

MSRC Board Of Directors Meeting



August 21st, 2025

3pm—6 pm

MSRC Board of Directors (BOD) Meeting Agenda



Time	Agenda Item	Responsible Party
300	Call to Order, Establish of Quorum	Kristin Anderson
305	Welcome and Introductions	
315	Review Process for Tracking Actions, minutes, presentations, attendance, approvals and update tracker together	Robin Kidder
325	Treasurer's Report	Teresa Power
330	Delegate's Report	Brandon Burke and Diane Oldfather
	Committee Reports	
350	Government Affairs/PACT	Brandon Burk
410	Education & Scholarship	Linda Weems
420	Student Liaison Reports	Linda Weems/Ray/Samantha
430	Budget & Audit /District Affairs/District conference update	Claudia Claudio
440	Elections	Beth Brooks
450	Public Relations	Nathan Pounds
500	Website and Record Storage Update for Teams or other Platform	Himanshu Kumawat
515	HOSA Update	Diane Oldfather
530	Membership Committee	Nathan Pounds
	Program Reports	
540	State Meeting	Rachel Jenkins, Stephanie Kraemer
	Work Session	
550	Bylaws	Lisa Cracchiolo
	Missouri School Counselor Associate Conference	Kristin Anderson
	RT Week Planning	Kristin Anderson
600	Adjourn (Next Meeting 11/13/2025)	

Call to Order and Operating Agreement

- Motion to call to order
- Validate Quorum (6) The voting members of the Board of Directors are:
 - President, President-elect, Vice-President, Vice-President elect, Secretary, Treasurer, Treasurer-elect, Immediate Past President, Delegates, District Presidents and Directors-at-Large
- Speak up culture, every voice matters
- Respect each other differences
- One person speak at a time
- Everyone participates
- At the end of each meeting, a review of agreed upon actions to occur prior to close of meeting
- Robert's Rules apply



Attendance (Highlighted= Present)



Position	Name		
BOARD-President	Kristin Anderson	DISTRICT 1 – President	Brad Sexauer
BOARD- President Elect	Claudia Claudio	DISTRICT 1 – Vice President	Nick Beck
BOARD – Past President	Lisa Cracchiolo	DISTRICT 1 – Secretary	Brittani Hall
BOARD –Vice President	Rachel Jenkins	DISTRICT 1 – Representative	Ryan Sweeney
B0ARD- Vice President-Elect	Stephanie Kraemer	DISTRICT 2 President	Brandy Stence
BOARD- Treasurer	Teresa Power	District 2 Vice President	Shelby Jones
BOARD Treasurer Elect	Monica Schibig	DISTRICT 2 - Representative	Colleen Walker
BOARD- Secretary	Robin Kidder	DISTRICT 3 - President	Aaron Shepherd
BOARD Delegate	Diane Oldfather	DISTRICT 3 – Vice President	Mark Williams
BOARD Delegate Junior	Brandon Burk	DISTRICT 3 - Secretary	Nathalie Harris Shelton
BOARD Director at Large	Nathan Pounds	DISTRICT 3 - Representative	Stacy Wyss
BOARD Director at Large	Beth Brooks	DISTRICT 4 - President	Ron Spruell
Webmaster	Himanshu Kumawat	DISTRICT 4 - Vice-President	Kent Stelljes
Public Relations	Nathan Pounds	DISTRICT 4 - Secretary	Christian Schneider
Legislative Chair	Brandon Burk	District 4 - Representative	Heidi Greener
Legislative Chair Mentor	Rhonda Bradley	DISTRICT 5 - President	Kyle Kern
Student Liaison#2	Samantha Laughlin		
Student Liaison#2	RayKeil Mitchell		
Other MSRC Members Present			

Roberts Rules

- Follow Robert's Rules-Guiding Principles:
 - Everyone has the right to participate in discussion if they wish, before anyone may speak a second time
 - Everyone has the right to know what is going on at all times.
 - Only urgent matters may interrupt a speaker
 - Only one thing (motion) can be discussed at a time
 - A motion is the topic under discussion (e.g., “I move that we take a 5 min break to this meeting”)
- After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table
- A motion requires a second to be considered. If there is no second, the matter is not considered.
 - Exception: If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested.
 - If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.
- Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

Welcome and Introductions:

- Be ready to introduce yourself:
 - Position on MSRC
 - How long have you been an RT **or** How long you have been on the board/in what capacity?
 - Why you joined the MSRC board
- New members had a successful onboarding session to introduce MSRC, process, roles, answer questions, etc. Will continue onboarding new members this way.



