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

**October 28th, 2022 9AM-1PM**

**Virtual Via Microsoft teams**

1. Approval of August 18th meeting minutes
   1. Motion to approve minutes with one change (price of the NBRC award from $500 to $5000): Peg Volk. Second: Curtis Clark. All approved, motion passed.
2. Roll Call/Determination of Quorum
   1. 9 to make a quorum – quorum met
   2. Present: Whitney Clausen (President -Year 1), Colleen Reiland (Past President), Curtis Clark (Vice President -Year 1), Joel Meredith (Treasurer Elect), Dinah Crees (Treasurer -Year 4), Jamie Bute (Secretary -Year 1), Cindy Duncan (Director-at-Large Year 2 & Lung Conference Committee), Peg Volk (Director-at-Large Year 1), Mica Spicer (Senior Delegate HOD-Year 1), Ashley Ellensohn (District 1 Director 2022-2023), Mark Greenwood (District 2 Director 2021-2022), Victoria Hardy (District 4 Director 2021-2022), Larry Wagner (District 6 Director 2021-2022), Kate Walton (Lobbyist), Matt Eide (Lobbyist). Guest: Julie Jackson (AARC House of Delegates – Speaker Elect)
   3. Students: HCC: Thomas Clifford, Arly LeBahn, DMACC: Alyssa Johnson.
   4. Absent: Julie Smith (Junior Delegate HOD-Year 1), vacant (District 3 Director 2022-2023), vacant (District 5 Director 2022-2023), LuAnne Heemstra (PACT), Dr. Mallen (Medical Director), President Student IaSRC.
3. Guest Introduction (if appropriate)
   1. Julie Jackson
      1. AARC updates:
      2. New revenue sharing agreement with States. Increase revenue to $14 per member. Continue to be paid out quarterly. AARC now willing to share member email addresses! Members can opt in or out – automatically opted in to share with their respective state society. A policy will come out with rules on how we can and cannot use the email addresses, and if not in compliance, the State could lose the revenue sharing.
      3. New co-marketing ideas to generate some revenue. AARC will send tools to post their conferences/events. Need 6 messages on Connect. Use Connect more for our stuff too. Earn up to $1000 per year. Need to send compliance reports quarterly.
      4. Pushing more to work with other areas of state to host conferences and generate revenue.
      5. AARC is dedicating a staff person to support State Affiliates. Focus on strengthening the states. Worked really hard to get this new position. Pam Russell. Pam has a marketing and vendor background to really do well at this role.
      6. Resolution – form a student counsel to provide a voice to the Board and their suggestions. No voting rights, but will develop them for the future.
4. Consent Agenda – N/A
5. Reports
   1. Eide/Walton
      1. Politics -redistricting year. Seems will stay a republican House and Senate. Who is going to chair certain committees will be watched.
      2. Many new representative legislators. Very inexperienced and ideologically conservative.
      3. Changes with alliances of Department of Public Health and Department of Human Services.
      4. Some talk on where professional licensure should be. Talk of maybe moving to another Department. Just talk right now. But seemed to be one Senator pushing for reduced number of licenses, and is no longer in that Chair role to push that agenda.
      5. Legislative breakfast. Matt will look at times. Usually, a Tuesday or Wednesday works best.
   2. Medical Director – not present
   3. President
      1. Leadership Summit outcome/review (Julie Jackson)
         1. Sept 30th. Was well attended. 48 registered, a few backed out last minute, a few no shows, 33 actually attended.
         2. Survey: all satisfied. 75% of people surveyed said they had never attended an IaSRC event. How likely are you to recommend – all scores were 8 or above. Score that high mean they may be willing to promote the event in the future. Suggestion to do more Leadership summits, but maybe travel to other areas of the state to capture more participants.
         3. The decision was made to not charge a fee because they did not know how it was going to be received. But now that it was a success, future events will hold a charge to keep no-shows down. Could even be a small fee. Key is to keep budget neutral. Had two vendor sponsors.
      2. Bylaws need to be reviewed/updated. Need to schedule another meeting for review. What day is usually best?
         1. If a decision is made, it should be before a next election. Some of the concern was about filling District positions, but the election was just held and hope to have filled seats. Will table for now.
         2. Update: bylaw meeting scheduled for Monday November 21st from 3:00-4:30. To start initial conversations on the bylaws.
      3. Update from yesterday’s meeting for 2023 Lung conference. (Cindy Duncan)
         1. Talk at Iowa that all CEUs can be online (first reading right now). This may affect future Lung Conferences. At earliest to take effect: next cycle. Respiratory Care & Polysomnography is the only healthcare Board to require face-to-face continuing education.
         2. April 13th and 14th, 2023. Thursday 1-5 PM with two tracks. A leadership track and a student track. Leadership: supporting clients, supporting staff, crucial conversations. (Designed for educators, directors, supervisors, managers, future leaders) Students: professionalism, resumes, licensure, interviewing, Lori Tinkler from NBRC. Friday full day 8-3:30 PM for 6 CEUs. Speakers still being confirmed. Cost: AARC Member Friday only $75, both days $100. Non-member $175 Friday, both $200. Students $40 Friday, both $50.
         3. Vendors invited Thursday afternoon and Friday for $1100 both days.
         4. Budgeting for about 125 participants.
         5. Working on contacting employers to see if interested in sponsorship them as well as vendors to decrease cost.
