

# MSRC Board Meeting



November 14<sup>th</sup>, 2024

3 pm—6 pm

## Missouri Society for Respiratory Care

### Board of Directors Meeting Agenda

#### via ZOOM

The Missouri Society for Respiratory Care's Purpose is to:

- Encourage, develop, and provide, on a regional basis, educational programs for those persons interested in Respiratory Care.
- Advance the science, technology, ethics, and art of respiratory care, using all methods and procedures suitable and appropriate.
- Facilitate cooperation and understanding among respiratory care personnel and the medical profession, allied health professionals, hospitals, service companies, industry, government organizations, and other agencies interested in respiratory care.
- Provide education to the general public about pulmonary health promotion and disease prevention.

Time	Agenda Item	Responsible Party
300	Call to Order, Establish of Quorum	Kristin Anderson
305	Welcome and Introductions	
310	Approval of Minutes & Roster Updates	Robin Kidder
315	<b>Treasurer's Report</b>	Teresa Powers
330	<b>Delegate's Report</b>	Brandon Burke and Diane Oldfather
	<b>Committee Reports</b>	
340	Government Affairs/PACT	Brandon Burke
400	Education & Scholarship	Linda Weems
410	Student Liaison Reports	Linda Weems
420	Budget & Audit /District Affairs/District conference update	Claudia Claudio
430	Elections	Beth Brooks
440	Public Relations	Jessica Goessling
500	Website	Himan
515	HOSA Update	Diane Oldfather
530	Membership Committee	Jessica Goessling
	<b>Program Reports</b>	
540	State Meeting State Meeting – Facilities	Caroline Sivcovich, Rachel Jenkins Bridget Hamilton
	<b>Work Session</b>	
550	License Plate RCS Marketplace update	Kristin Anderson Jessica Goessling
600	Adjourn	
	Next Meeting:	02/20/24 3p-6p

# Attendance (Quorum reached with Highlighted Members)



President	Kristin Anderson	Legislative Chair	
President Elect	Claudia Claudio	District 1	Absent
Secretary	Robin Kidder	District 2	Absent
Vice-President	Caroline Sivcovich	District 4 Vice President	Kent Stelljes
Vice-President Elect	Rachel Jenkins	Guest/Committee member Government Affairs	Nathan Pounds
Immediate Past President	Lisa Cracchiolo		Cheryl Hoerr
Director at Large	Jessica Goessling	Registration Chair: Charity Hoelscher (Ezell)	Taki Agnew: Student Liaison
Director at Large	Beth Brooks	District 4 Representative Heidi Greener	
Delegate	Brandon Burk	Guest: Ronda Bradley	
Junior Delegate	Diane Oldfather	Guest: Danny Lutz	
Treasurer	Teresa Power	Guest: Kylie Smith	
District 3 President	Aaron Shepherd	Webmaster: Himanshu Kumawat	
District 4 President	Ron Spruell	Guest: Terra Saunders Crouch	

## Call to Order and Operating Agreement

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- Motion to call to order; Validate Quorum (6)
- The voting members of the Board of Directors are the 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



# Roberts Rules

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- 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:

President	Kristin Anderson	Legislative Chair	
President Elect	Claudia Claudio	District 1	Absent
Secretary	Robin Kidder	District 2	Absent
Vice-President	Caroline Sivcovich	District 4 Vice President	Kent Stelljes
Vice-President Elect	Rachel Jenkins	Guest/Committee member Government Affairs	Nathan Pounds
Immediate Past President	Lisa Cracchiolo		Cheryl Hoerr
Director at Large	Jessica Goessling	Registration Chair:Charity Hoelscher (Ezell)	Taki Agnew: Student Liaison
Director at Large	Beth Brooks	District 4 Representative Heidi Greener	Guest: Cheryl Hoerr
Delegate	Brandon Burk	Guest: Ronda Bradley	
Junior Delegate	Diane Oldfather	Guest: Danny Lutz	
Treasurer	Teresa Power	Guest: Kylie Smith	
District 3 President	Aaron Shepherd	Webmaster: Himanshu Kumawat	
District 4 President	Ron Spruell	Guest: Terra Saunders Crouch	

