**South Dakota Society for Respiratory Care**

**Board of Directors Meeting Minutes**

**Wednesday, May 4th 2022**

1. **Call to Order:** Ashley H called the meeting to order at 1903.
2. **Members Present:** Ashley Herron, Madison Ferguson, Lori Harrison, Kayla Salonen, Angie Haugen, Ashley Frerichs, Mindy McManigal, and Amy Powers
3. **Guests:** None
4. **Secretary’s Report** – Kayla
   1. Minutes presented from last meeting on March 22, 2022.
   2. Amendments added via email:
      1. 2022 Proposed Budget approved by BOD via email on May 6th, 2022.
      2. Bylaws edits and review approved BOD via email on May 23rd, 2022.
      3. Bylaws edits sent out to membership for review and vote to approve via email 6/13/22 0600 to 7/14/22 0000, approved by members (21 votes yes (95.5%), 1 vote (4.5%) no).
   3. Ashley F motioned to approve meeting minutes. Angie seconded. Motion carried.
5. **Treasurer’s Report** – Lori
   1. The following reports were presented:
      1. 2022 May Account Balances:
         1. Checking: $11,983.83
         2. No pending withdrawals or deposits since last meeting.
         3. Edward-Jones: $57,519.68
      2. 2022 Historical Budget
         1. Need for 2022 proposed budget to be approved.
      3. 2022 Year to date income and expenses vs budget
         1. Expenses down due to COVID travel restrictions.
6. **Delegate’s Report** – Angie/Ashley F
   1. Summer Forum meeting is scheduled for in-person event, July 26th-28th in Palm Springs, CA.
   2. Proposed adjustment in budget in order to continue to send two Delegate’s to both Summer and Winter HOD meetings due to increase in overall costs.
7. **Standing Committee Reports**
   1. Financial Review – Angie
      1. Financial Review Checklist sent by AARC in progress.
         1. Not for profit status
         2. Approved budget
            1. See New Business
         3. Bonding insurance
            1. Lori looking into pricing for bonding insurance at State Farm.
            2. Discussion on blanket vs scheduled bonding. Blanket bonding would cover the positions on the Board, or any of the BOD that handles money. Scheduled bonding would bond the person individually. Costs are $147 and $350, respectively. AARC recommends to bond the position and not the person due to positions always changing.
            3. Lori motioned to approve blanket bonding insurance for the SDSRC BOD at $50,000 at an estimate of $147. Ashley H seconded. Motion carried.
            4. Bonding insurance adjusted in proposed 2022 budget.
         4. Audit by external source, i.e., CPA.
            1. Need for a licensed individual to do an external audit of SDSRC financials. Due to current tax season, many have said they will not commit yet.
      2. End of May due date to stay in good standing with the AARC. If the checklist is not completed by Summer Forum, then the SDSRC would be considered delinquent, and funding would be withheld.
   2. Bylaws – Angie
      1. Bylaw Review was due to AARC in 2021 but they never received the review.
      2. Recommendations were given on wording before sending in an update.
         1. Discussion on wording for the Presidency such as how the term time falls and who can cover the duties if the President, President Elect, and Past President are unable to assume those duties.
         2. Discussion on Treasurer’s term to increase to 3 years with 2 years as Active Treasurer and 1 year as Past Treasurer to allow a year of mentorship for the Treasurer.
         3. Bylaw review will be emailed to BOD for edits and suggestions. The bylaws will then be sent to membership for suggestions and then after a period of time will be voted on by the BOD.
   3. Legislative – No report
      1. Lobbyist: Jeremiah Murphy
      2. Will contact past Presidents to obtain contact information.
   4. PACT – Kathy
      1. The AARC Virtual Lobby Campaign was through May 4, 2022.
         1. This year they were asking Congress to take the following actions:
            1. Co-sponsor the Improving Access to Quality Cardiac Rehabilitation Act (H.R. 1956/S. 1986) to expedite the addition of physician assistants, nurse practitioners, and certified nurse specialists to administer cardiac and pulmonary rehabilitation programs, prepare and sign treatment plans, and prescribe exercise in addition to providing direct supervision.
            2. Make permanent the temporary waivers under the COVID-19 public health emergency (PHE) that allow cardiac and pulmonary rehabilitation services to be furnished virtually in a patient's home under the Hospital Without Walls program and allow respiratory therapists to deliver virtual services under Medicare's "incident to" benefit in the physician office.
   5. Membership – Mindy/Amy
      1. Current Active Members – 169.
      2. Lapsed Members - 18
      3. Discussion of possible membership events and/or campaigns to drive recruitment.
         1. 2022 SDSRC Annual Conference may give a boost in membership numbers due to lack of conference in previous years and it being a renewal year for licensing.
   6. Nominations-Elections – Angie
      1. Welcome to our 2022 Special Elections President Ashley Herron and President Elect Madison Ferguson!
   7. Program-Education – Mindy
      1. 2022 SDSRC Annual Conference
         1. Discussion of potential dates and venues for the 2022 conference. Proposal for the conference to be held at the Ramkota Hotel in Rapid City, SD on October 4th and 5th, 2022. The Ramkota will hold a block of rooms for attendees until the month prior to the conference.
         2. Discussion on potential fundraising during the conference and from sponsorships.
         3. Call for potential speakers, sponsors, or fundraising opportunities.
      2. 2022 Annual Business Meeting to be held on second day of the conference, October 5th.
      3. BOD Meeting before the Conference will be held Monday, October 3rd.
      4. BOD Meeting to be held post Conference as well. Date and time TBD.
      5. Ashley H motioned to approve proposal of the 2022 SDSRC Conference to be held October 4th and 5th, 2022 in Rapid City at the Ramkota Hotel. Lori seconded. Motion carried.
   8. Website-Public Relations – Kayla
      1. Meeting minutes will be posted to website.
      2. Call for any ideas on social media presence.
      3. Facebook account information needed in order to re-activate.
   9. Student Representatives – Kayla/Miaken
      1. Current SDSU Student Representative Miaken Adrian
      2. New cohort will be starting May 23rd. New student representatives will be voted on at that time.
8. **Old Business**
   1. Status of Financial Review Checklist
      1. Revenue sharing agreement sent in to AARC.
      2. High priority: finding a CPA or licensed individual to conduct an external audit.
   2. Bylaws review
      1. Bylaw review email will be sent out by May 18th.
9. **New Business**
   1. Proposed 2022 budget
      1. Membership funds dropped to $10/member due to lower number of members nationally for the AARC.
      2. PO Box dues increased to $182.
      3. Bonding insurance decreased to $147.
      4. Estimates for Delegate’s Meeting will be sent to President and changed accordingly within the proposed budget.
      5. Suggestions will be edited within budget spreadsheet then sent to BOD for approval. Members will be able to review the approved 2022 budget and make suggestions for the 2023 proposed budget that will be presented at the 2022 Annual Business Meeting held during the 2022 Conference.
   2. Future BOD Meeting tentatively scheduled for July 2022.
   3. Discussion on Medical Advisor for the SDSRC. Past medical director has been Dr. Susan Rohr but BOD unsure if she is currently active as Medical Advisor. Kayla to reach out to see if she is still interested in being an involved medical advisor.
10. **Announcements**
    1. Save the Dates for the 2022 SDSRC Annual Conference coming soon.
11. **Adjournment –** Motion to adjourn made by Angie at 2039. Kayla seconded the motion. Meeting adjourned.