



**Maine Society For Respiratory Care**  
**Board Meeting Minutes**

August 22, 2019, Commenced at 1808

Present: Michelle C., Keith E., Don C., Matt D., Ric L., Kathy R., Adam B.

On phone: Norma H., Bobbie C., Sheryl Z.

Secretary: Hannah L.

Excused: Sally W., Jeanette V.

1. Opening Remarks- Michelle
  - Roll Call
2. Secretary Report- Hannah
  - All meeting minutes have been voted on.
  - Website need to be updated- will work with Jeanette to get minutes online.
3. Education Committee- Hannah
  - We are looking for a new speaker liaison. New the liaison will receive support from both Norma and Hannah, as well as direction from Brittany Cyr. We have asked Keith E if he is interested in the role. **Update** – Keith E has accepted role as speaker liaison! Please forward any potential speakers to:  
**Keith Englehart, email: kenglehart1@gmail.com**
  - We discussed attendee gift; we would like to continue with giving out bags. \*Will likely need to order more. Table discussion until December.
  - We discussed Capt Mike's boat for entertainment on Wednesday night- with insurance and transportation issues, this is probably not feasible. We then discussed going back to hiring a band. **Update**—Michelle asked Chris Bonvie about his band participating. He does have a prior family commitment- it's unclear at this time if his band will be available. Should continue to pursue other options.
4. Treasurer's Report- Don
  - Please see attached report.
  - We have transferred \$15,000.00 to CD account as rainy day fund for conference.
  - Norma asked about using PayPal. Don discussed that almost everyone knows PayPal system, however it does cost the most. Matt would like to look into other payment options- set deadline for Dec 4<sup>th</sup>.
  - VOTE: Rick motions to accept Treasurer's report. Kathy seconds. All in favor, no discussion. Accepted.
5. Delegate Report- Michelle

- Michelle read summary of 2019 resolutions—please see attached document. Much of this can be seen at aarc.org
  - Discussed need to send a delegate(or representative) to every HOD meeting in accordance with our bylaws. Asha explained to Michelle that we can create a policy that allows us ask board members who will go to HOD. Kathy discussed that we wouldn't be able to simply add policy if delegate can't go to HOD; the executive board would need to elect the person.
  - We discussed the communication between the delegate and the Treasurer- there is room for improvement.
  - **VOTE:** Hannah motions to craft language within a policy that allows executive board to support AARC bylaws to send a representative to the HOD. Kathy seconds. All in favor, no discussion. Accepted.
  - Don discussed delegate mentorship with Keith Seigel.
  - Kathy will call Kristin to ask about HOD Nov meeting, Michelle will call Daren. **Update-** Both Kristin and Daren have committed to attending the HOD meeting in New Orleans. They will contact Michelle ASAP if something changes. Kristin plans to reach out to Asha to get better acclimated with HOD. Also, Sheryl Z has accepted nomination for 4 year delegate.
  - Discussed AARC assistance program. The AARC would pay half of the room cost, sharing a room not necessary. There is a set time window that we are able to apply for this. **Update:** We are not able to apply for the assistance program this year.
6. Website Update- Jeanette via Michelle
- Jeanette is working on updating board positions, adding bylaws, lobstergram and save the date.
  - We will ask Jeanette to take down any material from previous years as vendors tend to gather information needed for conference early.
  - Plan to add SMCC and KVCC class photos.
  - We will need to set aside a time to train certain people to use the website. Will plan to make time for this at December meeting.
7. PACT- Michelle
- Virtual Lobby Campaign- the nation is doing well, Maine is not as engaged. How do we engage more people? Matt discussed social events outside of the conference. Kathy discussed taking the time to build relationships.
8. Membership committee- Norma
- Norma has sent a letter of resignation for the membership committee. Michelle thanks Norma for her hard work on this committee. Norma discussed need to engage young minds. We currently have 177 active members, 50 have become inactive this year.
  - Kathy discussed president going to meet with freshman. **Update-** Michelle met with SMCC Freshman class on August 28th and introduced and briefly discussed the AARC, MeSRC, membership, silent auction at the Maine Event as well as student position on the board. Handouts were given to reference as well. She is waiting to set up a time to meet with KVCC freshmen. She has also sent the student board application to both colleges.
  - Matt discussed engaging seasoned therapists. Kathy discussed that studies show people who been working in the field without interest in membership for several years are unlikely to re-engage.
9. By laws Committee- Kathy
- See attached bylaws handout

- Once the bylaws are approved, they will be posted on the website and in the BOD folder on the website.

10. Nomination committee- Kathy

- Kathy has prepared a list of nominations; per bylaws, only active AARC members can be on nomination list.
- We discussed having nominates come to December meeting.

11. Other Business

- Michelle is in touch with Cynthia regarding planning December meeting; she will update us as soon as she has more info. The meeting date is December 4, 2019. We are hoping Dr Duval will be there.
- We discussed student board application. All agree that the student liaison position should come from either school, and the best candidate should be chosen.
- VOTE: Ric motions that the society pay for AARC membership for freshman students in both schools on Oct 1. Kathy seconds. All in favor, discussed that funding will be 50% from checking and 50% from savings. Accepted!

Meeting adjourned at 2002.