

Missouri Society for Respiratory Care  
Board of Directors

Friday, August 7, 2015

**Attendance:**

G.W, Hamilton  
Cheryl Hoerr –guest  
Robin Kidder  
Jim Adams  
Rose Shafer  
Sherry Whiteman  
Mike McFall  
Jenny Keely  
Diana Perez  
Megan Covery  
Kellie Carroll  
Lisa Cracchiolo

The meeting was called to order at 1025 by President G. W. Hamilton Introductions were made.

Roll call was taken and a quorum was established.

Motion was made by Rose to approve the previous meeting minutes, motion was seconded by Mike Mcfall. Motion approved

Old business

MSRC PROPOSED TRAVEL REIMBURSEMENT POLICY

Policy: **MSRC sponsored persons will be reimbursed for the most economical usual and customary expenses directly related to assigned purpose of travel.**

**Guidelines:**

1. You may make your personal travel arrangements but must have documented preapproval for expenses (transportation and room reservations) from the committee chair person before reservations are made. *Lack of preapproval may result in declined reimbursement.*
2. Travel arrangements should be made as early in advance as possible. Late reservations incur extra expense; hotel reservations at sites other than those identified specifically for the event may not be reimbursed without preapproval from the MSRC BOD.

3. Personal travel expenses are not reimbursable. Upgrade from economy class or early check-in fees will not be reimbursed!
4. Fees to check one (1) piece of luggage at normal rate may be paid with pre-approval; extra luggage or overweight limit fees will not be reimbursed.
5. If driving to the event, the cost of travel will be reimbursed to the equivalency of other forms of transportation, whichever is most cost effective.

***For MSRC Student Member Related Events:***

1. An MSRC BOD representative will make travel arrangements to the event after BOD and committee chair approval for expenses. (each committee budget indicated number of room nights to be paid)
2. The student member must provide the representative with:
  - a. Personal information required for reservation and security clearance purposes.
  - b. Departure and arrival airport city and/or code
  - c. Preferred airline and departure dates and times
3. The MSRC BOD representative will use the MSRC credit/debit card to make the purchases

A motion to approve travel policy was made by Sherri Whiteman and 2<sup>nd</sup> by Kellie Carrol, motion passed.

**Web update:** MoSRC.org will change to GoDaddy. MoSRC.com has been sold and is up for bid. (we currently are using MoSRC.org) the current bid is 200.00. We will have to host it somewhere and we will be able to host it with Go Daddy. We will be able to link the two together.

Keep sending updates for the website

Motion to buy the domain the name up to 300.00 was made by Jenny Keely seconded by Jim Adams. Motion passed

**President New Business**

MoSRC BOD meeting Legislative Report

State: Nothing to report at this time for MO. Will be looking at dates for 2016 State legislative day. Any ideas of how to get more people involved are welcome.

Budget: We have a proposed budget for 2015-2016. Several accounts have been discussed and budget will be adjusted as discussed.

Motion to approve budget by Sherri Whiteman and 2<sup>nd</sup> by Mike McFall. Motion passed and budget approved.

Mentor program: no update

### **Treasurer's Report**

MSRC Treasurer's Report-1st qtr

|                  | Q4 end<br>(6/30/15) | As of 8/7/15 |
|------------------|---------------------|--------------|
| Checking account | \$123,680.34        | \$124,216.77 |
| Money Market     | \$ 87,717.54        | \$ 87,724.99 |
| Total Assets     | \$211,397.88        | \$211,941.76 |

### District meeting profits for FY 15 to date

|                    | FY 15                | FY 14                |
|--------------------|----------------------|----------------------|
| Spring meeting     | <b>\$27,383.44</b>   | \$16,202.62          |
| Fall Symposium     | <b>(-\$8,268.91)</b> | <b>(-\$6,804.98)</b> |
| District 1 meeting | <b>\$2,226.16</b>    | <b>\$1091.48</b>     |
| District 2 meeting | <b>\$ 429.81</b>     | \$1,170.63           |
| District 3 meeting | <b>\$2,032.90</b>    | <b>(-\$2955.54)</b>  |
| District 4 meeting | <b>\$2,272.32</b>    | \$296.34             |
| District 5 meeting | <b>\$385.00</b>      | <b>\$1,183.83</b>    |

### End of FY 2015

### End of FY 2014

|          |                    |                      |
|----------|--------------------|----------------------|
| Income   | \$153,913.26       | \$159,005.99         |
| Expenses | \$150,965.02       | \$176,047.71         |
| Net      | <b>\$ 2,948.24</b> | <b>\$(17,041.72)</b> |

Checking and money market accounts are reconciled.

