**Iowa Society Respiratory Care Board of Directors Meeting**

**May 26, 2023, 9AM-1PM**

**DMACC Ankeny Campus and Virtual**

Meeting called to order at 0906 by Whitney Clausen

1. Approval of March 9th meeting minutes – Motion to approve: Curtis Clark. Second: Amy Sessions. Unanimously approved.
2. Roll Call/Determination of Quorum
   1. 9 to make a quorum – quorum met
   2. Present: Whitney Clausen (President -Year 2), Colleen Reiland (President Elect), Curtis Clark (Vice President -Year 2), Joel Meredith (Treasurer -Year 1), Jamie Bute (Secretary -Year 2), Amy Sessions (Director-at-Large Year 1), Peg Volk (Director-at-Large Year 2), Mica Spicer (Senior Delegate HOD-Year 2), Ashley Ellensohn (District 1 Director 2022-2023), Mark Greenwood (District 2 Director 2023-2024), Ryan Frede (District 4 Director 2023-2024), Katy Brown (District 6 Director 2023-2024).
   3. Absent: Julie Smith (Junior Delegate HOD-Year 2), Safari Williams (District 3 Director 2022-2023), Tiauara Garner (District 5 Director 2022-2023), Anne Stark (PACT), Dr. Mallen (Medical Director), President Student IaSRC.
3. Guest Introduction (if appropriate)
4. Consent Agenda -N/A
5. Reports
   1. Eide/Walton
   2. Medical Director
   3. President (Whitney Clausen)
      * 1. PACT opportunities – LuAnne has retired. Anne Stark is still part of the PACT team, but will be retiring soon. Anne will attend September Day on the Hill meeting. Need to recruit for replacements. Can just reach out and ask people, and can (not required) be a Board member. Budgeted costs for that day. Mica suggests someone learn from current PACT member to learn etiquette and how to speak to political members. Lots of travel and learning.
           1. Peg Volk volunteered to be a PACT member and will attend in September too.
        2. AARC changes for Revenue sharing and Co-Marketing Agreement
           1. Q2 Co-Marketing is due by July 14th –

New: Co-marketing missed quarter one deadline. Whitney applied for a waiver. Revenue for marketing AARC stuff. Lists what needs posted on our social media and verbiage. Next one due in July. Could trigger an audit if we are not complying. New thing, so missing first quarter was okay.

Whitney has to submit screenshots on if it was submitted. Curtis has helped get up-to-date on getting this accomplished. Whitney will send out the email required.

Only President has access, which is cumbersome. Instructions were not very clear. Only found out about it when notified the State was out of compliance. Whitney will give Feedback on this new program.

Suggestion to have Executive Committee meet monthly to catch up on things going on. Or meet before full meeting? Plan to meeting prior to the scheduled August meeting virtual.

* 1. Treasurer (Joel Meredith)
     1. Budget
        1. Financial reporting – Have around $4600 surplus. Mica- can donate to certain areas the AARC has listed. Suggestion to send people to AARC Leadership Boot Camp. Donate to something where we can advertise. Boost website. Boost posts (elections).
        2. Review and approve $0-dollar budget. Income and expenses were reviewed and updated. Motion to approve the zero-budget update: Curtis Clark. Second: Mark Greenwood. Motion unanimously approved.
        3. Whitney will submit to the AARC, the checklist for compliance once the taxes get completed. Everything else is done.
  2. Delegates (HOD)
     1. HOD Business – no new business. Fall 2022 HOD Big List is released.
        1. Anything needed from Mica? Recruitment, retention for staffing? Meeting in July if want to suggest anything.
           1. What is AARC doing to recruit both employees and students? New leadership is working on their new goals. Working on partnering with other organizations. More talk at Summer Forum. Hoping for more answers at that time. Looking at also keeping AARC members – lots of burnout.
        2. Recommend logging into AARC and Connect to see new look. Revamping some clinical practice guidelines.
  3. District Directors/Directors at Large
     1. Membership email assigned to Amy Sessions and Cindy Duncan (Amy Sessions)
        1. Membership list - Amy has received orientation for sending out lapsed membership lists to District Directors.
     2. Opinions on the two spots open (Whitney Clausen)
        1. Wait for elections, as those spots will be open.
     3. Elections (Peg Volk)
        1. Nominations were shown. Always want at least two people running. Waiting on one more nomination for Secretary & District 1.
        2. Timeline shown for election deadlines. Elections September 1-29.
     4. District Directors – nothing to report.
  4. Vice President (Curtis Clark)
     1. Website/Facebook update – budgeted $100 (two $50 quarters) to boost posts and do 2 giveaways. Curtis will boost during elections.
  5. Secretary (Jamie Bute) – nothing to report.

1. Old Business
   1. Job postings – one perk offered to vendors was to post job offerings on webpage. Yes, we have the ability to do and the webpage is ready for additions. Colleen will reach out to those organizations to see if they still want to take advantage of that. Maybe boost those too?
2. New Business
   1. Social media – need to increase presence. The IaSRC currently has Facebook and the website. Since Facebook is linked with Instagram, will start there first. Can do pictures with some words. Curtis will do the research on starting the Instagram account. Tik Tok is iffy as is getting blocked in many areas.
   2. Policy & Procedure manual on attendance – update to reflect virtual options. The new norm seems to be 2 virtual and 2 face-to-face meetings, with virtual options on the face-to-face meetings. The current policy is to attend 3 out of the 4 meetings to remain on the Board. Should we be more specific? Proposal by Colleen Reiland: update to require members to attend at least one meeting face-to-face. Second: Mica Spicer. Motion unanimously approved.
3. Actions
4. Adjournment / Next Meeting: August 25th is next scheduled meeting – virtual. Plan for November 10th to be in-person meeting. Election results do need approved prior to Congress (Nov 4-7). Now have a little grace period. But, can approve virtual.
   1. Motion to adjourn at 1146: Curtis Clark. Second: Mark Greenwood. Motion unanimously approved.

Respectfully submitted by Jamie Bute, 2022-2023 IaSRC Secretary.