

# NCSRC Board of Directors Meeting

Gaston Memorial Hospital  
November 29, 2012  
1:00pm-4:00pm

**Present:** Robin Ross, Wendy Ayscue, Kim Clark, Travis Houston, Myra Stearns, Joe Hylton, Trisha Miller, Garry Dukes, Christy Stewart, Matthew Bolinsky, Lanny Inabnit, Wayne Trainor, Terry Smith, Dan Grady, Karl Kaminski, Cathy Bitsche, Don Fletcher, Dan Grady

**Absent:** Jill Saye, Lawson Millner, Paula Mendenhall, Shelbourn Stevens

**Guests:** Valerie Williams (ECC), Christy Brown (CCC Mentee), Candido Vega (PCC Mentee), Jill Hoerr (CVCC Mentee), Amy Burris, Jason Efird

## Officer's Reports

## Presenter

1. Meeting called to order at 1:05 PM  
○ Roll Call of Conference Line  
Robin Ross
2. President's Report  
○ Swearing in of new BOD member Karl Kaminski  
Robin Ross  
○ September 25, 2012 Minutes  
Robin Ross
  - Garry Dukes' motioned to approve the minutes. Lanny Inabnit seconded the motion. No discussion, vote by hand, and all in favor. Minutes approved.
  - Robin Ross presented three names as nominations for Nominations Committee Chair. Trisha Miller, Jennifer Fields, and Don Fletcher were all nominated. However, Jennifer Fields is not a BOD member and thus cannot be elected. Trisha and Don stepped out of the room for vote to occur. Vote by secret ballot. Ballots counted by Robin Ross; Trisha Miller elected as Chair for Nominations Committee. Don Fletcher and Wayne Trainor agreed to be members of the Committee.
  - Workman's Comp Policy for Lucille Goddard
    - The policy was renewed. There is an exclusion endorsement clause for all BOD members. All BOD members will need to sign document for Robin to submit.
  - Co-marketing Agreement with AARC
    - For each member of a state society that attends the 2013 International Congress meeting, approximately \$10 will go back to the state. Garry Dukes provided clarification. Robin Ross motioned to participate in the Co-marketing Agreement. Kim Clark seconded the motion. No discussion, vote by hand, and all in favor. Motion approved.
3. Secretary's Report - No report.  
Wendy Ayscue
4. Treasurer's Report  
Travis Houston
  - Updated financial reports (see report)
    - The Balance Sheet dated 11/23/12 has total liabilities and equity balance of \$51,439.04.
    - The Profit & Loss Budget vs. Actual dated 11/23/12.
      - Under Expenses: Brochure printing line included not just the brochures sent out, but all needed material such as the lanyards and holders and folded itineraries.
      - Over budget: Paid \$175.00 in Specialty Section Dues; Advertising Revenue over by \$275.00; Spent \$490.25 for name tags; Spent \$476.47 in Misc., Spent \$450.00

for Social/Reception; Spent \$1734.75 and \$485.51 in Speaker's Lodging and Travel; Spent \$5400.00 in Speaker Honorariums; and Spent \$1012.01 in Vendor Set Up. We were down ~70 participants and ~9 vendors.

- The Profit & Loss Budget Overview dated Jan. through Dec. 2013.
  - Discussion held about proposed budget. Wayne Trainor suggested using WebEx as a way to host BOD meetings as opposed to conference call line to reduce expenses. Lanny Inabnit motioned to purchase faux leather folios with NCSRC logo at \$4.06 each. Joe Hylton seconded. Line items were discussed to make changes to allow this purchase. Vote by hand, no further discussion, motion carried. Lanny Inabnit also stated that there will be a maximum of 25 speakers for 2013 Symposium. Garry Dukes motioned to add a \$500.00 line item to make contribution to the ARCF. Myra Stearns seconded. Vote by hand, no discussion, motion carried. Line item adjustments: increase Vendor Fees to \$16,300; decrease Speaker Honorarium to \$12,500. Motion to accept proposed budget with above changes made by Travis Houston, second by Kim Clark. Vote by hand, no further discussion, motion carried.