## Secretary: Robin Kidder

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- Reminder:
  - The offline approve of minutes process was voted and approved by the BOD at our 8/22/2024 meeting.
    - Minutes will be sent out in email for recommended changes. If no changes recommended by 2 weeks post the receipt of the minutes, approval is considered completed.
    - If there are recommended changes, an updated version of the minutes will be sent to all for the same process to occur.
- Actions:
  - Minutes are separated by decisions we made first, followed by Actions due.
  - Discuss and vote on how we can be mindful of completing the agreed upon actions by the next meeting
  - Ideas:
    - Task reminders (will go onto your email's calendar as an appointment) to each action owner at the cadence the board agrees on with the details of the action listed in the reminder
    - Individual email with reminder
    - Updated by laws are on our mosrc.org site
- MOSRC website board posting expectations
  - Meeting minutes (can also have district leads post their minutes by sending to Himanshu)
  - Treasurer report
  - Dates of conferences

## Decisions/Actions

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- Robin: will create task appointments for each individuals' actions for 2 weeks prior to next board meeting and 3 days prior to next board meeting
- Everyone: send Robin an updated email if you prefer the task to show up on a different email than listed in the roster



## **Treasurer Update- Teresa Powers Actions**

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**Quarterly profit and loss statement and Balance sheet review**

**Conference expense/revenue review**

**Actions: Teresa will send summary for this slide and Robin to add the PNL and Balance Sheet**

## Delegate – Brandon and Diane Discussion

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- Requests for secretary and treasurer to be added to AARC Connect **(Kristin completed 11/14/2024)**
- Orlando meeting prior to congress that delegates will join- will need check for donation to causes- needs to be a line item in budget and the funds we will donate to. Action: Brandon will send the board recommendations for the charities and how much to donate for offline approval- he will include deadline for response, if no response by that deadline, will consider that approved **(not completed but see below)**
  - Ideas were to donate \$500 to disaster relief and \$500 to the ARCF research fund. .
  - Donate 1000 to the disaster relief fund one time
  - Donate 750 to disaster fund and 250 to RCF
  - Donate 1000 to disaster fund and 500 to RCF

## **Delegate – Brandon and Diane Actions**

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- Decision: \$1000 will be donated to the disaster fund. (just this year)
- Board would like to review budget with Teresa before voting on whether to donate to the ARCF research fund. Need Teresa to share with board and have offline vote that Kristin will arrange.

# Legislative Update Brandon & Kylie Discussion

- Our committee met last week to talk about goals for the year.
- We are restarting advocacy day in Jefferson City this spring (February or March).
  - Brandon will schedule for either Feb 25<sup>th</sup> or March 4<sup>th</sup> as board offline provided what works best for them
- We will also attempt to attend the fly-in this year in D.C.
- Will be discussing RRT entry standards

## Legislative Update Brandon & Kylie **Actions**

- Brandon will schedule an appointment with the board members for either Feb 25<sup>th</sup> or March 4<sup>th</sup> and will ask respiratory schools to invite students to the same
  - Talking points will be created by Legislative chairs and attached to the appointment
  - Will arrange board room at Law office prior to going to the capital for promoting our profession
- Kristin: if we have a room, will arrange the board room at Gamble and Schlemeier for a Live board meeting

# Education & Scholarship Committee/ Awards- Linda-

- When will application process be accepted? It's over as of November.

## 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 –Linda Weems/Taki Agnew ACTIONS**

- Diane Oldfather will provide Taki with HOSA connection
- Linda: Help guide the student liaisons with being the student mentors to answer other students' questions, hitting up directors of programs, having the student liaisons introduce themselves to those program directors, offering help to be a mentor, helping get students to legislative day and do some show and tell for ventilating lungs, or other great show and tell items

## **District Affairs– Claudia/Himanshu ACTIONS**

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An invite for chapter presidents meeting to occur in January, Claudia to send.



## Budget and Audit Committee – Claudia/Teresa **ACTIONS**

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- Robin to ask Teresa for follow up on: how much is in the HOSA account line Did Raffle go to HOSA line? How much did we receive from sales?>
- Robin will add to minutes once known

## **Elections/Nominations Committee** **Beth**

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Nominations and Recruitment – need to start process to be able to approve on nomination roster at Feb board meeting to be posted after to open voting

# Public Relations – Jessica DISCUSSION and Decisions

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Social Media – Stephanie/Caroline/Taki/Rachel

- AARC Revenue sharing update
- Newsletter
- AARC Connect
- Facebook- group vs page
  - If we wanted a page associated with Instagram, would open a new page. Eventually would need to close current group on Facebook with moderate notifications/warnings to go to new page. Once make private, can't make public again
- Twitter/X: recommend starting new group since access to owner and changes not available
- LinkedIn (Robin manages currently)
- Instagram
- TikTok

