

South Dakota Society for Respiratory Care
Board of Directors Meeting Minutes (Approved)
Monday, October 26th, 2015 7:30pm CST (6:30 MST) Teleconference

- I. Call to Order: Meeting called to order at 1921 CST**
- II. Members Present:** Dawn Rost, Sandy Brown, Dominique Hurley, Jessica Winterboer, Julie Dowling, Abby Hansen, Dave Hogdson, Jordan Dykstra
- III. Guests:** Kim Kuiper, Sarah Schoenfelder
- IV. Secretary's Report – Jordan**
 - a. Dave motioned to approve Pre Board meeting minutes as adjusted. Dominique seconded. Motion carried. Dave motioned to approve Post Board meeting minutes. Dominique seconded. Motion carried.
 - b. Ratification of e-vote appointing Sarah as interim treasurer for 2016. E-vote held and completed. Motion carried.
 - c. Approved meeting minutes availability, procedure going forward
 - i. Labeling of Minutes to say “Meeting Minutes (Not Approved)” or “Meeting Minutes (Approved)”.
 - ii. Date BOD can expect to receive copy of approved minutes
 1. Submit approved meeting minutes 30 days after approval to the BOD.
 - iii. Procedure for submission to the AARC
 1. Submit approved meeting minutes 30 days after approval to the AARC.
- V. President's Report – Dawn -Declined at this time due to time constraints.**
- VI. Treasurer's Report – Jessica**
 - a. 2015 account balances, checking and investment account
 - b. 2015 year to date income and expenses versus budget
 - i. Discussion on fundraising and scholarship money.
 - c. 2015 Conference income and expense report
 - i. Dawn presented 2015 Conference Income. Unfortunately we were short of the projected target for income from the 2015 Conference.
 - d. Julie motioned to approve. Dave seconded. Motion carried.
- VII. Delegate's Report – no winter 2015 HOD Resolutions**
 - a. Dave and Julie will attend the winter meeting November 5th and 6th, 2015
- VIII. Standing Committee Reports**
 - a. Financial Review
 - i. PayPal versus other online payment processing options-Jessica investigated into using a different credit card processor that would be more affordable than PayPal. Advice from our Webmaster was to continue with PayPal as it is a secure option for Credit Card transactions. Discussion on square card reader to use at the Conference to avoid checks for day of registration. Discussion on adjusting Conference registration cost accordingly to cover PayPal costs. This information will be brought forward to the Conference Committee.
 - b. Bylaws –**no new information at this time**
 - c. Legislative - **no new information at this time**
 - d. PACT – Char, Carleen
 - i. 2016 Dates in Washington – April 11-13th. Both Char and Carleen plan on attending.
 - e. Membership – Lacy / Abby
 - i. 269 active members, eight lapsed members.
 - f. Nominations-Elections –Dominique
 - i. 2016 ballot will include: President Elect, Director at Large, Treasurer 1 year term
 - g. Program-Education – Dominique
 - i. April 18th and 19th, 2016 at the Hilton Garden Inn in Sioux Falls, SD
 - ii. Timeline-Long conference day Monday, half day on Tuesday
 - iii. CRCE 13 credits will be offered
 - iv. Theme-Looking to have a theme for this year's conference.

- h. Website-Public Relations – Sandy
 - i. There was a slight delay with launching the Spotlight RT but is now up to date.
 - ii. Any further information needed for updates from any member.
 - 1. Sandy will need pictures from Sarah, Kim and Lora for updating BOD member's information on the website.
 - iii. If you see errors on the website please let Sandy know.

IX. Old Business

- a. AARC COPD Initiative – creation of Ad-Hoc Committee on RT Involvement in COPD Initiative
 - i. Char Raley- Chair, Tom Cahill, Cindy Anderson, Carleen Waltner
 - 1. Char is waiting for a phone call from Tom Kallstrom and John Wilgis that are spearheading the AARC COPD Initiative at the AARC level.
- b. SDSRC Military Liaison appointed – Joe Spader, Avera Home Medical.
 - i. This is a two year term that starts January 1st, 2016.

X. New Business

- a. Welcome Sarah to the SDSRC Board of Directors
- b. Phone Call Script Implementation
 - i. Discussion on tabling phone script until there can be further input from the students on if there is any interest in participating. Dominique will talk with Shelby, our East side student BOD member and Abby will communicate with Lacy to talk with Amber, our West side student representative. Dawn motioned to table discussion at this time. Dave seconded. Motion carried.
- c. Consideration Elections Standing Rule
 - i. Dominique presented information on how other societies display their election results. Dominique recommended that the BOD consider the creation of a standing rule regarding the discontinuation of the use of paper ballots for general elections.
 - 1. Motion to amend SR #17 10-26-2015 to say: "Paper ballots will not be made available to any member during a SDSRC general election when an electronic format is being utilized for voting. Only online votes will be tallied and eligible. Electronic voting results to be posted to the SDSRC website at the conclusion of the online voting period and after the nominees have been notified of the election results" made by Dawn. Second by Dave. Motion carried.
- d. 2016 Conference dates
 - i. At the post board meeting in September 2015, we discussed the occurrence of multiple conferences that are held during the months of September and October. There is high competition for the same vendors and attendees. Discussion held on moving the conference date to the spring instead of fall as in previous years. Dominique motioned to move dates. Julie second. Motion carried.
- e. 2016 Conference Pricing
 - i. Attendee Pricing
 - 1. Dominique presented information on the 2015 Conference and potential program and costs for the 2016 Conference. Discussion on the number of CEUs per session, and registration costs/keeping registration at \$110 or increasing registration costs. Jessica motioned to change Conference pricing for each session, as outlined by Dominique in option two, to be 6 CEUs at \$85, 3 CEUs at \$45, and 4 CEUs at \$75. Total conference registration fee for all sessions to be \$120. Julie second motion. Motion carried. Suggestion made by Dave to serve brunch at the Annual Business Meeting instead of serving breakfast. Dominique will be bringing this idea to the program committee. Dominique recommended changing the late fee date to ten days out from the actual conference date.
 - ii. Vendor Pricing
 - 1. Current vendor pricing is \$325 with electricity \$40, total \$365. Based off feedback from 2015 vendors' was to increase vendor fees. Dominique presented the idea of

