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

**August 18th 9AM-1PM**

**Ankeny DMACC Campus Classroom AN24-106**

1. Approval of April 28th meeting minutes
   1. Motion to approve minutes as written: Joel Meredith. Second: Peg Volk. 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), Julie Smith (Junior Delegate HOD-Year 1), Mark Greenwood (District 2 Director 2021-2022), Chad Kalkbrenner (District 3 Director 2022-2023), Victoria Hardy (District 4 Director 2021-2022), Larry Wagner (District 6 Director 2021-2022), Dr. Mallen (Medical Director), Kate Walton (Lobbyist), Matt Eide (Lobbyist). Guests: Julie Jackson (AARC House of Delegates – Speaker Elect) and Amy Boeckman (President Elect – NBRC).
   3. Students: HCC: Melissa Smith, Blake Boeckman.
   4. Absent: Ashley Ellensohn (District 1 Director 2022-2023), Nicole Benhart (District 5 Director 2022-2023), LuAnne Heemstra (PACT), President Student IaSRC.
3. Guest Introduction (if appropriate) - done
   1. Amy Boeckman and Julie Jackson
      1. Changes and updates within NBRC (Amy Boeckman)
         1. Choose to Give campaign. Give all accredited schools $500. Will deliver around October. Use for recruitment or retention.
         2. MoreRTs.com campaign. Collaboration between AARC, NBRC, & CoARC. The goal is to get awareness for the profession. Increase the numbers enrolling in RT programs.
         3. Exam change. By 2027, there will be one credentialling exam. CSE going away. Statistically the exam will stay the same, offering the same rigor (not easier). Potential for more RTs in the field due to the one exam and if they pass, they don’t have to take a second exam. The switch will make it easier as states transition to requiring the RRT credential for employment.
         4. Beginning September 1, NBRC will assume the responsibility for the AE-C exam (Asthma Educator) specialty credential.
         5. TikTok contest going on right now to encourage others to join the profession of RC. Prizes from NBRC. Ends October 16.
      2. Changes and updates within AARC (Julie Jackson) [julie.jackson@mchsi.com](mailto:julie.jackson@mchsi.com)
         1. Changes in leadership. The new Executive Director, Dan Garrett, is from Iowa and will be attending the Leadership conference. Tasked with hiring and filling positions. Asha has resigned (will be announced tomorrow), leaving a very big role that will need filled.
         2. House of Delegates has been working on Strategic Plan. The plan was given to the House to look over, to check for conflicts and make suggestions. HOD wanted to take the time look over those suggestions, and will be released soon.
         3. Key topics: education and licensing. More specifically the RRT requirement. (Now 8 states with RRT requirement for employment in the state) The government does not recognize RTs as professionals without the Bachelor’s Degree as the minimum requirement. This affects reimbursement. There is some focus on Bachelor’s Degrees and APRT, but need to work on RRT first.
         4. Membership. Huge glitch with membership reminders. Many not receiving the reminders, then membership lapses. Please notify Julie if you hear of anyone who does not get the reminder. Working on things behind the scenes to get figured out. AARC membership is around 67% nationally. Iowa has 1600 RTs, 300-400 members. About 25% membership. Membership lists no longer have the phone numbers coming over – Julie will look into this since AARC does not give out email addresses to notify members of lapsed membership.
         5. Collaborations have been increasing for recruitment. Be an RT. Changing focus from high school to junior high to catch before they make their career choice.
         6. Hired a Public Relations firm to get information out about RTs.
         7. Julie will move to Speaker in November. Goal is to improve communication and collaboration to move things forward.
         8. Can find every State’s Bylaws with due dates on the AARC website – Resources –State Affiliates – State Society Bylaws.
      3. Bylaws and Financial reporting
         1. As AARC affiliate, IaSRC gets a portion of money for participation in AARC meetings. Some affiliates have had financial issues.
         2. Iowa’s AARC report is due first quarter 2023. Bonding of Treasurer and President is an area where we are currently not compliant. If not bonded, technically the AARC can be sued with the Iowa Society and potential members. Insurance does not cover everything. Bonding is a financial strain, so Executive Director is working with a company to work with the AARC to hopefully include all other States at a discounted rate. May need to consider President role for 4 years to avoid changing the bonding person so often.