Robin Ross moved for 10 minute break at 2:20 PM.  
Robin Ross called meeting back to order at 2:30 PM.

## 5. Delegate's Report

Garry Dukes

HOD report from New Orleans (see report)

- Gary Dukes provided a summary from the House of Delegates meeting held Nov.8-9, 2012. The following were highlighted:
  - HOD presented a "Big List" document that is a summary of the HOD meeting. This document was used to serve as a preliminary HOD Report since there was a short period of time between the HOD meeting and the NCSRC BOD meeting. A full report will be provided for the Feb., 2013 BOD meeting. Connie Paladenech and Garry Dukes attended the HOD meeting.
    - Disaster Fund: \$100,000 has been distributed since inception. \$60,000 current balance. The stipend provided by the AARC to the President's place of employment is \$25,000 annually. Since Karen Stewart is self-employed, she returned the money and designated it to the Disaster Fund.
    - Membership Campaign: AARC looking for new ways to continue an increase in membership. Current membership is steady at 62,800.
    - Co-Marketing Agreement: see previous statement by R. Ross in Pres. Report.
    - Hospital-to-Home CPG Update: Webinars are complete. \$250,000 approved to launch new evidence-based CPG's.
    - HR941 Update: Bill continued to be defeated. The Bill has been revised with new language, new Bill number with added sponsors.
    - Governmental Affairs: two states, MI and IN, are trying de-license.
    - International Fellowship Committee: 147 fellows from 60 different countries.
    - Resolutions: 16-12-01 & 16-12-02 failed; 06-12-03 & 13-12-04 passed.
    - HOD Donations: International Fellow Program added one more fellow because the donations by states increased. Total donations for IF were \$5,400.
    - ARCF: Mike Amato reported a goal of increasing the research/education endowment to \$3M over the next two years and to \$5 over the next five years. This will allow for advanced degree scholarships and a research award.
    - Bill Dubbs: Reported that there is a new position statement on Best Practices in Respiratory Care Productivity and Staffing with White Paper explaining the

developed concepts, but there have been some delays; Uniform Reporting Manual, 5<sup>th</sup> edition, has been developed and is available.

### **Standing Committee Reports**

### **Presenter**

- |   |                                   |
|---|-----------------------------------|
| 6. Elections- No report.  | Christy Stewart                   |
| 7. Budget and Audit-No report.  | Travis Houston                    |
| 8. ByLaws and Standing Rules- no report.  | Garry Dukes                       |
| 9. Public Relations   | Paula Mendenhall                  |
| ○ Asked for approval to order merchandise to display at the meeting in Boone.   |                                   |
| ● Amount requested was \$919.19 out of current budget. Robin Ross motioned to approve purchase. Joe Hylton seconded motion, no discussion, vote by hand. Motion carried.  |                                   |
| 10. Education/Program   | LannyInabnit<br>Shelbourn Stevens |
| ○ LannyInabnitreported the committee has two new members, Karl Kaminski and Lisa Cutshaw. The committee met by conference call on Nov. 19.  |                                   |
| ○ Feedback from attendees was good overall. Many comments were made regarding location and length each day.   |                                   |
| ○ The 2013 meeting will be held at the Hilton in Wilmington, NC. It is scheduled Tues. afternoon through Friday, with Friday as a half day. The BOD meeting will be on Tues. morning. Annual Bus. Meeting is scheduled for Thursday.                          |                                   |
| ○ The committee is considering outside event to draw more attendance.   |                                   |
| ○ Will send Myra request to email manager's group regarding vendor names. There was a decrease in the number of vendors and will try different ways to contact them. Registration for vendors is on the website now.  |                                   |
| ○ Have asked two out-of-state speakers to present. Reported that the committee is hoping the remainder of speakers will be local to the state.  |                                   |
| 11. Judicial- No report.  | Kim Clark                         |
| 12. Political Advocacy (Professional Standards)-No report.  | Lawson Millner                    |
| 13. Publications/Communications   | Lawson Millner                    |
| ○ All presentations from the 2012 Symposium are available on the website.   |                                   |
| ○ Conducted an informal survey about communication while at the 2012 Symposium. Overwhelming response that Facebook is a primary method of communication. Proposal in the future to begin a Facebook page with several executive committee members to manage. |                                   |
| ○ Terry Smith complimented Lawson's commitment to the Society website over the last several years.  |                                   |
| 14. Membership-Report current as of Nov. 28, 2012.  | Joe Hylton                        |
| ○ 1800 members  |                                   |
| ● 1494 Active   |                                   |
| ● 2 Honorary  |                                   |
| ● 21Associate/Industrial  |                                   |
| ● 2 Associate/Physician   |                                   |