Secretary: Robin Kidder

- Presentation with notes and Action Item Tracker are considered the minutes.
- When signing into Zoom, please put first and last name in to help with attendance
- Approval Process:
 - Minutes will be sent out after meetings and an ask for approval or changes.
 - If changes recommended, will make change.
 - If no responses on approvals by date requested, will be considered approve and posted.
- Record Keeping with Access for all Board members
 - Investigation ongoing for something like a Microsoft account
- **Board Action needed:**
 - AARC Handbook agreement forms to be signed and send to our MSRC President, Kristin.Anderson@bjc.org

Secretary: Robin Kidder

- Action item Tracker shows each of our individual responsibilities with due dates, attendance tracking and approved decisions with who voted.
- All are sent out after meetings with an ask for your feedback for change or approval as is.
- If changes recommended, will resend updated presentation with notes and action item tracker.
 - Once voting members have approved, or if there were no responses from voting members after reminder by date requested, the minutes will be considered approve and posted by Himanshu to the MoSRC website.
 - Note: Our tab called actions due is not posted to the public, but the approvals are and our presentation with notes is.



[illegible]

Treasurer Update- Teresa Power

Quarterly profit and loss statement (April – June 2025)

Income	\$13,570.77
Expense	\$60,900.85
Interest Earned	\$51.83
Net Income	-\$47,278.25



Balance sheet review (as of June 2025)

Total Assets	\$339,013.17
Total Liabilities and Equities	\$339,013.17

2025 Conference expense/revenue review

Total income	\$91,767.44
Total Expense	\$59,486.82

Approved recommendation to add HOSA scholarship onto budget line

Budget approved by Board.

Reminder: The chairs of committees and districts are the roles responsible for change requests to board.

Budget details are posted on MoSRC website

Treasurer Update- Additional Business to Share



- American Express Request
 - Vendors are asking for the MSRC to accept American Express
 - Multiple attempts by Teresa made with American Express to be able to use them to collect fees.
 - Very difficult to collaborate with American Express. They have asked for more information last week.
 - We are not sure if this will get approved but to say we understand why most do not accept AE is an understatement. We will keep you updated when we know more.

- ALiability Insurance –1 day vs 4 day
 - Teresa and Kristin are working on getting our liability insurance renewed. It may be slightly higher as they were under the impression that our conference was just 1 day long and not 4 days. Teresa is working with them on cost but will keep all up to date if the cost changes.

- Teresa to file for new tax exemption forms

Delegate – Brandon and Diane



- Results of the Proposed Resolutions from the House of Delegates:
 - 78-25-04 - HOSA (college) – approved and sent to the EO to operationalize
 - 78-25-05 - HOSA (high school)- approved and sent to the EO to operationalize
 - 78-25-06 - Disaster relief fundraiser – approved as long as we make sure that we call it a fundraiser and not a raffle

- 78-25-01 Disaster Relief Automated Donation Option
 - defeated for the following reasons: not that we don't support disaster relief but feel this lacks transparency, schools/hospitals that do pay for membership-this could be an issue for them, negative member experience and increased EO work if member isn't happy with returning the money
 - 78-25-03 – Rejections emails for RFP and Abstracts for Summer forum and Congress - in support but could get into the weeds about this so referred this back to the program committee and Daedulus for review and consideration - Jakki will take all the suggestions to the committee

Delegate – Diane and Brandon

AARC Workforce Recovery Committee:

- The AARC budget for the 2026 to support affiliates in exhibiting in at least one HOSA/Skills USA/Guidance Counselor state conference each in the coming year. Cost: \$10,000
- First call for resolutions is due October 24th for the next HOD meeting
- If there anything that Missouri members would like to contribute for Resolutions Committee to consider, reach out to Diane and Brandon to help write and submit by 10/24/2025



Delegate – APRT Diane and Brandon



APRT Panelists: Mindy Conklin, APRT, Dr. Sarah Varekojis, Dr. Daniel Whitt, Kim Clark, and Dr. David Vines

- Highlights: Q - What should state affiliates be doing to help support APRT advancement?
- A - Every RT in states with legislation needs to stand behind it. States without legislation need to start. States should start by completing a Needs Assessment to help with legislation and program creation.
- Q - What legislative milestones have been achieved for APRT?
- A - Kim: Ohio & North Carolina have been working on getting legislation passed.
- A - Sarah: Get a lobbyist to help with legislation.
- Q - What has resonated with lawmakers already?
- A - Sarah: Cost of care: Data suggests that providing the right care to the right patient at the right time saves money. Access to care: Decreased wait times.
- A - Mindy: Importance of what APRT can provide that other advanced practice providers cannot provide, for example, tobacco cessation and treatment

