

MSRC Board Meeting



April 19, 2023

6:00 pm—10:00 pm

AGENDA

30 Minutes for the following agenda items

- Call to order **1805 Lisa**
- Attendance and establish quorum **validated**
- Additions/Changes to previous meeting minutes
 - **Olivia moved to approve previous meeting minutes**
 - **Robin seconded**
- Treasure report (vote)
- Any committee updates that need discussion. (please email Lisa to get on agenda)

Remaining 2.5 hours for the following agenda items (35 minutes each)

- License Plate initiative : planning and decisions
- 2023 Conference planning
- Discussion and decision on district conferences
- Elections and nominations planning

10 Minutes for wrap up and any questions/to do's

Attendance



BOARD-President	Lisa Cracchiolo	DISTRICT 1 – Secretary	Himanshu Kumawat
BOARD- President Elect	Kristin Anderson	DISTRICT 1 – Representative	Jacob Parmentier
BOARD – Past President	Robin Kidder	District 2 Vice President	Rebekah Liles
BOARD –Vice President Elect	Claudia Claudio	DISTRICT 2 - Secretary	Shelby Jones
BOARD- Vice President-Elect	Lisa Herbig	DISTRICT 3 - President	Michelle Todd-Roskowske
BOARD Treasurer	Janice Dunaway	BOARD Director at Large	Sarah Hough
BOARD Treasurer – Elect	Chance Carpenter	Website Coordinator	GW Hamilton and Brandon Burk
BOARD- Secretary	Olivia Kaulen	Public Relations /Social Media	Brandon Burk (and Tyler Arias)
BOARD Delegate	Sherry Whiteman	Student Liaison	Skylar Immekus
BOARD Delegate Junior	Brandon Burk	Student Liaison	Alex Gunthur
BOARD Director at Large	Stephanie Daniels	Guest	Bridgette Hamilton
Student	Elizabeth Taylor	Guest	Cheryl Hoerr
Guest	Kyle Kern	Guest	Rhonda Bradley
Guest	Monica	Guest	Gabe
Guest	Linda Weems	Student Liaison	Mary Grace
Guest	Lindsay Fox	Student Liaison	Samantha Gonzolez

Call to Order and Operating Agreement

- Motion to call to order Validate Quorum (6) The voting members of the Board of Directors are the President, President-elect, Vice-President, Vice-President elect, Secretary, Treasurer, Treasurer-elect, Immediate Past President, Delegates, District Presidents and Directors-at-Large
 - Validated
- Speak up culture, every voice matters
- Respect each other differences
- One person speak at a time
- Everyone participates
- At the end of each meeting, a review of agreed upon actions to occur pri
- Robert's Rules apply



Roberts Rules

- Follow Robert's Rules-Guiding Principles:
 - Everyone has the right to participate in discussion if they wish, before anyone may speak a second time
 - Everyone has the right to know what is going on at all times.
 - Only urgent matters may interrupt a speaker
 - Only one thing (motion) can be discussed at a time
 - A motion is the topic under discussion (e.g., “I move that we take a 5 min break to this meeting”)
- After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table
- A motion requires a second to be considered. If there is no second, the matter is not considered.
 - Exception: If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested.
 - If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.
- Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).



Agenda and Meeting Format

- Updates to committees or roles that are not on today's agenda are listed at the end of this slide deck
- Expectation for all is to review slide deck, these are our minutes!



Secretary: Olivia Kaullen



- Approve last meeting minutes
 - Approved in previous slides
- Minutes sent with the email reminder. Please review and send any edits to Lisa and Olivia
 - No changes received

Treasurer Update

- **Motion to update Treasurer on documentation**
 - **Chance Carpenter to become new Treasurer 7/1/23.**
 - **Motion made by Lisa Cracchiolo**
 - **Seconded by Sherry Whiteman**
- **Treasurer Update:**

Profit and Loss as of 4/23/23

Total Income: \$16,670.47
Total Expense: \$28,411.16
Deficit: - \$11,735.44

Balance Sheet as of 4/16/23

Total Assets:	\$272,590.56
Total Liabilities and Equity	\$272,590.56

Public Relations- MoSRC Website **Brandon and Tyler**

Need a decision on Job Posting and Fees
Question for the board.



