



## Maine Society for Respiratory Care

May 22, 2109

### Board meeting minutes

Present: Suzan Michelle, Kathy R., Ric L., Sheryl Z., Sally W., Kendra C., Matt D., Don C., Erin H., Daren R., Jeanette V., Norma H., Kristin D, Adam B.

Education Members: Keith Siegel, Brian Ahearn, Jasmine Burgess, Brittany Cyr, Cynthia Carlton,

Guests: Meagan.

Secretary: Hannah L.

1. Opening remarks- Michelle
  - Michelle thanks the board and education members for their hard work for this conference.
2. Secretary Report- Hannah
  - Previous meeting minutes are up to date and have been voted on.
  - Please note Lisa T stepped down from delegate position, Kristin took over delegate position.
3. Education committee- Hannah, Kristin, Michelle
  - Discussed silent auction process.
  - Discussed Color Guard for next year. Color guard arrived but did not bring flag pole and we didn't have one to offer them. Next year we will re-visit.
  - To improve name tag process, we need separate list of committee members, board members, attendees, speakers and vendors.
  - This year we saw a nice increase in attendees, including 15 walk ins.
  - Discussed adding verbiage to brochure about when registration invoice will be sent. 5 business days would be the best time frame.
  - Don plans to purchase wireless clicker—almost all speakers needed one.
4. Treasurers report- Don C
  - Please see separate treasurers spreadsheet.
  - Don thanks board and education committee for hard work on making the conference a success. We saw a significant profit this year. Don would like to continue to be fiscally conservative.
  - FYI: taxes are filed for Society. Non profit status is updated. Insurance is paid.
  - **VOTE:** Michelle motions to accept treasurers report. Ric seconds. All in favor, no discussion. Vote approved.
  - Don would like to see Society put aside \$15,000.00 for “rainy day” fund. Matt asked about income sources outside of conference. Matt asked about CEU's on website. Michelle

- suggested bringing idea to committee then committee will bring to board. Don discusses non-profit status, meaning we are not to exceed \$50,000.00.
- **VOTE:** Sally motions to set aside \$15,000.00 for “rainy day” fund. Sheryl seconds. All in favor, no discussion. Vote approved.
5. Delegate Report- Daren
    - HOD is getting ready to go to FL.
    - Michelle discussed bill that will allow teachers to confiscate e-cigarettes.
    - Michelle asked Daren if RT’s doing PICC lines is still a topic of discussion, Daren says its still being talked about, discussed scope of practice.
    - Michelle asked what we can do to help RT tasks to be billable procedures. We discussed qualifications of PFT technicians.
    - Keith updated us- As of right now, 3 resolutions have dropped. We have not had a chance to look at them yet.
  6. Website update- Sally/Jeanette
    - Jeanette and Sally are working together.
    - Minutes will be added to website.
    - To access forms, you must be given permission—Sally can provide.
    - Lisa T is going to be taking over lobstergram.
    - Kathy mentioned adding KVCC student photo in addition to SMCC.
  7. PACT meeting- Michelle/ Keith S
    - Keith thanks board for sending him to Washington DC. It was the best PACT meeting he has been to. 300+ members of congress were hit, everyone feels the bill will go forward.
    - Keith asks board to be aware that when you are sending your texts/letters to congress, they cannot introduce bills, but can support it when it comes up.
  8. Membership Committee- Norma
    - Norma says she usually sees an increase this time for year. We are down 1% of the AARC members per state.
    - Michelle asked about sending postcards to remind RT’s to renew their membership, tabled.
  9. Bylaw Committee Update- Kathy, Michelle.
    - Bylaws were approved by AARC
    - Now the bylaws need to be sent to all active members. Sally suggested sending a link to the ARRC for them to send bylaws out.
    - Kathy asked members to keep an eye out for voting which will be going up electronically.
    - Keith reminded us that we are currently still working under previous bylaws.

Topics 10-14 tabled until next meeting.

Meeting adjourned at 1338.