Government Affairs/PACT Brandon/Kylie



- Legislative Efforts Updates
 - Legislative Hill day: Success! Great contacts found for below bills
 - RRT minimum draft language
 - Legislature being entered for new therapists to be RRT for license
 - » Existing CRTs would still be able to work as long as keep license active
 - » Would like proof of active license upon renewals
 - Compact Licensure Updates
 - Allows RTs to work across various states
- AARC Legislative DC Summit
 - 9/15-9/16. Brandon, Nathan and Diane attending
 - SOAR act for O2 and reimbursement

Delegate and Government Affairs ACTIONS?

- Determine if the board has any actions based on report outs: None

Education & Scholarship Committee/ Awards- Linda

- No updates



John Rogers Memorial Scholarship

Submission Requirements:

- Must be a current student of an approved program for respiratory care in the state of Missouri (graduation date after the deadline for submission)
- Must be in good standing with the program of enrollment
- All topics must be approved by scholarship chairperson by March 1.
- Deadline for submission is April 1 Annually
- Must be a member of the AARC/MSRC



Elen Klander Memorial Leadership Scholarship

Submission Requirements:

- Current student, in good standing, at an accredited Respiratory Care Program in Missouri
- 2.5 Professional GPA
- Must be a member of the AARC
- Possess leadership skills and participate in campus, community or professional activities to further develop these skills.
- Submit a letter from their program director attesting to their GPA.
- Due April 1; \$250 award
- Submit an essay. See brochure for specifics.
- Please Note: Program Directors may nominate only 2 individuals from their program annually.



Bill Lamb Professional Education Grant

There is no more prestigious and lucrative award that the M.S.R.C. offers. Officially dedicated to the memory of a true mentor in the profession of respiratory care in 2017, Missouri's own, Bill Lamb. Bill had a very established career in the field for over 30 years. He served as Delegate to the AARC for the state of Missouri and was instrumental in the establishment of licensure for Missouri respiratory care practitioners. Bill held several roles in the AARC House of Delegates and finished his career with a seat on the AARC Board of Directors as Speaker/Past Speaker of the House and Director at Large. Bill touched many of those leading the profession today and served as a mentor to many.

Criteria

- Open year round to practicing, credentialed RCP's licensed in the state of Missouri
- Must be in good standing at the applicant's place of employment
- Active member of the AARC/MSRC
- Requires the submission of an original abstract/case study
- Due April 1st
- Two Funding Options:
 - Option A: Award is \$1,000 & 1 MSRC annual meeting admission. Recipient of the award required to submit abstract to the AARC Congress. If accepted, the MSRC will pay for conference/travel fees (up to \$1,500)
 - Option B: Award is \$850 & 1 MSRC annual meeting admission. Award can be used for current or future educational opportunities.

Professional Awards

Tri-anim Service Award

Purpose:

To honor an individual, who over a long and sustained period has contributed to the advancement and support of the respiratory therapy community in the State of Missouri.

Award:

Recipients of this award will be announced at the MSRC annual meeting and will receive a specially engraved plaque and cash award. If the recipient is unable to attend, their award will be sent to them in May.

Made possible by:  Tri-anim

Student Liaison –Samantha Laughlin / Raykeil Mitchell / Linda Weems

- Updates: No updates, discuss future actions planned or ideas for student liaisons.



District Affairs– Claudia Claudio



- Update on District Virtual conference
 - Planning Committee Meeting Scheduled for 8/22.
- District Affairs meeting scheduled for Friday, September 5.
- Planned events will be shared with social media as it gets closer

Budget and Audit Committee – Claudia Claudio

- No updates.



Elections/Nominations Committee **Beth**

2026 Nomination forms will be available later this fall for the following positions:

- President-Elect
- Secretary
- Director at Large



District 2 & District 4:

- President
- VP
- Secretary
- Representative

Action: By Late November start spreading info: District presidents, Board share with others for potential volunteers and Nathan share via social media Due date for nominations. Target due date Feb 1st

. Beth and Himanshu: check website forms for nominations that are up and running correctly

Public Relations – Nathan Pounds



Wins

- Instagram engagement up ~300% at peak; consistent cross-platform messaging.
- Website significantly improved with a stronger, cleaner brand image.
- Multiple engagement avenues: Instagram, LinkedIn, Facebook, website, and newsletter.
- Newly active board members increasing participation and fresh ideas.
- We are sharing the promo code for discounts to AARC Conference through social media: MO10OFF

Even Better If...