Job Posting Information and Fees

Thank you for your interest in posting a job to our job board. The Missouri Society for Respiratory Care webpage is a wonderful place to notify Missouri Respiratory Care Practitioners of potential job openings throughout our great state!

Job Posting Guidelines

- Job postings should be no more than three hundred total characters.
- Postings are listed for 6 months unless otherwise noted.
- Job postings will be listed as the newest posting first. Featured listings will remain at the top of the webpage for the entire posting period.
- Job Postings may contain company logos and links if provided at no additional charge. No more than 3 total links per posting will be honored. Links that may be included are application links, contact links, email links, company website links, etc.
- Job postings must be pertinent to the field of Respiratory Care and inclusive of job qualifications for a licensed Respiratory Care Professional.
- Job postings are limited to jobs within the state of Missouri or within a 60 mile commute to the Missouri Border.
- Out of state job postings offered by corporations based in Missouri will also be honored.
- The M.S.R.C. reserves the right to deny any job posting.

Fees

<i>Posting Type</i>	<i>Fee</i>
<i>General Posting</i>	<i>\$75</i>
<i>Featured Posting</i>	<i>\$100</i>
<i>General Posting for Top Level Booth Sponsor*</i>	<i>\$0</i>
<i>Featured Posting for Top Level Booth Sponsor*</i>	<i>\$25</i>

**designation only available the full year after sponsorship at initiation of the posting*

Public Relations- Social Media – Sarah and Stephanie

- Facebook
- Twitter
- LinkedIn
- Instagram



Missouri Society for Respiratory
Care

Public group

- **ACTION:** Continue/Start EVERY MSRC Board member to 'like' comments, add self to social media, share posts, tag friends.
- Brandon reports out the importance of sharing social media posts for financial return from AARC.
- **ACTION:** Public Relations Committee to determine who is responsible for tracking.
- **ACTION:** Public Relations committee to send out a calendar invite to remember to post on social media every 6 months

- Revenue Sharing--- (pull up email and tool kit) send images

Public Relations- Social Media – Sarah and Stephanie

- Motion to Approve the Public Relations Report

- Kyle motions to approve
- Janice seconds



Missouri Society for Respiratory
Care

Public group

- Board would like to nominated Brent for Bill Lamb Award.
- **ACTION:** Brandon and Sherry looking into the process to nominate Brent for Bill Lamb award. Any additional needs to be requested of the board.
- Newsletter has been received well!
 - **ACTION:** Stephanie and student liaisons to put out an email sign up for quarterly newsletter

Education & Scholarship Committee/ Awards- Linda

Professional Awards

- John Rogers Award – Skyler Reynolds
- Glen Kolander Award – Skyler Reynolds
 - Lisa Herbig makes motion to limit applicants to winning one award between the two student awards.
 - Robin seconds the motion
 - 1 yay
 - 8 nays
 - Motion does not pass
- Bill Lamb (PEG) – no nominations
- Tri-Anim – no nomination
- Foster & Lamb Neonatal & Pediatric Excellence Award 2023
 - Committee in progress of developing requirements/criteria for. Once completed, will develop flyer on awards and process for dissemination
 - See next slide

Bill Lamb Professional Education Grant

There is no more prestigious and lucrative award that the M.S.R.C. offers. Officially dedicated to the memory of a true mentor in the profession of respiratory care in 2017, Missouri's own, Bill Lamb. Bill had a very established career in the field for over 30 years. He served as Delegate to the AARC for the state of Missouri and was instrumental in the establishment of licensure for Missouri respiratory care practitioners. Bill held several roles in the AARC House of Delegates and finished his career with a seat on the AARC Board of Directors as Speaker/Past Speaker of the House and Director at Large. Bill touched many of those leading the profession today and served as a mentor to many.