Respectfully submitted,  
Jenny Keely MEd., RRT-ACCS  
MSRC Treasurer

A motion to approve made by Lisa Cracchiolo and seconded by Sherri Whiteman.  
Motion passed.

### **Delegate's Report**

Brent and Dana attended the Summer Forum in Phoenix...it was HOT!

- Ask Lisa C. Send Affiliate meeting minutes: Bylaws requirement thirty (30) days after meetings. (Asha Desai). There is a template for minutes available

**Best practice presentations** – Virginia using 90 day lapsed list to make “telemarketing” phone calls to encourage them to renew. Got some folks to renew in this manner.

### **Tom Kallstrom update**

- Need photos for the virtual museum. Ideally from 1959-1980’s. Humidifiers, aerosol delivery, diagnostics, asthma management, etc. Share with Dana/Brent and we will get them to the right people.
- Still selling bricks in the museum, asked to promote their purchase
- Asked to promote patient safety roundtable...perhaps at state meeting?
- Education Initiatives-
  - Chronic Pulmonary Disease educator course. Will have another course in Dallas this year, will likely go on-line after that. May become a credential in the next 4-5 years.
  - AARC is resubmitting a request for grant money to pay for more affiliate Strategic Ventilator Stockpile Training (FY 2016)
  - NPS prep course coming to AARC University in late 2016
- NBRC Continuing Competency Program database integration
  - CRCE from AARC transcript pushed to NBRC account for those who need to submit CRCE for their CCP
  - Coming in 3<sup>rd</sup> Quarter 2015
- Edison national medical. A way for RTs to take an idea or invention to market (available to members only). Information available on AARC website.
- AARC now has a military liaison (Joe Buhain) in an effort to better represent our military and veteran membership.
  - Asking for the contacts from each state
  - Asking if we would Provide Color Guard at Affiliate meetings/conferences (much like they do at the International Congress)
  - Contact Joe Buhain (Joseph.buhain@saintpaul.edu)

**Tony Lovio**-Risk and financial presentation to HOD (Jenny, I have the entire presentation and will be sending it to you for review)

- Jenny-Do we send financial statements each year to AARC (Asha Desai)? If not, we need to.
- We should be a 501c6. The MSRC is the correct classification
- 1099 must be completed anytime we pay a speaker \$600 or more (required)
  - Lobbyist must get one as well

- “Unrelated business income” on the 1099 should be used for money gotten via advertising. The advertising we have in our meeting brochure counts for this....must look into it. T-shirt are okay & don’t need to be reported here.
- C6 must collect and pay sales tax
- Critical documents to protect (keep forever)
  - IRX tax exemption letter AND 1023 application (where is this??) required to keep by the IRS
  - Articles of incorporation
  - Bylaws
  - Board minutes
  - Insurance policies
- Policies that we should have in writing (sorbane oxly law). I am working to get examples of this, so we do not need to reinvent the wheel. ☺
  - Whistle blower policy – a policy regarding who to tell when a officer/board member suspect inappropriate action with specific language regarding non-retribution (pull AARC policy)
  - Record retention policy – how long should we keep each document
  - Conflict of interest policy

Dana will send out several power point presentations that were given at the HOD for your review. We had some really good ones at this meeting. In October, the AARC membership costs will be going up for the 1<sup>st</sup> time since 2001. With this increase, we will see an increase in revenue sharing from \$12/member to \$13/member.



Upcoming Meetings:

- Tampa in November this year for the International Congress (Both Diana and Megan will be joining us this year)
- Back in Florida next year for the summer forum
- IRC – 2016 in San Antonio, 2017 in Indianapolis, 2018 back in Las Vegas

Motion to approve delegates report made by Lisa Cracchiolo and second by Mike McFall. Motion approved.

## **COMMITTEE REPORTS**

### **Education and Scholarship**

Current Student Liaison Update:

- Our liaisons have been very busy! They are working to meet with all of the RT programs in Missouri to talk about the importance of membership and the programs/scholarships that are available to them through the MSRC and AARC

PEG – noted that our 2012 & 2013 winners have not yet spent their \$1000 award. Email sent to them (and to our 2014 winner) that they must spend the money during the current fiscal year (June 2015-June 2016). Application/information provided to recipients that clearly states that we they must spend their “winnings” during the fiscal year immediately after they receive the award. This will make the financial/accounting component of it much easier. For that reason, we will need to have \$3000 in the budget this year. Our 2014 winner submitted their abstract to the AARC open forum, but was not accepted.

