

South Dakota Society for Respiratory Care
Board of Directors Meeting Minutes
Sunday, October 2nd, 2016

- I. Call to Order:** Dawn called the meeting to order @ 1610 CST
- II. Members Present:** Dawn Rost, Abby Wortman, Kim Kuiper, Lora Bornhoft, Sarah Schoenfelder, Sandy Brown, Charlene Raley and Jordan Dykstra
- III. Guests:** None present
- IV. Secretary's Report** – Jordan presented minutes from the June 12th, 2016 meeting. Dawn motioned to approve meeting minutes Sarah second. Minutes approved.
- V. Treasurer's Report** – Sarah presented below reports. Sandy motioned to approve Treasurer's report. Lora seconded. Report approved.
 - a. 2016 account balances
 - b. 2016 year to date income and expenses vs budget
 - c. 2016 year to date investment account balance
- VI. Delegate's Report** – House Resolutions to be Considered – Lora presented the below resolutions.
 - a. 67-16-2 sponsored by Oregon. Resolution reads, "AARC HOD only meet once per year, prior to the fall AARC Congress. The AARC Bylaws state that only one HOD meeting per year is required". Lora presented the rationale, strengths, weaknesses, opportunities and potential barriers per the resolution author Joe Dwan. Discussion on this resolution. Dawn presented the alternative to removing a meeting that there be the option that those that cannot attend and do not receive help from the Delegate Assistance Fund there be the option for a teleconference versus eliminating a meeting. Discussion.
 - b. 67-16-3 sponsored by Louisiana. Resolution reads, "Resolve that the AARC develop a mechanism to encourage affiliates to become more involved with the missions of the AARC. Plan to include but not be limited to encouraging more affiliates to change their affiliate bylaws to allow their president to be seated as a delegate and attend HOD meeting". Lora presented the rationale, strengths, weaknesses, opportunities and potential barriers per the resolution author Jim Lanoha. Discussion on this resolution. Option to make available the teleconference option for the seated president to attend via teleconference discussed.
 - c. 67-16-4 sponsored by Louisiana. Resolution reads, "AARC to work in concert with the HOD Officers and the Delegate Assistance Committee to increase the assistances offered to affiliates and the needs of the HOD". Lora presented the rationale, strengths, weaknesses, opportunities and potential barriers per the resolution author Jim Lanoha. Discussion on this resolution. Option to have the meeting available via teleconference would potentially be beneficial.
 - d. Alicia Wafer, of Michigan, made the request to discuss the AARC moving their Annual Business Meeting to the first day of the Congress rather than the second to save the state society's hotel costs. Deadline was missed for submitting this resolution. This resolution may be on the summer meeting where it could be voted on as a formal resolution. It could also be introduced as an emergency resolution and be voted on at the next meeting. Discussion on this resolution.
- VII. Standing Committee Reports**
 - a. Financial Review – no report at this time
 - b. Bylaws –no report at this time
 - c. Legislative – no report at this time

- d. PACT – 2017 dates are in April. Char will inform the BOD of those dates. Senator Thune put forward a bill that does not include Respiratory. Request was made to meet with Senator Thune and Representative Noem on this bill. Currently our PACT representatives have met with Senator Thune and have yet to meet with Representative Noem.
- e. Membership – Kim / Abby
 - i. Current Active Members 237/Lapsed Numbers 36 (12 will lapse by the end of October). Kim completing calls to reach out to the members that are lapsing. States these calls are going well. Discussion to inform the lapsing members, on the phone call, that there is the option to renew for three years, which is a more affordable option. More information to be gathered on pricing in order to give accurate information to members.
 - ii. Spotlight members for November and December/January. Numbers drawn for the November spotlight member: 28 and 96. Numbers drawn for the January 2017 spotlight member: 66 and 156. Kim will look up these members and move forward with contacting these members.
- f. Nominations-Elections – Dominique not present. Dawn presented on her behalf.
 - i. 2016 election return rates-69 votes on the 2016 election, which is 26% of our membership. Discussion on moving election dates up to coincide with the annual conference to help improve return rate. Discussion on having a voting liaison at each of the three large hospitals to help stress the importance of voting and reminding people to vote. Discussion on creating a Facebook event that is tied to the SDSRC Facebook page to help remind members to vote. Discussion on having a reward/gift giveaway for those that participate in voting. To be discussed in further length at the January 2017 meeting.
 - ii. 2016 election results: Sarah Treasurer, Lori Salonen Delegate, and Charlene Raley Director at Large
 - iii. Welcome new 2017 Board Members – Sarah, Lori, and Char. Levi and Jessica student members.
 - iv. 2017 BOD open positions on ballot for 2018 BOD members.
 - 1. President-Elect
 - 2. Secretary
 - 3. Treasurer
 - 4. Delegate
 - 5. Director at Large
- g. Program-Education – Dominique not present. Dawn presented on her behalf.
 - i. 2017 Conference Dates May 16th and 17th, 2017. Venue for 2017 Conference is the Ramkota in Sioux Falls, SD. The first day evening session will be dropped at this time.
 - ii. 2017 raffle to be one large item. Discussion of ticket prices. To be discussed in further length at the January 2017 meeting.
- h. Website-Public Relations – Dawn
 - i. Will need updated photos, current contact information from each board member to update BOD page and updated spotlight information.
 - ii. DSU Scholarships awarded in July 2016: Christine Zallar, and Ashley Schmit

VIII. Old Business

- a. SDSRC Insurance/President and Treasurer bonding

- i. Dominique had attended the AARC Leadership Conference. At the Conference it was recommended that the SDSRC be insured and the President and Treasurer be bonded. Information presented on the costs/benefits/cons of insurance and bonding. Discussion on this topic to be added to the 2017 Annual Business Meeting as well as working the cost of insurance into the 2018 Budget.

IX. New Business

- a. Policy and Procedure manual versus Standing Rules. All BOD members to look over the draft of the Policy and Procedure manual for spelling, grammar, edits, etc. and email feedback to Dawn by December 1st, 2016.
- b. Therapist of the Year 2016 – nomination form to be posted January 2017, selection date TBD.
- c. 2017 President Goals, Meeting Dates and Committee Assignments
 - i. Maintain membership numbers, host successful conference, find a full slate of nominees for the upcoming election, rapidly prepare the next President Elect.
 - ii. Meeting Dates February 5th, May 15th, August 27th and November 19th 2017.
 - iii. Committee Assignments

X. Motion to move into executive session made by Sarah. Lora seconded. Motion carried. Meeting moved into executive session @ 1756. Out of executive session @ 1803.

XI. Announcements

- a. Next Scheduled BOD Meeting will be February 5th, 2017

XII. Adjournment Motion to adjourn meeting made by Sarah. Seconded by Jordan. Motion carried.

Respectfully submitted,

Jordan Dykstra, Secretary