Criteria

- Open year round to practicing, credentialed RCP's licensed in the state of Missouri
- Must be in good standing at the applicant's place of employment
- Active member of the AARC/MSRC
- Requires the submission of an original abstract/case study
- Due April 1st
- Two Funding Options:
 - Option A: Award is \$1,000 & 1 MSRC annual meeting admission. Recipient of the award required to submit abstract to the AARC Congress. If accepted, the MSRC will pay for conference/travel fees (up to \$1,500)
 - Option B: Award is \$850 & 1 MSRC annual meeting admission. Award can be used for current or future educational opportunities.

Tri-anim Service Award

Purpose:

To honor an individual, who over a long and sustained period has contributed to the advancement and support of the respiratory therapy community in the State of Missouri.

Award:

Recipients of this award will be announced at the MSRC annual meeting and will receive a specially engraved plaque and cash award. If the recipient is unable to attend, their award will be sent to them in May.

Made possible by:



John Rogers Merit

Submission Requirements

- Must be a current student of an approved program for respiratory care in the state of Missouri (graduation date after the deadline for submission)
- Must be in good standing with the program of enrollment
- All topics must be approved by scholarship chairperson by March 1.
- Deadline for submission is April 1 Annually
- Must be a member of the AARC/MSRC



Glen Kolander Memorial Leadership Scholarship

Submission Requirements:

- Current student, in good standing, at an accredited Respiratory Care Program in Missouri
- 2.5 Professional GPA
- Must be a member of the AARC
- Possess leadership skills and participate in campus, community or professional activities to further develop these skills.
- Submit a letter from their program director attesting to their GPA.
- Due April 1; \$250 award
- Submit an essay. See brochure for specifics.
- Please Note: Program Directors may nominate only 2 individuals from their program annually.



Education & Scholarship Committee/ Awards

- Medtronic donated for an annual award to be named after Foster and Lamb
 - Foster & Lamb Neonatal & Pediatric Excellence Award 2023
 - ACTION: Lindsay, Lisa, Gabe and Monica to:
 - Develop application process
 - Create application
 - Add link to website
 - Due by next board meeting

Delegate – Sherry and Brandon

- Travel Reimbursement Policy
- Proposed new policy for board member benefits - NEED update
- Conference Meeting Policy Proposal

It's Time!

Order Your plates today!

Order at the registration desk during the Conference or for detailed instructions use QR Code:



<http://www.mosrc.org/license-plates-.html>

License Plates Discussion

- Himanshu to reach out to GW about the website to work on options to make license plate ordering electronic.
 - Robin to create standard letter/template to thank current orders
 - Janice to send contact information to the group to split up and send out via USPS
- **ACTION:** Brandon to speak on plates at State Conference.
 - Kristin motions to complete a raffle at 150 and 200 applicants (includes both previous and new registrants)
 - Seconded by Rebekah
 - 12 yay
 - 0 nay
 - Motion passes

Future MSRC Conference Planning 2023 State Conference Planning

Lisa H. and Claudia

- Next MSRC Conference – Sailing Beyond the Limits
 - April 18th – 21st, 2023
- Future contracts
 - Eeds contract has been renewed for another year
 - **CONFERENCE UPDATE**
 - Discussion on room numbers and amount of conference rooms needed.
 - Lisa motions to sign contracts for 2024 and 2025 with one less room at Margaritaville
 - Olivia seconds
 - 11 yay
 - 0 nay
 - Motion passes
 - **ACTION:** Bridgette to sign contracts
 - 2024 and 2025 Decision needs to be made on Hybrid or In person only
 - Lisa asks the question
 - Stephanie motions for in person only in 2024 and 2025
 - Sherry seconds
 - 8 yay
 - 3 nay
 - Motion passes

Elections/Nominations Committee Sarah and Olivia

- Define elections committee
- Assign roles
- Identify positions up for election in April up for renewal for 2024
 - Completed