         3. Bylaws are also due in 2023 (Every 5 years). Okay for now, but need to look them over. If there are changes, it goes from the Executive Board to the AARC Bylaw Committee, then it has to go out to members for full approval. The rule is that greater than 50% of membership need to vote or the bylaws stay the same.
         4. Bylaws should be generic because if not followed, people can be sued. More steps to make changes to Bylaws. Policies and Procedures are operations and inner workings and must not conflict with Bylaws.
         5. Bylaws need posted, which we already do. Policies and procedures should be available for all members. Curtis to work on.
         6. Need to set up a separate meeting to go over the other required documents. May want to add to the agenda about a repository to store crucial financial documents. AARC Connect?
4. Consent Agenda – N/A
5. Reports
   1. Eide/Walton
      1. Redistricting year. Going more Republican, less rules, but want to get rid of regulatory structures. Don’t see a huge rush on getting rid of licensure Boards. Plan to combine the Dept of Public Health with the Dept of Human Services, making a lot of people nervous. Won’t see bill until December, but does not seem like it will affect RTs.
      2. Nothing specific to respiratory upcoming. Sleep licensure fee change – will post on website.
   2. Medical Director (Dr. Mallen) – nothing to report
   3. President (Whitney Clausen)
      1. Sleep Credentialing cost changes. Yay!
         1. Cost was dropped from ~$350 to ~$157 for sleep credential.
      2. Society Participation
         1. 6 districts in Iowa in the Bylaws. Due to lack of participation in some districts, should we make changes (drop down to 3 districts?). The drawback is that we are asking District Directors to cover more areas than what they currently do.
         2. Whitney has been meeting with District Directors to discuss expectations. Answer questions. Currently have District 5 position open.
            1. Directors at Large are in charge of elections, including nomination forms. Recommendation to bring nomination forms to the Leadership Meeting. Elections are to be done before 4th quarter meeting.
            2. Election needs: Even districts (2-4-6), Director at Large, President Elect. Resignation in District 3. Can the form be done by August 31st? AARC requires you run an election even without nominations. Recommend 2 nominations per position, but rarely have more than one person running for a position.
         3. What is felt about why it is hard finding nominations and participation? Lack of knowledge about the Board. Time commitment. Travel. Recommendations: Provide better support and education. Do something outside the Lung Conference. Do fun things in the Districts. Orientation to Board. Bring new members to October meeting?
         4. Assignment: Have each position start an orientation template for their position. Due October meeting.
      3. Website postings- should we allow this? What would the fee be? Do we only offer this option certain times a year? Etc.
         1. An easy way to make money for the society. Not in conflict with the Bylaws. Previously charged $100 for job postings for 1 month. HOD report: Facebook does not work. The younger generation uses other social media (Twitter, Insta, TikTok), LinkedIn. The IaSRC website would be good for ads for people specifically looking for RT job, other sites include a lot of positions close and you have to look all over to find what you want. Job postings will boost foot traffic to website. If we move forward, it needs better promotion to be successful.
         2. Motion to allow job posting on IaSRC website: Mica Spicer. Second: Curtis Clark. All approved, motion passed.
         3. Fee motion: $250 + taxes and fees for 30 days: Victoria Hardy. Second: Mica Spicer. All approved, motion passed.
            1. Payment options: Business profile in Venmo? Right now, have advertisers write a check. If we get a lot of business, we can look at other options for payment.
      4. Leadership summit with vendor hall Sept 30th at the FFA building.
         1. Leaders and educators in Iowa. Due to new leaders in RC, and lack of meetings during Covid it was felt it was a good idea to get everyone together to discuss things happening. 9-4:30. Free this year, but can revisit later if seems successful. Have a lot of interest even beyond RT leaders. Directors, Executive Directors, Supervisors, Preceptors. (any leaders)
