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

**August 25th, 2023, 9AM-1PM**

**Virtual**

Meeting called to order at 0905 by Whitney Clausen

1. Approval of May 26th meeting minutes - Motion to approve: Collen Reiland. Second: Peg Volk. 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), Julie Smith (Junior Delegate HOD-Year 2), Cindy Duncan (PACT), 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: vacant (District 3 Director 2022-2023), vacant (District 5 Director 2022-2023), Dr. Mallen (Medical Director), President Student IaSRC.
3. Guest Introduction (if appropriate)
4. Consent Agenda -N/A
5. Reports
   1. Eide/Walton – not present
   2. Medical Director – not present
   3. President (Whitney Clausen)
      * 1. PACT opportunities update. Cindy Duncan stepping up to be the PACT representative.
        2. Leadership Bootcamp-
           1. Weekly check ins to make sure needs are met? Thoughts? Any other ideas to make sure we are all meeting our job descriptions while on the board?

Send updates in monthly emails when sending out membership lists. Send things going on: example: Leadership conference.

Pulled up job descriptions on the website.

Suggest better orientation: ensure all new Board members read the policy and procedure manual. Show requirements like quarterly meeting, attend/assist with Lung Conference. Password protection? Bring up site at first meeting (pull it up)? First meeting every Board member should be given password. Not put in minutes because minutes are posted on website and out to everyone.

Security for website (where we get to the P & P manual)-anyone who has password can edit. Maybe add date of last edit and by whom. Revisit if there are issues.

Assignment: everyone get into the website and review policy & procedure manual for your own job description. Bring to next meeting or send via email to President.

* + - * 1. Decision making should be the base of our meeting- Are we doing this right?

Seems to be going okay. Good discussions during meetings.

* + - * 1. Should we use AARC connect more? Keeping documents such as minutes, Agendas, Budget, etc.

Have our own Iowa Board AARC Connect page? Is this a better way to look at P & P manual revisions vs on website? A better way to accomplish goals of posting on the Connect site (per AARC requirements)?

* + - * 1. How do we get students more involved in the board?

One program has an added incentive to attend meetings. One has a student Ambassador program and any class/clinic excused. Suggestion: push to have students attend 2 of the 4 (most likely the virtual ones). But the students can also attend virtually to the face-to-face ones. Attend for only a portion?

Suggestion: Add a Zoom/Teams meeting with students only. Maybe 1 hour to talk about the benefits and the Board in general.