- The newsletter is valuable but lengthy.
 - Recommend shifting to shorter, more frequent updates with QR codes linking to the website.
- TikTok has not been effective as is for our needs.
 - Discuss any recommendations with board. They are discussing sunsetting.
- Facebook Group format is limiting.
 - Recommend to sunset the 'Group' and transition to a Facebook 'Page' (keep the Group dormant to protect the name). Pair with Instagram and limit 'owners'
- No standardized content-submission process
 - Would like to set up a PR email address or a submission form on the website- Discuss.

Public Relations – Nathan Pounds

Missing

- Strategic plan and brand guide.
 - Discussions at next meeting with social media
- Updated master list of RT supervisors, managers, and program directors.
 - Who will provide:
- Photos of real MSRC members for the website and promotions.
 - We have on our action item tracker this action that the goal was to have complete by 10/31:
 - Add to PR committee agenda the topic of presidents to have pictures (5 minimum) that represent respiratory in their state to present by the Nov 13th, 2025, MSRC board meeting for voting after more information on legalities needed to ensure safety of posting pictures is resolved.
 - Anyone want to send additional pictures in from their co-workers?
- Clarity on the committee budget.
 - Discuss: Targeted ads, quality metrics- how many engagements/likes/reshares, etc for various social media platforms. Will ads make a difference?

Confusing

- Facebook structure and transition plan.
 - Discuss what public relations needs from the board:
- Purpose and use of AARC/MSRC Connect.
 - Discuss:
- How to apply AARC media kit guidelines to our platforms.
 - Discuss:



Public Relations – Nathan Pounds

Immediate Action Steps

- Determine the PR committee budget with leadership.
 - Action: None, budget set at 500, will reach out if additional needs are requested.
- Develop and launch a standardized content-submission form (web or email).
 - Action: Himanshu and Nathan to head (public relations committee develops form) (Date TBD)
- Plan the Twitter and Tic Toc: Vote to sunset : Board approved to sunset and keep domains active
- Facebook Group-to-Page transition strategy and communication timeline. (we won't sunset the group at this time, but develop page, invite all current members and post new page with information until enough members have joined new page for success.
- Collect photos of real MSRC members (breakrooms, sim labs, events).
 - Action: (who, by 10/31/2025, etc.)

Additional Suggested Action Steps that PR Committee will develop and share with board for feedback/approval/Informational **by next board mtg. 11.13.2025**

- Draft a strategic PR plan (goals, target audiences, content cadence, and success metrics).
- Develop a brand guide (logo usage, fonts, colors, and tone).
- Set quarterly engagement reviews (social, website, email).
- Build a “PR Quick Post” toolkit for board members.
- Pilot targeted paid ads on Facebook/LinkedIn once the budget is confirmed.

Website – Himanshu

- **Actions:**
 - Add conference information to website- Himanshu/Caroline Virtual conference-9/1/25. State conference by 1/15/2026
 - Train back up for who can manage website- Caroline Sivcovich accepting the role - Himanshu to Train by 1/1/2026
 - Himanshu- Create form and post to gather respiratory department or business roles, their contact info and a place for those who want to be more involved or share respiratory MSRC/AARC news/updates- share first with board by next board meeting



HOSA - Diane Oldfather



HOSA Update:

- Resolve we restructure the HOSA committee to consist of one or two representatives from each district, then create a list of volunteers from each district to assist with HOSA activities.
- For Respiratory Care Week and HOSA Week (Nov 3-7), post on Mo HOSA Facebook page.
- HOSA Respiratory event first round has changed to a test.
- Suggested to Teri Miller, AARC Internal VP, a poster presentation about the respiratory profession as a good activity for middle schools.
- AARC and HOSA are working to create the competition.
 - Diane awaiting response from Rachel at HOSA to finalize activities we can participate in this year

