

South Dakota Society for Respiratory Care

Board of Directors Meeting Minutes (Approved)

Post-Board Meeting, Wednesday, September 16th, 2015, 1300 pm CST

- I. Call to Order:** Dawn called the meeting to order at 1300.
- II. Members Present:** Dawn Rost, Dominique Hurley, Jessica Winterboer, Dave Hodgson, Julie Dowling, Sandy Brown, Lacy Wilder, Abby Hansen, Amber Wurdeman, Jordan Dykstra
- III. Guests:** Lora Bornhoft
 - a. Welcome incoming 2016 Board Members
- IV. Secretary's Report:** No report at this time.
- V. Treasurer's report:** No report at this time
 - a. Prelim information on the 2015 Conference
 - b. Jessica is going to do some research on PayPal or other options to use instead of PayPal for the 2016 Conference.
- VI. Standing Committee Reports**
 - a. Financial Review
 - i. 2015 Conference Income and Expense-preliminary report
 - b. Program-Education
 - i. Successes/Complications/Areas for Improvement
 1. Large interest in tobacco seminar. 33 evaluations; 22 attendees choose to attend the tobacco seminar due to the topic.
 2. Attendance at the 2015 conference had an average of 90-95 therapists each day.
 3. Great lineup of speakers.
 4. Student volunteers were excellent support.
 - a. Options in the future to make it more affordable for the students to attend.
 5. Great support from area businesses. Expand and grow those relationships.
 6. Improve PayPal/find a different option.
 7. Speakers that are not speaking not having to pay for registration. Is this the past practice?
 - a. Board will work on an operation procedure/policy to refer to in different situations so that there is not any confusion in the future.
 - b. Communication with speakers about where to stay, where the conference will be held and that they need to book their own room to be improved moving forward.
 - ii. Vendor Information
 1. Need to keep the attendees in the vendor hall and mingling with the vendors.
 - a. Discussion on the vendor hall and what format would be best/most efficient. There were quite a few vendors that packed up and left during the vendor hall afternoon session.
 2. Dominique presented the Vendor Chair Report for the 2015 Conference.
 - a. In the report Dominique presented an option for increasing the vendor pricing for the 2016 Conference to help achieve the 2016 projected income.
 - b. Dominique presented feedback from the vendor surveys.
 - iii. 2016 Conference Options
 1. Look for more affordable options for hosting the conference.

2. Look at the cost of printing materials and potentially find a more affordable option. The cost of the agenda was over \$2 per booklet. The folders, with all materials, were at around \$10 of printing materials.
3. Need to determine a venue for the 2016 conference, and soon due to the fact that many places are booked all ready. Currently there are not any volunteers for planning 2016's conference in Rapid City. Discussion on having the conference held in Sioux Falls again due to increase attendance and the need to have increased revenue on the 2016 conference. Motion made by Dave to hold the 2016 conference in Sioux Falls, SD. Jordan second Dave's motion. Motion carried.

c. Website Public Relations

- i. Please review all content of the website
 1. Handout of requested changes
 2. If there are items/information on the website that needs to be changed/updated, please contact Sandy.

VII. Old Business

- a. COPD State Medicaid Initiative – currently no one from the membership has shown interest.
- b. Students calling soon to lapse or lapsed members.
 - i. Review Virginia script and present in October with ideas for our own script.
- c. Military Liaison for the AARC.
 - i. Dave Hodgson and Dan Wagner may work together in this roll.

VIII. New Business

- a. Discussion on decreasing the cost of student registration may help improve student attendance. The students did a lot of work at the 2015 Conference that helped the BOD a lot during the course of the conference. Lacy will look at how many would potentially attend in 2016, and a budget.
- b. Review of old costs for advertising on the SDSRC website. Discussion on advertising job positions on the SDSRC. Motion to set prices for SDSRC website postings/advertisements to: a full page ad for \$200, half page for \$100 per quarter for three months, Full page \$600 per year, half \$300 per year, following receipt on payment to the SDSRC and posted to the SDSRC website three business days post receipt of payment. Proration of price will not be allowed if job posting is filled prior to end of the quarter or year. Sandy seconded the motion. Motion carried.
- c. Next year the ARCS Conference will include both sleep and respiratory care topics instead of just sleep topics in 2016. The Avera Respiratory 2016 Conference will be held on September 23rd.
 - i. Discussion on moving the Conference dates.

IX. Announcements

- a. Next scheduled BOD meeting October 2015, prior to HOD meeting to be held November 5th and 6th.
 - i. Monday, October 26th, 2015 @ 1930 CST, 1830 MT

- X. Adjournment.** Motion to adjourn meeting made by Sandy. Seconded by Dave. Motion carried. Meeting adjourned at 1445 CST.