## Decisions:

- Public relations committee will develop the new MSRC logo contest offering a prize (need to determine- of free registration and/room compensation, vs another prize. )
- Jessie will bring the top 2 or 3 logos selected by the public relations committee for a final vote on that and on the prize
- The state meeting will have the unveiling of the new logo
- T-Shirts will be available with the new logo for sale since Jessie/Taki will provide those to Amy about a month prior to the conference.
- Plan on places that videos can be created with others, especially at MSRC State conference or HOSA where if planned ahead of time, can create shorts that can be placed throughout the year on Social Media

## Public Relations – Jessica- ACTION

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- Everyone: looking for any ideas for videos to post TikTok- share with Jesse
- Jessie:
  - Schedule Public relations meeting and develop the new MSRC logo contest and prize.
  - Once prize is voted on by public relations, send through the voting members to approve the prize
  - Public Relations committee will select the top 2-3 Logos to present to the board at our next meeting (probably Feb 25<sup>th</sup> or March 4<sup>th</sup>)
  - Plan on creating a video on legislative day

## Website – Himanshu Discussion

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- Reviewed potential available websites with pricing to recommend best options vs GoDaddy
- Powerpoint can be shared with board
- The GoDaddy current account is business plus account, the best plan we could pay less for more options. 299.99.
- Robin motions for GoDaddy 9.99 per month Web Hosting Deluxe and Lisa second'd- vote was approved by 9 (8 voting members)

## Website – Himanshu Decisions and Action

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Decision:

- Approved the change to our GoDaddy account to the Web Hosting Deluxe version
  - Robin motions for GoDaddy 9.99 per month Web Hosting Deluxe and Lisa second'd- vote was approved by 9 (8 voting members)
- Action
  - Himanshu will connect with GW to make the change

## HOSA - Diane Oldfather Discussion

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- Made a map with 5 districts and added the respiratory schools and schools with HOSA chapters
- Looking for who the schools should contact: Caroline suggested Diane Oldfather to be main point of contact who can filter the information to the district presidents
- Social media can also be used to get more contact information individuals that Caroline can help with
- Going out and getting health care professionals to the schools promoting health fairs and career fairs

## HOSA - Diane Oldfather ACTIONS

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- Send the board the map with 5 districts and added the respiratory schools and schools with HOSA chapters
- HOSA committee- Diane will engage educators to help obtain the contacts for schools
- Diane send to Caroline anything related to add to social media
- Terra will be added to the HOSA committee



## **Membership Committee – Jessica Goessling**

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- No new updates

## MSRC Conference Planning 2025 Planning Caroline/Rachel

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- Future conference dates are April 22nd-25th, 2025, April 21st-24th, 2026 and April 20th-23rd, 2027
- Social media ads started in October
- Stay tuned for ask for volunteers for various conference activities
  - Sara Lisa Claudia Diane Kristin to also review survey of 2028+ MO locations for future conferences. (99 responses). Provide board recommendations for voting.
- Location sub committee – Sarah Hough, Lisa Cracchiolo, Claudia Claudio
- Suggestions to go to Rachel/Caroline or through link on social media Microsoft form
- Caroline will connect with Tyler for sputum bowl logistics
- Suggestions for Sputum bowl logistics- rules to be reviewed by judges prior to event, update questions to some current practice
- Still looking for 4 or 5 speakers' confirmation
- Discussed future AARC Sputum bowl MSRC support
- Vendor pricing suggesting increasing pricing

## License Plate ACTIONS

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Kristin to resend instructions on how to obtain license plate

Himanshu to post directions on the website

Caroline and Robin to repost to social media/LinkedIn



## Old business

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- Update on RCS New marketplace- Jessica Gossling or Taki
- Conference location survey sub committee/review – need to set up meeting will meet in a couple weeks
- Kristin asking for members from committee members/D5/student involvement) – all
- RRT minimum- Brandon will share updates
- Compact License
- Election Nominations

# Decisions Summary

- Reminder future dates for conferences: April 22-25, 2025, April 21-24, 2026 and April 20-23, 2027

## **Actions from 8.22.2024 MSRC Board Mtg.**

[illegible]

# Adjournment Motion

## 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](mailto: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 of 2023
    - Will report every 3 years after that
    - Audit
      - The external auditor is not the accountant or individual that prepares tax returns
        - Auditing Committee to find an external auditor to have this completed by the end June 2021
      - 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](mailto:msrc.treasurer@gmail.com) email for all treasurer correspondence