating "Any person requesting expense reimbursement is required to provide the treasurer with a receipt of purchase. An expense voucher must be filled out and submitted with a receipt that will be retained by the treasurer. Any expense incurred by an individual who cannot produce a receipt will become the responsibility of the purchaser and the expense will not be paid by the SDSRC". Dominique motioned to add this as Standing Rule #16. Ashley seconded. Motion carried.
 - a. Discussion on amending the wording/time frame for submitting requests to the Treasurer for reimbursement mentioned in Standing Rule #16. Amend the motion on the above to add "Any person who incurs an expense needs to submit a receipt and a completed expense voucher within 30 days of said occurrence to the Treasurer to be reimbursed". Dominique motioned. Sandy seconded. Motion carried.

XI. Announcements

- a. Next Scheduled BOD Meeting to be held via teleconference Thursday, June 11, 2015 @ 1900 CST, 1800 MST.

XII. Adjournment-Sandy motioned to adjourn meeting at 2115. Dominique seconded. Motion carried.