- 4 Life
- 2 Honorary
- 269 Students
- 8 Special
- Lapsed members
  - 230
- Active members by state
  - NC is 9<sup>th</sup> out of 50 states.
- AARC Membership Drive
  - Nov., 2012-Oct., 2013 will be a membership drive with Grand Prize levels, as well as state level prizes, and member level prizes.

15. Long Range Planning- No report.

Myra Stearns

16. Nominations

Trisha Miller

**Special Committee Reports**

**Presenter**

17. Awards and Scholarships

Wayne Trainor

- Chair and committee will be developing more specific criteria for choosing winners for “Of The Year” awards.

18. Home Care/Alternate Site Care- No report.

John Flynt

19. Sputum Bowl

Malissa Dunn

- We had a great competition at the state level.
- Will probably use old Rules for state competition.

20. Chartered Affiliate-No report.

Terry Smith

- Cathy Bitsche will be assisting Terry Smith.
- Please be sure to submit anything done to promote the profession through the link on the NCSRC website.

21. Vendor Representative-No report.

Tony Long/Les Foss

22. Research Committee

Dan Grady

- Committee Goals
  - Identify and secure a corporate sponsor for research prizes/awards.
  - Recognize the corporate sponsor at the opening of the NCSRC Open Forum session.
  - Award prizes for 3 best presentations and publication-ready abstracts presented at the Symposium.
  - Take photos of research award recipients at the Symposium for publication in newsletter and the NCSRC website.
  - Recognize Respiratory Care researchers via publication of prize-winning research abstracts in NCSRC Newsletter.
  - Revise written guidelines for poster/abstract presentation to match AARC abstract submission criteria.
  - Ensure that the Symposium Program committee schedules an Open forum session in a room with adequate space at the 2013 meeting.
  - Coordinate with NCSRC Awards Committee regarding certificates, plaques, and awards.
    - This has been noted and changed.

## **Related Professional Organizations**

## **Presenter**

23. NC Association of Respiratory Educators (NCARE) David Roach
- NCARE meeting scheduled for March at Lake Lure.
  - Lanny Inabnit made a motion to change the name of the scholarship to the Gail Gane Scholarship. Wendy Ayscue seconded. Vote by hand, no discussion, motion approved.
24. NC Respiratory Care Board (NCRCB) Terry Smith
- See the recently updated website for information and changes.
  - There will be two surveys regarding 4-year program development in NC posted soon.
25. Polysomnography Sarah Hoffman
- See report for full description, but there have been changes for RPSGT exam eligibility, effective March 1, 2013. There are now four pathways for eligibility.
26. Manager's Myra Stearns
- Amy Burris will co-chair this year so Myra can fulfill duties of Pres.-Elect.

## **Old Business**

## **Presenter**

- Social Media. Lawson Millner
  - Will need to approve policy before a Facebook page can be opened to members. Will need to confirm if a line for a committee needs to be added in the Standing Rules for a Policy to be created for Social Networking.

## **New Business**

## **Presenter**

- Speaker Honorarium. Kim Clark
  - Connie Paladenech donated honorarium back to the Society, but requested that it pay for membership for one person/region in the state.
- Executive Session-motion made at 3:40 PM Garry Dukes
  - Motion to adjourn Executive Session at 3:44 PM

Robin Rossmotioned to adjourn; seconded, all in favor and the meeting was adjourned 3:45pm.

February 20, 2013 BOD meeting will take place at 9:00 AM at the Broyhill Wellness Center in Boone, NC.

May 17, 2013 BOD meeting will take place at Brunswick Novant Medical Center, Wilmington, NC.