- For HOSA Questions: Email HOSA@AARC.ORG

- Any **actions** from board needed?- No

2025-2026 CALENDAR OF EVENTS			
SEPTEMBER 20-23, 2025 18TH ANNUAL WASHINGTON LEADERSHIP ACADEMY WASHINGTON, D.C. - LOCAL & STATE OFFICERS ONLY	NOVEMBER 3-7, 2025 HOSA WEEK - VISIT HTTP://WWW.HOSA.ORG FOR LOCAL CHAPTER HOSA WEEK IDEAS	FEBRUARY 1, 2026 STATE LEADERSHIP CONFERENCE QUALIFIER RESULTS ANNOUNCEMENT	MARCH 1, 2026 MISSOURI HOSA CHAPTER ASSURANCE FORM DEADLINE
SEPTEMBER 26, 2025 FALL LEADERSHIP CONFERENCE REGISTRATION DEADLINE REGISTRATION FEE: \$75.00	NOVEMBER 14, 2025 COMPETITIVE EVENTS PREPARATION WORKSHOP STEPHENS COLLEGE - COLUMBIA	FEBRUARY 10, 2026 CAREER AND TECHNICAL EDUCATION LEGISLATIVE DAY JEFFERSON CITY - ALL MISSOURI HOSA CHAPTERS ARE WELCOME TO ATTEND	MARCH 7, 2026 STATE OFFICER CANDIDATE SCREENING EVENT JEFFERSON CITY
SEPTEMBER 29, 2025 BRAND DESIGN CONCEPT CONTEST DEADLINE	JANUARY 10, 2026 STATE LEADERSHIP CONFERENCE QUALIFIER REGISTRATION DEADLINE REGISTRATION FEE: \$30.00	FEBRUARY 15, 2026 STATE OFFICER APPLICATION, VARIOUS AWARD APPLICATIONS, BARBARA JAMES SERVICE AWARD ADVISOR HATS APPROVAL, HOSA SERVICE PROJECT ADVISOR HATS APPROVAL, & SPECIAL TALENT REQUEST ENTRY DEADLINES	MARCH 23-24, 2026 STATE LEADERSHIP CONFERENCE ROLLA HIGH SCHOOL - ROLLA
OCTOBER 12-13, 2025 FALL LEADERSHIP CONFERENCE STONE CREEK HOTEL & CONFERENCE CENTER - COLUMBIA	JANUARY 15, 2026 CONFERENCE QUALIFIER HOSA DIGITAL UPLOAD SUBMISSION DEADLINE		MAY 15, 2026 INTERNATIONAL LEADERSHIP CONFERENCE REGISTRATION DEADLINE
OCTOBER 24, 2025 COMPETITIVE EVENTS PREPARATION WORKSHOP REGISTRATION DEADLINE REGISTRATION FEE: \$30.00	JANUARY 19-26, 2026 STATE LEADERSHIP CONFERENCE QUALIFIER TESTING WINDOW	FEBRUARY 20, 2026 STATE LEADERSHIP CONFERENCE REGISTRATION DEADLINE REGISTRATION FEE: \$55.00	JUNE 17-20, 2026 HOSA INTERNATIONAL LEADERSHIP CONFERENCE INDIANAPOLIS CONVENTION CENTER - INDIANAPOLIS, IN



2025-2026 CALENDAR OF EVENTS

SEPTEMBER 20-23, 2025

19TH ANNUAL WASHINGTON LEADERSHIP ACADEMY
WASHINGTON, D.C. - LOCAL & STATE OFFICERS ONLY

SEPTEMBER 26, 2025

FALL LEADERSHIP CONFERENCE REGISTRATION DEADLINE
REGISTRATION FEE: \$75.00

SEPTEMBER 29, 2025

BRAND DESIGN CONCEPT CONTEST DEADLINE

OCTOBER 12-13, 2025

FALL LEADERSHIP CONFERENCE
STONE CREEK HOTEL & CONFERENCE CENTER - COLUMBIA

OCTOBER 24, 2025

COMPETITIVE EVENTS PREPARATION WORKSHOP
REGISTRATION DEADLINE
REGISTRATION FEE: \$20.00

NOVEMBER 3-7, 2025

HOSA WEEK - VISIT [HTTP://WWW.HOSA.ORG/NO-DE/122](http://www.hosa.org/no-de/122) FOR LOCAL CHAPTER HOSA WEEK IDEAS

NOVEMBER 14, 2025

COMPETITIVE EVENTS PREPARATION WORKSHOP
STEPHENS COLLEGE - COLUMBIA

JANUARY 10, 2026

STATE LEADERSHIP CONFERENCE QUALIFIER
REGISTRATION DEADLINE
REGISTRATION FEE: \$30.00

JANUARY 15, 2026

STATE LEADERSHIP CONFERENCE QUALIFIER
HOSA DIGITAL UPLOAD SUBMISSION DEADLINE

JANUARY 19-26, 2026

STATE LEADERSHIP CONFERENCE QUALIFIER TESTING WINDOW

FEBRUARY 1, 2026

STATE LEADERSHIP CONFERENCE QUALIFIER RESULTS ANNOUNCEMENT

FEBRUARY 10, 2026

CAREER AND TECHNICAL EDUCATION LEGISLATIVE DAY
JEFFERSON CITY - ALL MISSOURI HOSA CHAPTERS ARE WELCOME TO ATTEND

FEBRUARY 15, 2026

STATE OFFICER APPLICATION, VARIOUS AWARD APPLICATIONS, BARBARA JAMES SERVICE AWARD ADVISOR HATS APPROVAL, HOSA SERVICE PROJECT ADVISOR HATS APPROVAL, & SPECIAL TALENT REQUEST ENTRY DEADLINES