         2. Have a few speakers then open up to Q & A. Lunch. Vendor hall during lunch (have room for 20-25 vendors). Space limited to 65 attendees. After lunch, motivational interviewing. (not just new hires, but staff). Interactive networking, then more Q & A with AARC leaders. CRCEs will be available (4).
         3. Moving forward, if successful, move to the business side of things. Reimbursement, RVUs, coding, productivity, motivating staff. Vendor side of things. How to argue for resources. AARC has come out with easy user tools. Managers may not know about these things. Keep expanding to keep moving the leaders forward.
   4. President Elect/Past-President (Colleen Reiland)
      1. IaSRC Shirts bought a long time ago and paid for, she still has a few. Contact her if you did not get yours.
   5. Treasurer (Dinah Crees)
      1. Budget
         1. Profit/loss sheet shared. $31.44 Net Income. Business expense for new laptop ($500). ~$25,000 savings.
         2. Save records for 7 years.
         3. More to come in October meeting.
      2. Need a new accounting system. There is a free one called Wave. Dinah has been playing with it. If we like she will try to get on the IaSRC laptop. But needs the generic email. Need to check with the CPA because they need to review our documents. The system needs to be fluid to go to CPA and AARC and between change in leadership.
      3. Joel will reach out to get a new CPA in the DesMoines area. Get costs, then ask about the system.
      4. A new laptop was purchased. Needs an email. Want a generic IaSRC email? Specific role? AARC has an email [speaker@AARC.org](mailto:speaker@AARC.org) that goes to 3 people. IaSRC already has a generic President email. Try to use the one we have to go directly to President, VP, and Treasurer.
      5. Financial reports. Missing some tax information for 2012-2016, but the former Treasurer gave information on hopefully where to find. Need a CPA to sign off on taxes (saying the society if financially stable). We have a CPA looking things over, but needs to fill out a specific form. Right now, the CPA only looks at profit/loss, but may ask for more information to be comfortable signing the form for stability. If out of compliance, have 6 months to fix or will lose the affiliate status. Trying to catch things early before problems get out of hand.
   6. Delegates (HOD) (Julie Smith & Mica Spicer)
      1. HOD Business- Updates from summer forum
         1. Really a great meeting to listen to the needs of the State Delegates. Many things were already mentioned: RRT requirement. APRT was being looked at, but was halted because if we cannot get the RRT requirement, how can we move forward with another.
         2. Breakout session to discuss recruitment for more RTs, promote the professions. Also how to retain staff.
         3. Budget. All the States are in similar situations. Challenges for all. Especially the bonding financial strain.
         4. Bylaws looked at for AARC.
         5. Regulatory: Grants for RTs. Oxygen reimbursement: Pillars of Oxygen Reform information will be posted on AARC website.
         6. Financial: discussed bonding and talked about how it was essential for protection.
         7. AARC Connect was constantly discussed as a platform to keep everyone well informed. Also document repository. Platforms for most potential buzz: YouTube and Tik Tok.
         8. Mentorship: students coming to meetings. Having the pass off to the new/incoming member. How to reach the masses.
         9. AARC awards. Really looking for more submissions. Want submissions from every State.
         10. Mica is nominated for Secretary at the AARC.
         11. Big List to come out with more details soon.
   7. District Directors/Directors at Large
      1. Directors at Large – nothing to report
      2. District Director 1 - nothing to report
      3. District Director 2 –
         1. has 1 issue with an employee that paid AARC dues and says they are inactive. Notified Julie Jackson.
         2. Mary Greeley conference. October 6th virtual.
      4. District Director 3 - nothing to report
      5. District Director 4 - nothing to report
      6. District Director 5 – UnityPoint conference. Sept 13th. Live.
      7. District Director 6 - nothing to report
   8. Vice President (Curtis Clark) – just needs help with website stuff. Whitney will work with him.
   9. Secretary (Jamie Bute) – nothing to report.
6. Old Business
7. New Business
8. Actions
9. Adjournment / Next Meeting: October 28th, 2022. DMACC campus again. AN-106. Colleen to reserve the room.

Motion to adjourn at 1257: Colleen Reiland. Second: Mica Spicer. All approved, motion passed.

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