* + - 1. Leadership Summit Update and discussion (Colleen)
         1. $32. Board members please register. Jasper Winery. September 28th. Limited to 50 participants. 12 vendors. Same caterer as Lung Conference due to positive feedback.
         2. Current registrations of 12. Currently 7 vendors. Not quite worried, numbers seem to build quickly closer to the date.
         3. Keynote speakers are getting pricey. $3,000 for an hour. Or $5,000 for the day. Can plan for that larger cost later.
         4. Volunteer sign-up. Send Excel to Whitney and Colleen. Or what times you would like to do. Completed in real time. All slots covered.
         5. Great opportunity for students who want to be leaders. Would need to pay, but if they become an AARC member, it would go towards membership. Curtis will add to website.
  1. Treasurer (Joel Meredith) – IaSRC PL 25AUG2023 Excel document
     1. Budget
        1. Financial reporting - $38,485 Income. Expenses $16,324 more travel expenses to be submitted. Net Income $22,161. Checking & savings total $65,268.
        2. PACT member needed an additional night in hotel due to flight constraints. (AARC pays for two nights) May want to add to budget next year. Motion to approve cost of extra hotel night for Cindy Duncan and add to budget next year: Joel Meredith. Second: Mark Greenwood. Unanimously approved.
        3. Joel asked permission to transfer some money from the checking account to the savings account. Discussion took place. At this moment don’t think there are issue with transferring money between accounts.
        4. Taxes are completed. Bonding had not been completed. Joel working on. The issue was with the CPA needing official tax documents.
  2. Delegates (HOD) (Julie Smith and Mica Spicer)
     1. HOD Business Summer HOD report – Shown on screen at meeting.
     2. A Kirkwood student attended this meeting. Hope to have her come speak at next meeting.
     3. Had DEI training as part of the AARC Strategic Plan.
     4. NBRC – biggest item is the upcoming exam change in 2027.
     5. CoARC report – adding more liaisons for better communication. There is a new liaison for the Veterans facilities.
     6. Advocacy & Government Affairs – New advocacy took kit posted on website. Hill day announced in September.
        1. Showed the Strategic Direction and priorities. There are other resources to help with membership, engagement, student recruitment, etc. Some big bills coming forward – information sent to PACT member- Cindy Duncan. Separate document sent with minutes.
        2. HOSA – partner with to help with colleges and student recruitment into the profession.
        3. 3 resolutions. 1 withdrawn. Want to consider donating extra money to this student involvement fund, named for Bill Bitzel, a passionate RT who passed away. May have already been budgeted for (an amount for something like this, not specified to a specific cause). Another resolution is to find a web developer to maybe help manage AARC site as well as other state sites too. – did pass and will get an update at next meeting.
     7. AARC elections coming at the end of August. Make sure to vote.
  3. District Directors/Directors at Large
     1. Elections. Amy Sessions now in charge of elections voting. Amy Sessions has been trained and has no questions at this time. Cindy has been in charge of sending out monthly membership lists. Amy Sessions has been trained and plans to take over beginning in September.
     2. District Directors
        1. Membership questions/issues. One District had a member pass away and the family kept getting emails. How do we take off lists? Discussion: RT may have just renewed and so was good for 1 year plus an extra 3 months then would drop off.
        2. Both newer District Directors really liked the ideas of orientation and felt if that had happened, they would be more active and have a better understanding of what is expected.
        3. Discussion to also keep shared Google document with hospitals and leader information up to date as something District Directors could work on. Will bring up the first meeting as part of the orientation discussion.
        4. Elections. Nominations going well. Have only 1 nomination in a few areas. But have at least one in all areas. Goal: send out ballots the first week in September.
  4. Vice President (Curtis Clark)
     1. Website/facebook update
        1. Continue discussion about different social media (insta/facebook) What is thread?
           1. Curtis will take pictures at Leadership Summit.
           2. Will begin adding “events” to Facebook. Generally, posts once or twice a week. Mostly posting AARC items that are sent. Would be great if more people shared these and/or interact with the posts.
           3. Instagram account just set up. Will look to see if there are other professional societies on it to maybe link with.
           4. Suggestion for another person to be strictly a social media person? What happens when Curtis switches roles and he has access to all the social media pages and some financial pieces?

Discussion: VP position has kind of transitioned to this role. But also supposed to be attending ALA meetings and backup for President. Too much for one person?? Is there enough for VP AND a Social Media person?

* + - * 1. Threads is a new social media like Twitter. AARC had been posting here. Is Threads connected to other platforms? Curtis will look into this: how it works, what it does, is it linked? Thinking it is a hybrid between Instagram and Twitter (pictures with some text).
    1. Revenue sharing updates
       1. Update for AARC revenue sharing requirements: President no longer needs to send screenshots of posts to ensure compliance. They will now be auditing our social media.
  1. Secretary (Jamie Bute) – nothing to report.

1. Old Business – no old business.
2. New Business
   1. Congratulations Colleen on your new addition! 😊 Baby Girl Kinley Grace!
   2. Mary Greeley conference October 5th. Virtual.
   3. Iowa City Seminar October 19th & 20th. Face-to-face.
   4. Unity Point has one coming up too.
3. Actions
   1. Review policy and procedure manual at minimum for your own job description. (see highlighted area) Any changes, additions, deletions? If not present at meeting and need password, contact Whitney or Curtis.
4. Adjournment / Next Meeting: Friday November 10th at 0900. Discussion-meeting doesn’t need to be before Congress, just need to have elections completed to be able to submit the names at Congress. (November 10th is a week after Congress)
   1. Motion to adjourn at 1124: Amy Sessions. Second: Mark Greenwood. Motion unanimously approved.

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