

South Dakota Society for Respiratory Care  
Board of Directors Meeting Minutes  
**Monday, February 6, 2017 Approved**

- I. **Call to Order** Dawn called the meeting to order at 6:36pm
- II. **Members Present** A quorum was established with Dawn, Lori S, Lora, Kim, Char, and Sarah present for the meeting. In Jordan's absence, notes taken by Char.
- III. **Secretary's Report** The meeting minutes from the October 2<sup>nd</sup>, 2016 meeting were presented for additions or corrections. A motion was made by Lori to approve the October 2016 meeting minutes as written, seconded by Kim. Motion carried
- IV. **Treasurer's Report** Sarah presented information to the board regarding end of FY 2016 income vs expenses. In addition, 2017 account balances were reviewed to include the Wells Fargo checking account and Edward Jones Investment account. A review of current FY 2017 income vs expenses was also reviewed. Sarah did mention she worked with Wells Fargo to make a few adjustment to the way account statements are received in efforts to eliminate a 19\$ per month charge to utilize Quicken. The charge is still occurring, she will do some further investigation. Kim made a motion to approve the treasurers report as presented, seconded by Lora. Motion carried.
- V. **Delegate's Report** – Lora reviewed the resolutions discussed at the Fall 2016 House of Delegates meeting. In 2017 the AARC is working on increasing the use of AARC Connect, a version of online groups that would allow more timely communication between members of the state. It would require members to download the AARC Connect application, or join the correct connect group. More information on this will follow in upcoming months.
- VI. **Standing Committee Reports**
  - a. Financial Review – The SDSRC treasurer requests a peer review of the bank statements to reconcile them with receipts retained. Dawn will send an email out to previous board members to see if an individual outside the board of directors is willing to review documents and advise the board if a review by an accountant is warranted.
  - b. Bylaws –no report at this time
  - c. Legislative – Tim Dougherty has been contracted as the SDSRC Lobbyist for 2017. The invoice has been paid. Tim sends a complete report to Dawn at the end of each week and it is then forwarded to our legislative committee chair, Dan Wagner. Dan will be invited to provide a brief report at the annual business meeting following the conclusion of the legislative year.
  - d. PACT – PACT dates are set for travel to Washington, DC as April 4<sup>th</sup> and 5<sup>th</sup>, 2017. The SDSRC has budgeted for two representatives to travel to the PACT meeting on behalf of the SDSRC. Carleen W. has notified the board of directors she is unable to attend the meeting for 2017. Char stated having two individuals attending is helpful in order to make visits with state representatives effective. Much information is learned at the meetings prior to the visits. There is specific information brought forward, often times having a second set of ideas is helpful to present needed information. If one person doesn't have an answer, perhaps the other one will. Although Char would travel on her own, Vic Raley is intending to travel with her to the PACT meeting for safety and support. After discussion on the importance of representation and of maintaining travel for 2 in the 2018 budget, Char did state that Vic is willing to meet with representatives on behalf of the SDSRC as a caregiver to a child, and a family member of individuals with respiratory disease. Dawn made a motion pending approval from the AARC to cover flight costs for Vic Raley to act as a South Dakota constituent and a patient advocate representing the SDSRC at the 2017 PACT meeting.

Seconded by Lora. Motion carried. Char recused herself from the discussion and abstained from the vote.

- e. Membership – There are currently 251 active SDSRC members of the approximately 420 licensed therapists in SD. Each month about 10 memberships lapse. The membership committee does make phone calls to these lapsed members to remind them to renew and to ask a few questions regarding membership. Kim feels the calls are going well and will continue with them going forward. In the future it may be ideal to look retrospectively to see if the phone calls assist in maintaining membership numbers by encouraging renewals. The SDSRC does need further involvement by more members. Not only do we need members to step up for volunteer positions on the board of directors, we also need help to actively recruit new members. Ideas on how to increase membership were discussed. One possible idea is to reward current members that recruit any new members by offering an incentive, perhaps cash bonus, conference registration fees paid, gift card. Dawn will place this on the annual business meeting agenda to ask the members present what would be good idea to provide as incentive to recruit new members.