increasing vendor pricing to \$450 with no increase charge for electricity. Dominique motion to increase vendor pricing to \$450 with no charge for electricity. Dave second. Motion carried.

2. Hilton Garden Inn recommended that the 2016 SDSRC Conference have a "Premier" Vendor breakfast with a vendor booth location at the end of the hallway on the way to where breakfast will be located. This location is outside the vendor hall and provides the vendor with more face time with the attendees. This "Premier" location would be at a higher cost to the vendor. After breakfast, the vendor would move into the vendor hall and have a "Premier" location in the vendor hall also. Discussion on increasing vendor fee to \$200 on top of the \$450 for "Premier" Vendor Breakfast. Dominique made motion to hold "Premier" Vendor Breakfast for five vendors at a registration price of \$650. Dawn seconded motion. Motion carried.

iii. Student Registration Fees

1. Dominique presented new pricing at the 2016 Conference for student attendees. Dave motioned to set student registration fee for DSU RT students to full conference fee at \$25. Jessica second motion. Motion carried.

f. Consideration of Conference Standing Rules

- i. Discussion on adding SR 18: 10-26-15: Any SDSRC member providing a presentation during the conference is not exempt from registering and paying for the conference as an attendee. If any speaker wishes to receive continuing education credit for any part of the conference, they must register for and pay as a regular conference attendee.
- ii. Discussion on adding SR 19: 10-26-15: Any additional awards for service recognition other than the Therapist of the Year must be approved by the SDSRC Board of Directors prior to them being established.
- iii. Discussion on adding SR 20: 10-26-15: Any vendor sponsoring a speaker, partial or full, choosing to exhibit in the vendor hall will pay full vendor pricing.
- iv. Julie motioned to accept the three new Standing Rules. Dave seconded. Motion carried.

g. 2016 Raffle Opportunity

- i. Dawn presented opportunities for new raffle ideas for the 2016 Conference.
 1. Program Committee learned of a fundraiser that was being used by LHS that involves raffle tickets for trips.
 - a. A travel agent is willing to create a set of package deals as prizes in a raffle.
 - i. **Las Vegas Trip for Two**
 - ii. **Cadillac Jack's Deadwood Getaway**
 - iii. **Couples Retreat at Grand Falls Casino**
 - b. Agent takes care of printing the raffle tickets with all needed information, we will be invoiced for the printing fee (35-50\$, depending on how many we print)
 - c. Agent creates a marketing flier for us regarding all the rules/regulations/fine print that is needed to be advertised
 - d. There are no upfront costs to the society, we do not pay for the packages until tickets are sold and we have created revenue. Packages are booked after the drawing is complete.
 - e. Each ticket sells for \$35.00 each. You may purchase 2 tickets for \$65.00, or 3 for \$100.00. (tiered pricing is a loss of \$5 for 2, and \$5.00 for 3)
 - i. The BOD would have to commit to selling a minimum of 81 total tickets in order to cover the cost of the packages.
 - f. Maximum of 200 tickets sold.
 - g. Dave motioned to go ahead with the trip raffle options that were presented with the raffle ticket pricing set at \$35 for one, tiered at two tickets for \$65 and three for \$100. Dominique second. Motioned carried.

h. Facebook page

- i. SD is about the only state that does not have a Facebook page. Dawn gathered information on creating a SDSRC Facebook page. Having a page would be a great way to promote the SDSRC and convey information to the membership. Discussion on creating a fan page instead of a group page. Facebook page would be created by the SDSRC President. This would be a username and password that could be passed onto future Presidents to maintain that the President of the SDSRC was always the creator of the fan page and manage which BOD members are administrators. Dominique motioned that the SDSRC Facebook fan page be setup by the President (with the help of designated administrators). Dave second motion. Motion carried.
- i. Donation Funds
 - i. Discussion on where to allocate donation funds.
 - 1. Dominique motioned to donate \$800 to the Camp Superkids. Dominique rescinded motion. Discussion on past donations to International Fellows and Disaster Relief Funds. Discussion on allocating some of the \$800 to Camp Superkids. Dave made a motion to donate \$200 to the AARC Disaster Relief Fund, and \$200 to the AARC International Fellows Fund, and \$400 to Camp Superkids. Jordan second motion. Motion carried.
- j. Quarter 1, 2016 Spotlight RT
 - i. Drawing held from active December 2015 list. Membership numbers 89, 92 and 179 to be correlated with member names in December to determine the next Spotlight RTs.

XI. Announcements

- a. Next scheduled Board Meeting: January 2016-exact date TBD.
- b. Between now and the next board meeting, work will be done on the standing committees to create lists of tasks. 2016 board members will then determine which committee they fit into for the year

XII. Adjournment - Dave motioned to adjourn meeting. Dominique seconded motion. Motion carried. Meeting adjourned @ 2200 CST (2100 MST).