FEBRUARY 15, 2026

STATE LEADERSHIP CONFERENCE REGISTRATION DEADLINE
REGISTRATION FEE: \$55.00

MARCH 1, 2026

MISSOURI HOSA CHAPTER ASSURANCE FORM DEADLINE

MARCH 7, 2026

STATE OFFICER CANDIDATE SCREENING EVENT
JEFFERSON CITY

MARCH 23-24, 2026

STATE LEADERSHIP CONFERENCE
ROLLA HIGH SCHOOL - ROLLA

MAY 15, 2026

INTERNATIONAL LEADERSHIP CONFERENCE REGISTRATION DEADLINE

JUNE 17-20, 2026

HOSA INTERNATIONAL LEADERSHIP CONFERENCE
INDIANAPOLIS CONVENTION CENTER - INDIANAPOLIS, IN

Membership Committee – Nathan

- Meeting pending prior to next board meeting



MSRC Conference Planning 2026 Planning Rachel/Stephanie



Future contracts have been signed with dates of:

- April 21st-24th, 2026
April 20th-23rd, 2027
- BOD voted to hold off signing for 2028 location at Margaritaville for now in order to rotate throughout the state, rotation schedule is not developed yet.

Relocation Committee:

- Site visit reschedule for September 12th - St. Charles Convention Center
- Sheraton in KC for 2029?

2026 State Conference:

- VP - Elect: Stephanie Kraemer
- Starting to reach out to speakers
- Theme???
- Military, years of service and/or Senior AARC status discount potentials being discussed with planning committee

Sputum Bowl

- AARC Congress - Cape
- Caroline, Teresa, Diane, and Kristin shoutout!!
- Committee - Natalie, Mike, Parker, Diane, Tyler (chair)

Bylaws Committee – Lisa Cracchiolo



- Biggest updates within Appendix B and Logistics
- Within each position, under qualifications we changed them to read:
 - Current membership in the AARC
 - Meet the guidelines for membership set forth in the AARC Bylaws Article III
 - Designated as a member of the MSRC by the AARC

Let's Review: [MSRC-ByLaws-2025.docx](#)

- Brandon proposing changes to mileage per mile and food to government recommended reimbursement and stipends allowed

Actions: Approve with what changes?

Hotel Accommodations

When possible, booking and payment should be made in conjunction with the treasurer and using the MSRC credit card.

1. Officers (voting members) approved by the Board to travel for official MSRC business:
 - Delegates to the House of Delegates – 2 room nights per delegate.
 - Annual business meeting – 1 room night, the night of the MSRC business meeting.
2. Students traveling to represent Missouri at the National Sputum Bowl:
 - A total of 8 room nights.
 - The team must decide how to use those rooms nights. Room nights are limited to only those required to attend the event.
3. Each student liaison receives (up to a maximum 4 student liaisons):
 - 2 room nights each for the Annual MSRC board meeting and conference.
 - 2 room nights each for attendance at the annual AARC HOD meeting.
4. Officers (voting members) required to attend in-person events/meetings (no virtual option offered) hotel accommodations will be reimbursed as follows:
 - Officers may request 1 room night.

Approve moving #4 to #2 and give examples in the new #2 such as (e.g., legislative hill day)

Officers (voting members) approved by the Board to travel for official MSRC business.

- Delegates to the HOD AARC meeting.
- Officers attending other official MSRC business.
- Student liaisons attending either AARC Congress or AARC Summer Forum as part of their established duties.

Actions: Approve with what changes?

Airfare and Transportation

Airfare will be at economy class rate. Member will work in collaboration for purchase or reimbursement with Treasurer. Tickets must be purchased no later than 3 weeks before the event.

In the instance an officer chooses to drive instead of fly to the location, they may seek mileage reimbursement from the MSRC at the current established rate. However, if mileage costs exceed flight costs, the officer will be reimbursed at the lower rate, which is determined by the treasurer.

Approve- only reworded to align with
AARC by Laws

Bylaws Reviewed 07/2025

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Parking fees will be reimbursed for the nights of the event with a maximum reimbursement of \$150.
(Clarification: if someone chooses to extend their trip for their own purposes the MSRC will not pay for the extra parking fees for that time).