Each quarter the SDSRC places the spotlight on a member from across the state. In the spotlight there is a questionnaire given to the therapist. The information is then uploaded to the SDSRC website. Each quarter a number is drawn from 1-300 and the number on the membership list that corresponds with the drawn number is considered the spotlight therapist.

- f. Nominations-Elections – The 2017 ballot has a number of positions that need to be filled. Positions include President Elect, Secretary, Treasurer, Delegate, Director at Large. Nomination forms are available on the website and will also be emailed to the membership on a regular basis. Forms will be due by April 1, 2017 with CVs and Photos due shortly after. Election dates will be held in May to coincide with the conference. As part of the registration process, members will be asked to vote prior to leaving the conference. Each board member has been asked to reach out to colleagues they feel would be a great fit for the SDSRC BOD. Dawn will reach out to previous board members in Rapid City to see if they will help recruit members on their teams.

- g. Program-Education

- i. Dawn is continuing to work on filling the speaker slots. There will be 12 education credits available over 1.5 days. Going forward as speaker slots remain open, Dawn will reach out for more ideas as needed. A preliminary program will be posted as soon as able. Julie D. has decided to longer work as the vendor chair. After reaching out to the membership, Sandy Brown and Jerilyn Svenes stepped up to take over as vendor co-chairs. They will work on getting the vendor hall filled with sponsors. Dawn will continue to work on the gifts and door prizes for the vendor hall.

- ii. The 2017 raffle will include selling low price raffle tickets for a gas grill and grilling utensils. Sarah will look into purchasing ¼ beef to place with the raffle as well.

- h. Website-Public Relations – Website is currently up to date with information regarding the conference along with registration materials for both attendees and vendors. As soon as a program for the conference is available that will be posted as well.

## **VII. Old Business**

- a. SDSRC Insurance/President and Treasurer bonding - In 2016 it was identified that the SDSRC does not carry an insurance policy to bond the president or treasurer which would protect the society against litigation by a member should they feel funds were not accounted for correctly. It is also a policy that covers for injury at SDSRC sponsored events such as the Annual Conference. After much discussion on cost vs benefit, the fact that allocation was not

placed in the 2017 budget, and the fact that our assets are limited, Dawn made a motion to forgo the purchase of a policy at this time and to not place it in the budget for 2018. Lora seconded. Motion carried.

- b. A Policy and Procedure manual has been written and approved by the 2016 BOD for implementation January 2017. The manual has been uploaded to the SDSRC website and is available for use. The manual covers all aspects of operation of the SDSRC. All previously approved and implemented standing rules have been incorporated into the manual. Job descriptions and expectations are included for each board member and committee member.

#### **VIII. New Business**

- a. Therapist of the Year 2016 will be announced at the 2017 Annual Business Meeting. Nomination forms are available on the website and will also be emailed to the membership. Forms are due by April 15<sup>th</sup>, 2017 and can be submitted anonymously if desired. Board members will vote on candidates following the deadline for submission.
- b. The 2018 budget will be approved at the annual business meeting by the membership. Sarah will work on preparing the budget for review at the Pre-Board meeting on April 15<sup>th</sup>, 2017. Suggestions for inclusion in the budget include a line item for incentives used at the discretion of the board for different events such as the Facebook page, recruitment of members, etc. If there are any further needs identified, please forward them to Sarah prior to April 15<sup>th</sup>, 2017.
- c. The Medical Advisor for the SDSRC is renewed annually in March. A motion was made by Lora to retain Dr. Susan Rohr as the Medical Advisor for the SDSRC, seconded by Kim. Motion carried. Dawn will contact Dr. Rohr to confirm her desire to continue in this role. As soon as she hears from her, Sarah will need to renew her membership with the AARC.

#### **IX. Announcements**

- a. The next scheduled BOD meeting will be May 15<sup>th</sup>, 2017 unless many agenda items are identified. If an additional meeting is warranted prior to the beginning of the conference, a meeting date will be determined and communicated to the board and the membership. Any individuals interested in a role on the board of directors are encouraged to attend any scheduled meeting.

- X. Adjournment** A motion was made by Sarah to adjourn the meeting, seconded by Lori. Motion carried. Meeting adjourned at 8:40pm CST.