UPDATE:

Promote voting at registration desk

ACTION: Sarah, Lisa and Kristin to ratify election results

District 1 Kristen Anderson

- 2023 planning underway- No updates

District 2 Rebekah Liles

- No Update

District 3 Michelle Todd Roskowske

- No updates

District 4 Kyle Smith

- No updates

District 5 Kyle Kern

- No updates

District Conferences

- Where do we go from here?
- Review of bylaws in regard to districts
- Do we eliminate “districts”
- District Conferences? Or Quarterly conferences held by volunteers?
- Rebekah motions to have one district conference in the fall
- Kristin Anderson seconds
 - 11 yay
 - 0 nays
 - Motion passes

Government Affairs/PACT= Ronda Bradley/Brandon Burk

- **ACTION:** Ronda to report out during State Conference on recent work completed by the MSRC at a legislative level.

Closing

- Discussion on taking idea
- Next meeting August 4, 2023 1400
- Motion to end meeting by Kristin
- Seconded Kyle
- Ended

Appendix Read After Board Meeting

- The next slides include:
 - Vital background and important ‘how to’ information on understanding your financial responsibilities, our budget and what role you play in it.
- Every meeting, please make sure to review all slides to keep informed

District Budgets

For board offline review

- Each District President oversees their budget
- Expenses
 - DO NOT spend more than what your budget allows!
 - Use venues that are free
- Revenue
 - We are not in this business to make a profit, but we can't lose money either
- Work within your district to be creative this year with your conferences
 - Online opportunities, Small Groups, Etc.

Documentation from Districts

For board offline review

- Reimbursement of Expenses
 - Online Reimbursement Form + Copy of Receipts
 - Reimbursement form is found on the website → Board of Directors → Board Meetings
 - How To Video on Website (Board of Directors Tab)
- Seminar Report Form
 - This form keeps track of your revenue and expenses
 - It is VERY useful for incoming presidents
 - Website → Board of Directors → Board Meetings
 - How to Video on Website (Board of Directors Tab)

Spending \$ - What to Know

For board offline review

- Each budget line item has one person who is charge of it and is the one that should be approving all expenses coming from that budget
- Travel Expenses
 - Mileage: Only need to complete the online Reimbursement Form
 - If for a BOD meeting, only BOD members are reimbursed
 - If a District Rep is at a BOD meeting instead of the District President, he/she will be reimbursed mileage
 - More information on website under Board of Directors → MSRC Policies

Spending \$ - What to Know

For board offline review

- Reimbursement of All Other Items
 - Requires approval from the manager of that budget line
 - Requires Reimbursement Form
 - Requires copy of receipts emailed to msrc.treasurer@gmail.com
- Going over budget
 - The Budget and Auditing committee shall verify that no Board member or committee chairperson exceeds their budget without the approval of two-thirds (2/3) of the Board of Directors
 - This will be strictly enforced! If you spend more without approval, you will NOT be reimbursed!

Financial Reporting Obligations to the AARC

For board offline review

- Triennial Report:
 - This report assesses the Fiscal Responsibility of our State Society. It looks at things like insurance coverage, bonding of officers, accountability of state reporting of our Financials.
 - Janice completed the report and got approval from the Budget and Audit Committee.
 - Background info:
 - All due by Quarter 1 of 2023
 - Will report every 3 years after that
 - Audit
 - The external auditor is not the accountant or individual that prepares tax returns
 - Auditing Committee to find an external auditor to have this completed by the end June 2021
 - Audits will be completed every 2 years
 - Liability Insurance
 - Includes insurance on the 4 BOD officers with access to the account (President, President-Elect, Treasurer, and Treasurer-Elect)

For Board/District Members To Know and Do

For board offline review

- KNOW YOUR BUDGET!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
- Keep track of your budget and read the treasurer reports every quarter to ensure you are in line with your budget
- Submit your seminar report promptly
- Use the msrc.treasurer@gmail.com email for all treasurer correspondence