Actions: Approve with what changes?

Food

- For officers and student liaisons approved by the Board to travel for the House of Delegate meeting, food expenses will be reimbursed by the MSRC, up to a total of \$80 per day. Receipts must be submitted to MSRC treasurer within 2 weeks after return home.
- Reimbursement excludes alcohol.

Propose changing food reimbursement and Mileage per hour reimbursement to provide a stipend at the standard Missouri rate. This is regardless of location of travel. This proposed changed Passed.

Actions: Approve with what changes?

Conference Registration

Members who are eligible to receive complimentary registration include:

- MSRC Voting Board Members
 - MSRC board members may receive free registration to the Annual State Conference if they meet the following criteria:
 1. A minimum of 75% attendance at official MSRC Board Meetings. This is to be verified by the MSRC Secretary and MSRC President.
 - Registration Chair/Co-Chair
 - Vendor Chair/Co-Chair
 - Education Chair
 - District Conference Planning Committee
 - District officers hosting and participating in planning the District wide virtual conference will receive free registration to **that** conference.
 - Audiovisual ---Based on contractual agreement
 - Facility Liaison
 - Emcee
 - Sputum Bowl Chair

Actions: Approve with what changes?

- This is not including the Board meeting

Hotel Reservations

Annual Conference Planning Committee (allotted room nights are exclusive of the annual board of director meeting prior to conference).

Members who are eligible to receive 2 room nights include:

- President
- Vice President and VP-Elect

Bylaws Reviewed 07/2025

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-
- Registration Chair/Co-Chair
 - Vendor Chair/Co-Chair
 - Facility Liaison
 - Emcee
 - Band/DJ (based on contractual agreement)
 - Sputum Bowl Chair

Actions: Approve with what changes?



Conference Presenters

In exchange for speakers who are willing to present educational topics at a MSRC sponsored conferences, the MSRC program committee and BOD authorizes the following:

- Honorarium
 - Un-sponsored Speakers at State Conference will earn \$400 per presentation.
 - Virtual presenters at MSRC conferences will receive \$200 per presentation.
 - Breakout Session speakers at State Conference will earn \$ 200 per presentation.
 - Students speaking in the Student Breakout Session at the State Conference will earn a \$50 for each 15-minute presentation given.
- Lodging
 - Un-sponsored Speakers at state conference may request lodging. This will be reviewed and approved by the program committee up to 1 night per each day a presentation is scheduled.
- Complimentary Registration
 - Un-sponsored speakers may receive complimentary registration.

NOTE: Sponsored Speakers (Ex: AARC, NBRC, CO-ARC, and Industry sponsors). Do not receive an honorarium, registration, or hotel room.

Missouri School Counselors Association Conference - Kristin

- Voted to have an exhibit booth at the 2025 conference
 - Nov 2-4th 2025
 - Margaritaville Osage Beach
 - \$500 standard booth – Teresa and Kristin to book next week
 - Up to 2 rooms (4 room nights)
 - No sponsorship
 - \$50 Amazon Gift card for Vendor Hall prize
 - \$25.00 Electricity in vendor hall
- Volunteers to attend



Ongoing business



- Record keeping
 - Update on record keeping database investigation on product
- AARC Handbook agreement forms – to be sent out and signed by Sept 30th
 - Conflict of Interest, Confidentiality, Anti-Trust, Code of Conduct
- Respiratory Care Week planning – districts
- Onboarding meeting review
- American Express update
- Liability Insurance –1 day vs 4 day
- Sputum bowl – in the works (Diane)
- Increase District involvement – more to come with developments
- Teresa to file for new tax exemption forms

Summary of Decisions from Today



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Actions from 8.21.2025 MSRC Board Mtg. Refer to Action Item Tracker for complete list

Actions	Due Date	Responsible
- Delegate: - If there anything that Missouri members would like to contribute for Resolutions Committee to consider, reach out to Diane Oldfather and Brandon Burk to help write and submit	10/24/2025	All, and district presidents share with Districts
- Elections and nominations: - Make sure nominations functionality and dates are working properly on our MSRC Website - Board start spreading through districts, work, social media available positions open for 2026	11/1/2025 12/15/2025	Himanshu and Beth All
- Public Relations - Share the promo code for discounts to AARC Conference through social media: MO10OFF and Districts through employers and other avenues - Public relations committee will develop and launch a standardized content-submission form (web or email).	11/15/2025 TBD	Nathan and MSRC Board members Himanshu and Nathan
- Website - Add conference information to website- and If questions about HOSA to email HOSA@aarc.org and reactivate the HOSA section - Train Caroline as back up for who can manage - Create form to gather respiratory department or business roles, their contact info and a place for those who want to be more involved or share respiratory MSRC/AARC news/updates - Meet with Theresa, Himanshu, Monica and Kristin for new reimbursement forms to be added to site	9/1/2025 for district and 1/15/2025 for state 12/31/2025 11/23/2025 11/13/2025	Himanshu Himanshu/Caroline Himanshu Kristin
- HOSA - Connect Diane with Education committee and district affairs committee at next meetings for information.	12/31/2025	Claudia
- Board Members to Sign - AARC Handbook agreement forms (conflict of interest, confidentiality, anti-trust and code of conduct to	9/30/2025	All