         6. Motion to move forward with the format for the Lung Conference as proposed. Dinah Crees. Recommendation to see if we can have a few CEUs on Thursday. Discussion on if we need a vote at this time. No need at this point. The committee will move forward with the idea and bring budget items for vote later.
   4. President Elect/Past-President (Collen Reiland) – nothing to report
   5. Treasurer (Dinah Crees and Joel Meredith)
      1. Budget
         1. -$3813.76. Money still coming in. $876 revenue sharing. Aerogen check coming $1200. Maybe down again after Congress charges (Mica Spicer and Julie Smith).
         2. A few needs for the 2023 review. New CPA info. Taxes for 3 years. Copy of meeting minutes stating Joel is the new Treasurer. First or second quarter. (Suggest January or February)
         3. Concerns: no payment for Leadership Summit – a lot of people did not show. Vendor deals and receipts in the books. When deals are made, hard to do profit and loss and budget when paying for multiple events.
         4. Suggestion that Treasurer always needs to be involved in these meetings. (next Leadership Summit)
         5. When looking for a CPA, what exactly needs to be done, what level of work? Joel has found a person willing to do for free, and if it gets too advanced, it will be above their group and would need to find someone else. That CPA recommended QuickBooks. Gave some guidance on where to find more information on cost.
            1. Julie Jackson: each State will have a liaison for submission. Currently working on a checklist, due in 2 weeks to the President to look over.
            2. Bonding: President and Treasurer need bonding. Will talk to Whitney offline - has new information.
         6. Whitney will pick up the IaSRC computer from Dinah after the first of the year and deliver to Joel as the new Treasurer.
         7. Don’t have a budget for next year at this time. Dinah and Joel will work on and send out.
      2. How can we increase revenue? What do we need to do to start utilizing our Facebook/website for job posting? Final decision on charge? Date to start offering?
         1. $250 for 30 days. Are checks acceptable or do we have like a PayPal account? Lung Conference paid through RegFox through the website. Suggestion for ads to be paid by check. Many want to pay online, but most have a fee to use. If there is a fee to online payment, the person will need to pay the fee attached. Used to use PayPal. Looked into Venmo, which is cheaper than PayPal. Curtis will look into more for the website. Suggestion: Zelle for receiving funds or paying bills (through US Bank). Looking at consistency, if we go to Venmo, can we change the Lung Conference payment to that too?
         2. Curtis showed the website and where ads would go. Ready to go when we get interest!
         3. E-mail leaders to generate interest vs posting on social media.
         4. Facebook demographics Des Moines, Ankeny, Cedar Rapids areas have the most hits. Women over men. Peak hits near events (Leadership Summit, election reminders). 618 followers. Website not so much traffic and no spikes with events.
         5. Suggestion for small gifts for contests to boost followers. Nothing went out for Respiratory Care Week. Curtis will work on making sure something gets posted next year.
      3. Treasurer needs to be included in all conference/event discussions. All events should also bring forward a budget to the full committee, just like the Lung Conference.
      4. Treasurer needs an email address. Will use the generic President email address. This address will be used by President, Vice President, and Treasurer.
   6. Delegates (HOD) (Mica Spicer)
      1. HOD Business- Updates from summer forum
         1. Julie Jackson already mentioned the student resolution. Nothing else at this time.
   7. District Directors/Directors at Large
      1. Directors at Large - (Cindy Duncan & Peg Volk)
         1. Election update. President Elect: Colleen Reiland, Director at Large: Amy Sessions, District 2: Mark Greenwood, District 4: Ryan Frede, District 6: Katy Brown. 34 votes. District 5 replacement: Kim Kuiper. Still working on District 3 replacement.
            1. Motion to ratify voting results: Larry Wagner. Second: Joel Meredith. All approved, motion passed.
      2. District Director 1 - nothing to report
      3. District Director 2 - nothing to report
      4. District Director 3 - not present
      5. District Director 4 - nothing to report
      6. District Director 5 - not present
      7. District Director 6 - nothing to report
   8. Vice President (Curtis Clark)
      1. Working on orientation template. Pulling from policies and procedures manual. Need to include vacancy data. For District Directors, add the counties you serve from the website map.
      2. President proposing that the outgoing member meet with the new member in January and going over the role orientation checklist. Emailing the President that orientation has been completed.
   9. Website/Facebook update - discussed prior.
   10. Secretary (Jamie Bute) - nothing to report
6. Old Business - N/A
7. New Business –
   1. If anyone is interested in joining the Lung Conference committee, the next meeting is November 17th at 3:30 PM virtual. Let Cindy Duncan know if you are interested in joining.
   2. Thank you to Dinah Crees for her excellent job as Treasurer these past 5 years. Her term, in the role of Treasurer, will be completed at the end of 2022, when Joel Meredith (current Treasurer Elect) will transition to official Treasurer in January 2023.
8. Actions – If outgoing member, meet with incoming member per discussion above.
9. Adjournment / Next Meeting: Will need to wait for Lobbyist to schedule next meeting. The meeting will be after the Legislative Breakfast, at the DMACC Simulation Center nearby the capitol. Plan late January or February.

Motion to adjourn at 1150: Mark Greenwood. Second: Joel Meredith. All approved, motion passed.

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