



## Maine Society for Respiratory Care

### Board Meeting Minutes

December 4, 2019

Commencement: 1805

Present: Matt Dumond, Don Cotta, Ric Lewis, Kendra Cummings, Cynthia Carlton, Dr. Duval, Kathy Roy-Gosselin, Adam Brown

Secretary: Hannah Leadbetter

Guests: Tim Babcock

On Phone: Keith Englehart, Kristin Doloff, Sally Whitten, Daren Rainey

Absent: Norma Hay, Jeanette Villanueva, Sheryl Zins, Susan Michelle Collins

#### 1. Opening Remarks- Kathy

Roll Call

#### 2. Nomination Committee

- New positions need to be voted on. New member were invited to board meeting today.
- -Kathy is currently the only member of the nomination committee. We really need at least two people on committee.
- This year we changed our voting process to electronic. Kathy sent out electronic voting form on RT connect via survey monkey- only received 40 replies.
- In the past via paper voting, we received 150-160 results average. Sally discussed pros/cons of survey monkey. She suggested we go back to paper voting as we get significantly more responses. Matt asked what prevents us from using paper? We tried electronic as paper voting is costly- ~\$600. Dr Duval discussed text alert, however we do not currently have access to all Maine AARC phone numbers. We do have email addresses- Daren states the are on their membership form and you have to check box to opt out.
- **VOTE:** Don motions to go back to paper voting for nominations and to form a nomination committee. Dr Duval seconds. All in favor, no discussion. Approved.
- -To be nominated to board, you must be a member of the AARC. Often by the time you get the notices to renew, it takes a while for the process to go through.
- (Kathy pulled up survey money results via computer for board to review)

Results as follows:

(President: Kathy Roy-Gosselin)

President Elect: Ric Lewis

Treasurer: Don Cotta

Delegate(4 year term): Kristin Doloff

Delegate(2 year term): Sheryl Zins

BOD at Large:

2 year term: Caitlyn Gallagher, Kathryn Foley, Tim Babcock, David Wall

1 year term: Jeanette Villanueva, Cynthia Carlton

Write Ins: Matt Dumond(accepted), Bobbie Crockett(accepted)

- **VOTE:** Sally motions to accept election results as presented. Matt seconds All in favor, no discussion. Approved.
- The board thanks Kathy for her hard work on this.
- 3. Secretary Report- Hannah
  - We have voted and approved August Minutes.
  - Sally states she has a secretary binder. We discussed where to store it. Cynthia stated she would store it at the office.
- 4. Treasurer report- Don
  - Please see attached report.
  - Current balance: Checking: \$25,347.85. Savings: \$2,498.23
  - Please note attached 2020 budget is incomplete at this time, Don is missing info from members. We are going to table voting on budget until February or will do electronic voting.
  - Don discussed booking flights for trips sooner for HOD. The cost is high when we book last minute. Also, discussed booking hotel separate from venue. We will need to develop a policy to approve airline travel.
  - Ric discussed concerns about sending so many members to HOD. Discussed whether we need two people to go to meeting. Daren talked about how it is difficult to skip a meetings as you have committee commitments at the meeting.
  - Kristin feels that the winter/fall meeting at the most important HOD meetings.
  - Adam discussed that students have to wait for AARC to approved application, which ends up being close to the date.
  - Don anticipated at increase in the nomination committee budget to \$800 for mailing costs.
  - Maine event budget is \$21,500.00.
  - We had a very successful conference this year.
  - **VOTE:** Ric Motions to accept treasurer's report. Kathy Seconds. All in favor, no discussion. Approved.
- 5. Delegate report: Daren
  - Daren sent an email update.
- 6. Student Board position- Kathy
  - Don discussed that we used to alternate schools. Wondering what our position is now? Discussed inviting candidate from both schools.
  - Ric suggested we have a junior and senior liaison. This idea was favored.
  - Our candidates are: Sarah Soubble, Emily Duprey, Paula Miller Jeffrey Kirovac, Lacey Allen, Delanie Rouleau.
  - Decided a KVCC student will be chosen at this time, we will have more discussion regarding initiation of two candidates.

- **VOTE:** Don motions that we accept Paula Miller for the student board position. Hannah seconds.  
All in favor, no discussion. Approved.
- 7. Website update: Table discussion
- 8. PACT meeting 2019: Table discussion
- 9. Membership report: Table discussion
- 10. Education committee update: Hannah
  - No discussion during BOD meeting due to time constraints. Meeting was from 5-6 PM. Separate noted to be attached.
- 11. By-law committee Update: Kathy
  - No discussion during BOD meeting
- 12. Lobstergram Update:
  - Michelle will need articles ASAP. Please submit to her
- 13. 2020 Meetings: Kathy
  - January new board training: Thursday, January 16<sup>th</sup> at 5pm at Maine Medical Center
  - BOD meeting: February 6 @ Maine Medical Center. EDU meeting 5pm, Board meeting 6pm.
  - BOD meeting: May 20, @ Maine event conference.
  - BOD meeting: August 27 at KVCC
  - BOD meeting: December 2 @ CMMC pulmonary office
- 14. Financial/travel/reimbursement policy:
  - Sally suggests we have some guidance on spending cap, require approval.
  - Suggested cap \$1200- too tight?
  - Will add sentence to policy: "If total expenditure exceeds annual budget amount, prior approval must come from president."
- 15. Other business
  - No discussion

Meeting adjourned