Board Meeting minutes

February 6, 2019

Present: Ric L, Sally W, Michelle C, Don C, Kathy R, Erin L, Adam B.

Guests: Maddie (SMCC student)

Secretary: Hannah L

On phone: Daren

Excused: Matt D

Start 18:15.

1. Opening Remarks: Michelle

* Roll call.

1. Committee Sign up: Michelle

* Michelle attached committee sign up sheet in email.
* Adam has signed up for the membership and education committee. Ric has signed up for the financial committee. Jeanette has signed up for the education committee.
* Matt D has agreed to be our military liaison.

1. Secretary report: Hannah

* Last meetings minutes have been voted on and approved. No outstanding votes via email. We had an executive vote for the Go-Daddy contact, we voted to prepay contract price.
* Sally motioned to accept the executive committee’s decision to prepay Go-Daddy contract. Ric seconds. Discussion by Jeanette on Go-Daddy pricing. All in favor, vote approved.
* The new laptop for the society was voted on and purchased for $1235, with budget of $1800.

1. Education Committee: Hannah

* We discussed placing CEU’s from our vendors on our MeSRC website. This will be discussed further by the financial committee.
* We are going to ask for 6ft vendor tables and an 8ft table for SMCC/KVCC. We are also going to ask if there is a possibility of using credit cards at “cash bar”.
* Phillips is a corporate sponsor!
* Ric has volunteered to help with IT issues at the conference. Michelle and Ric are going to work together on a slideshow.
* Adam B was voted in as student liaison.
* Sally Brewer from SMCC came in as a guest speaker. She discussed student attendance at conference. SMCC cannot mandate that students attend. There are some conflicts with semester curriculum but, they are working to change curriculum. Sally discussed the SMCC Respiratory Scholarship Foundation. This was created by Walter Chop and was intended as a scholarship to assist students with going to HOD meeting, gas $$ to clinical, etc. The scholarship money has pretty much run dry at this time. Sally asked if the MeSRC would provide a table at the conference for the SMCC scholarship foundation. We discussed both SMCC and KVCC sharing a table, each to make their own trifold.
* Don motioned to provide a table at no charge, to be shared by each school. Sally seconds. No discussion, all in favor. Vote approved.
* \*Please arrive at 3pm at the SPI on May 21st\*

1. Treasurer’s Report: Don

* Please see separate full report.
* FYI savings helps send students to HOD. We replenish this money with silent auction money, and AARC revenue sharing.
* Sally asked about American Lung Association check- Don explained that they usually send $250 check which is for a booth “donation”. We put this money in savings.
* Don has received one vendor payment.
* Don reached out to our lawyer to renew non-profit status. Taxes due soon.
* Sally motioned to accept treasurer’s report. Ric seconds. All in favor, no discussion. Vote Approved.
* Ric is working on a financial audit of our 2018 records. Michelle asked if board is okay with doing a one person audit—yes. Sally motions to accept single individual auditing of records. Kathy seconds. All in favor, no discussion. Vote approved. Ric will do next years audit as well.

1. Delegate Report: Daren

* Daren reports this is a quiet time of year.
* Daren is on the Best Practice Committee- he plans to update us soon.
* There is ongoing discussion of our scope of practice as RT’s.
* Michelle asked what kinds of content should be brought to delegate. Daren plans to write up an update on this.
* The next HOD meeting is in July. Lisa and Daren will be going.

1. Website Update: Sally

* Take a look at it- it looks great! [www.mesrc.org](http://www.mesrc.org)
* Michelle plans to help add photos to website, with Sally’s assistance. Please submit any pictures you have.
* Kathy plans to ask the students permission to post class photo on website.
* Connor Igo helped us greatly with getting the website up to date, we would like to give him a gift. Sally motions to give Connor a $25 gift card as a thank you. Erin seconds. All in favor, no discussion. Vote Approved.
* The executive board has been discussing/working on policies and procedures. Those will eventually go on website.
* BOD will get access to the website—more to come on that.

1. PACT meeting: Michelle/Keith S

* Michelle and Keith will be attending at the beginning of April.
* There are 4 issues that are closer to be incorporated into previous bill.
* The virtual lobby campaign will be March 20-April 10. We will be asking you to email/call/write to your legislators.
* FYI the AARC pays for 2 lobbyist to help push our issues onto a bill.

1. Membership committee- Norma

* There were about a dozen people from last quarter that did not re-up their membership.
* Discussed student membership- which now costs $$. SMCC would like to make membership a lab fee so that they will automatically be AARC member.

1. Bylaw Committee: Sally

* Sally says our Bylaws are officially in front of the board. The committee chair has been great at communicating.
* FYI every 3 years, bylaws have to go out to members.
* We discussed electronic voting. Sally motions to investigate electronic voting. Kathy seconds. All in favor, no discussion. Vote Approved.
* Michelle and Kathy plan to work together on policy and procedure for electronic voting.

1. Nominations: Michelle

* Plan to look into electronic voting for nominations.

1. Action plan: Michelle

* Michelle attached action plan handout in email. We talked about goals of each member. Michelle would like to see ideas brought to table using action plan.
* Discussed bringing issues to committee leader first, they will help guide you. Kathy suggested taking the strategic plan of the AARC into consideration.

1. Lobstergram: Michelle

* Please send info!

1. Next meeting is May 22nd at lunch break during the Maine event.

Meeting Adjourned.