POST MEETING UPDATES



- Record keeping
 - Several of us are looking at the potential of getting a Microsoft Office account to help with communication and record keeping
- AARC Handbook agreement forms – to be sent out and signed by Sept 30th
 - Conflict of Interest, Confidentiality, Anti-Trust, Code of Conduct
- Respiratory Care Week planning
 - Usually this was done in conjunction with PR and Districts - I encourage Nathan and Claudia to chat to see what might be done with Amy (our tshirt/merch person) to see about a RT week sale and whatever else y'all want to do.
- Onboarding meeting review
 - We had our 1st new member onboarding orientation, and we think it went well and have heard that it was at least a little helpful! Hoping this will be something we continue.
- American Express update
 - Teresa has been in contact multiple times with American Express to be able to use them to collect fees. This has been an ask of our Vendors. They are not easy to work with, and they have asked for more information last week. We are not sure if this will get approved but to say we understand why most do not accept AE is an understatement. We will keep you updated when we know more.
- Liability Insurance –1 day vs 4 day
 - Teresa and I are working on getting our liability insurance renewed. It may be slightly higher as they were under the impression that our conference was just 1 day long and not 4 days. Teresa is working with them on cost but will keep you up to date if the cost changes.
- Teresa to file for new tax exemption forms

Adjournment



Appendix Read After Board Meeting

- The next slides include:
 - Vital background and important ‘how to’ information on understanding your financial responsibilities, our budget and what role you play in it.
- Every meeting, please make sure to review **all** slides to keep informed



Documentation from Districts

For board offline review

- Reimbursement of Expenses
 - Online Reimbursement Form + Copy of Receipts
 - Reimbursement form is found on the website → Board of Directors → Board Meetings
 - How To Video on Website (Board of Directors Tab)
- Seminar Report Form
 - This form keeps track of your revenue and expenses
 - It is VERY useful for incoming presidents
 - Website → Board of Directors → Board Meetings
 - How to Video on Website (Board of Directors Tab)

Spending \$ - What to Know

For board offline review

- Each budget line item has one person who is charge of it and is the one that should be approving all expenses coming from that budget
- Travel Expenses
 - Mileage: Only need to complete the online Reimbursement Form
 - If for a BOD meeting, only BOD members are reimbursed
 - If a District Rep is at a BOD meeting instead of the District President, he/she will be reimbursed mileage
 - More information on website under Board of Directors → MSRC Policies

Spending \$ - What to Know

For board offline review

- Reimbursement of All Other Items
 - Requires approval from the manager of that budget line
 - Requires Reimbursement Form
 - Requires copy of receipts emailed to msrc.treasurer@gmail.com
- Going over budget
 - The Budget and Auditing committee shall verify that no Board member or committee chairperson exceeds their budget without the approval of two-thirds (2/3) of the Board of Directors
 - This will be strictly enforced! If you spend more without approval, you will NOT be reimbursed!

Financial Reporting Obligations to the AARC

For board offline review

- Triennial Report:
 - This report assesses the Fiscal Responsibility of our State Society. It looks at things like insurance coverage, bonding of officers, accountability of state reporting of our Financials.
 - Janice completed the report and got approval from the Budget and Audit Committee.
 - Background info:
 - All due by Quarter 1
 - Will report every 3 years
 - Audit
 - The external auditor is not the accountant or individual that prepares tax returns
 - Audits will be completed every 2 years
 - Liability Insurance
 - Includes insurance on the 4 BOD officers with access to the account (President, President-Elect, Treasurer, and Treasurer-Elect)

For Board/District Members To Know and Do

For board offline review

- KNOW YOUR BUDGET!!!!!!!!!!!!!!!!!!!!!!
- Keep track of your budget and read the treasurer reports every quarter to ensure you are in line with your budget
- Submit your seminar report promptly
- Use the msrc.treasurer@gmail.com email for all treasurer correspondence