### **Membership Report**

Current membership is 1220 total members.

1036 Active members

173 Student members

7 Industrial

1 Special

1 Physician

1 Life

1 Honorary

154 will lapse within 90 days.

126 lapsing are Active

27 are Student members

1 Industrial

Respectfully Submitted,  
Rose Shafer  
Director At Large/Membership Chair

### **Director At Large Report**

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We currently have 1 nomination for the 2016 Craig Zigelbein Award.

Respectfully Submitted,  
Rose Shafer  
Director At Large/Membership Chair

### **Elections**

Seats up in June 2016 are:  
President elect  
Vice president elect  
Director at large  
Secretary  
Even numbered districts

Web Coordinator (via Proxy)  
No report

### **Student Liasion report**

Student liasions have been contacting the Rewspirtoayr programs to set up visits for all schools. They will be attending the AARC conference in Tampa.

### **Publications**

Via Jim Adams; Mary Lou has not sent out the latest Chronicle . Please send her anything for the newsletter.

### **Sputum Bowl**

No report

District Affairs

1. *Continue to provide education opportunities for those who hold specialty credentials by ensuring those credentials are provided at district conferences.*
  - a. *Each district should be responsible for providing specialty CRCE at their meetings. Each year, every district will be assigned a new specialty area (based upon a rolling calendar). This ensures that Specialty CRCE is offered throughout the state.*
  - b. *See below table as an example:*

|            | <b>2016</b>     | <b>2017</b>     | <b>2018</b>     |
|------------|-----------------|-----------------|-----------------|
| District 1 | ACCS            | *no requirement | AE-C            |
| District 2 | NPS             | ACCS            | *no requirement |
| District 3 | PFT             | NPS             | ACCS            |
| District 4 | AE-C            | PFT             | NPS             |
| District 5 | *no requirement | AE-C            | PFT             |

- c. *A minimum of 50% of each district conference should be CRCE in their designated specialty area.*

Summit Award

We were in 5<sup>th</sup> or 6<sup>th</sup> place for 2015. Please keep sending items to Wendy

Social Media

Discussion about transitioning social media to student liaisons

Pact and Government affairs

On other state news: This is a bill that has been introduced in NC and looks like it has some movement: NORTH CAROLINA

HB 267 now engrossed a bill to require the RRT credential only for NC RC licensure. Includes a grandfather clause for CRT only.

National: We have a bill number for the Telehealth Parity Act: HR 2948. Everyone should have received messages regarding the Virtual Lobby Week via the 435 group e-mail messages. If you did not, you are not on the list, so please e-mail me to add your address for future updates. At the end of VLW Missouri ended up at the 15 position nationwide for writing: 312 total messages from 91 different people. Since we have well over 3K therapists in the state, is fairly weak. We need to engage more professionals and patients to advocate!



For more info on the bill:

Our primary sponsor: Rep. Thompson, Mike [D-CA-5]: There are now 12 co-sponsors both D and R. To track activity with the bill go to [www.thomas.gov](http://www.thomas.gov) Put in bill number as HR2948 and it will find the bill with a tab for co-sponsors and updates.

Respectfully submitted, Ronda Bradley

Motion to approve committee reports made by Rose Shafer second by Kellie Carroll

### **District Reports**

District I- district 1 meeting September 4<sup>th</sup> at Rankin Jordan

District II- The meeting in May went well.

District III- meeting sept 24-25.

District IV- getting ready for spring symposium.

District V- held a meeting on August 4<sup>th</sup>.

Motion to approve district reports made by Sherri Whiteman and seconded by Mike McFall.

### **Program Reports**

Fall symposium: please be on the lookout for speakers.

Trying to combine rooms/presentations this year.

Need a section chair for sleep.

State meeting: Dates are: April 20-22. Theme is "Back to the future". Board meeting will be April 19<sup>th</sup>.

Had a good response from the survey monkey that was sent out.

Have almost all speakers. Trying to do some different ideas. Theme is back to the future. Tony DeWitt will be doing a mock trial. He will present a real case. Will have "actors" to play out the therapist, parent, therapist and doctor. Two hour presentation.

Banners and table covers need price quote.

Motion to approve program reports made by Sherri Whiteman and seconded by Rose Shafer

Motion to adjourn made by Mike McFall and seconded by Jim Adams.

Meeting adjourned at 1404.