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

**March 9th, 2023, 9AM-1PM**

**DMACC Capitol Campus and Virtual**

Meeting called to order by Whitney 0900

Attending: Whitney Clausen, Ryan Frede, Mica Spicer, Mark Greenwood, Joel Meredith, Colleen Reiland, Amy Sessions, Katy Brown, Julie Smith, and Ashley Ellensohn

Meeting minutes by Ashley

1. Approval of October 28th meeting minutes – Motion to approve Amy Sessions, seconded by Ryan Frede, and approved by all
2. Roll Call/Determination of Quorum – Roll call initiated. We do have a Quorum with 10 on call.

Tiara resigned from District 5, looking to fill this position

Jaime, Curtis, Safari and Peg unable to attend

1. Guest Introduction (if appropriate) -
2. Consent Agenda
3. Reports
   1. Eide/Walton
   2. Medical Director
   3. President
      1. 23-24 Goals
         1. Job Postings – Look at posting jobs on IaSRC website. Julie took to AARC and they are fine with posting. Looking into amount to charge. Use current platform for charging and placing posting – need to talk to Curtis more about this. Utilize Facebook to direct traffic to the IaSRC website for job posting information.
         2. School and hospital interactions to promote respiratory. – Bring in presentations to high schools. Begin focusing on more junior high students. Reach out to see if there are health classes, career fairs, STEM events, other health based classes to present at. Building relationships with other colleges to promote respiratory therapists as well as “grow your own” opportunities for hospital facilities. Students like hands on – bringing mannequins for intubation, bagging, etc. Challenge for district directors to get out and promote RT profession. Grow your own focusing on PCT and lab techs. Create a tech position/s that will then transform into a respiratory position. Going to prerequisite classes to introduce respiratory therapy. Career exploration days at the colleges to introduce respiratory. Hope to see uptick of students in programs throughout the state of Iowa.
         3. Bonding – President and Treasurer bonded? AARC working on bonding information. Joel to reach out to Steve at the AARC about bonding process. Need to move forward with Treasurer bonding but still check into Pres. We do currently carry insurance on Treasurer. Don’t know cost of bonding, but believe Pres. and Treasurer need to be bonded.
         4. Develop and finalize orientation formats for each board position. – Need to have a platform built for onboarding each IaSRC position. This will help people coming onto the board will know what is expected and what they need to be doing. Orientation formats need continue to be developed, fine tuned and shared for each position to allow success within each role. Also need to share personal phone numbers for contact purposes.
      2. Lung conference Update – Team meeting weekly at this point. Student and leadership track March 30th room for students and room for leaders. Social hour after event Thursday night. Vendor hall the 30th and 31st with 20 vendor booths confirmed. March 31st CEU presentations for 6 CEUs. Registrations lower than normal for attendees due to free CEU availability and state of Iowa no longer requiring in person CEUs. Right around 70 registered including students and vendors, only about 25 actual therapists. Need to promote and push for more enrollments. Hoping for 40 RTs to register. Conference conflicts with Iowa Pulm Rehab state meeting and may be losing some due to this conflict. Have tentative dates for next year, but want to ensure success for this year before announcing next years dates. Building is reserved for April 4th and 5th next year. Virtual vendor hall a possibility, too expensive at this point to utilize. 25 abandoned shopping carts for sign up, have added additional verbiage to help facilitate signup, will have opportunity to sign up the day of the event and wave late fee if they claim to have signed up prior to the day. One vendor wants to register for one day rather than two days at a discounted rate. Will be decided by the committee how to handle this. Everyone on board required to go to Lung Conference and help out.
   4. Treasurer
      1. Budget
         1. Bonding & Taxes – Need to submit tax records for this year. Proposed budget for 2023 based on last years finances. Joel shared spread sheets.
            * Income – AARC revenue sharing estimated at $800 for each quarter, was actually lower, adjusted down est. budget to match current. Website estimate empty for now to see what happens in second quarter, will begin estimating in third quarter. Lung conference registration and vendors estimate left same. Interest from US Bank down due to lack of fundraising over last few years, leaving as is for now.
            * Expense – AARC report usually send $500 per year. Haven’t given last two years but agreed to send this year as employees have used this in the past. Petty cash and BOD Lunches – increased from $60 to $80 per quarter. Insurance – liability left the same and bonding is estimated at $1000, but unsure if this cost will stand as is. Left as is due to lack of knowledge as to cost. Travel – flight expense has gone up. Fort Lauderdale and Nashville this year. Mica going to look into flight expenses to update accordingly. Elections – left as is as we are using same platform next year as this year. Legislative – Leaving as is for the year to be conservative (reach out to find two new PACT team members). District director – left for now. Lung Conference – left as is currently. Will talk about further fundraising opportunities at later date. President – left as is. Publications – Changed from Global to Squarespace. President Elect – removed expenses for 2nd quarter (due to maternity leave), no more leadership camp, removed from expenses. Secretary – left at $0. Student – given grants of $40 to $50 before but haven’t last few years. Allows students to go to House of Delegates. Only spent if there is a student from the state of Iowa who is selected to go. Budget adjusted to $500 in 4th quarter. Treasurer – Took out QuickBooks expense for now. Capital – left at $0.
            * Leadership Fundraising Event – Added expense for this year and projected income with 50 attendees.

Joel has an appointment with CPA to prepare taxes pro bono. PACT – going at national level to attain representation from state and national board to “pressure” senator and representatives to support or reject a bill that is out there. Discussed requirement for PACT members in regard to meeting attendance and report out.

Questions about PACT, but that was left in budget. Joel will update budget with projected year end total. Looks like ($8162) for projected profit loss.

* 1. Delegates (HOD)
     1. HOD Business – meeting is going to happen tomorrow afternoon so will have more info. after that. Congress in Fort Lauderdale for spring and fall is in Nashville.
  2. District Directors/Directors at Large
     1. Membership email assigned to Amy Sessions and Cindy Duncan – list will be coming again soon. Reaching out to get people involved on the board and awareness. Filling district 5 spot is current priority for fill in. District 5 is up for election in November.
  3. Vice President
     1. Website/facebook update – Job postings on website should be possible. Reach out to hospitals about availability of postings to gain traction on that. Would be able to provide a code for discount on postings if warranted. Need dates of future board meetings – Colleen going to text to Curtis. Putting logos on website for vendors to thank for sponsorship with link attached to logo.
     2. Speaker contracts – Julie still waiting on 3, but will get them to Curtis when available.
  4. Secretary – No update

1. Old Business – All board members need to register for conference. Cindy Duncan working on sign up sheet to register for helping out at the Lung Conference and will send out so everyone can sign up.
   * + - * Extra Iowa Society shirt if someone needs one. Please wear shirts to Lung Conference if you have one. Colleen looking to order additional shirts for those who do not have one.
2. New Business – See everyone at Lung Conference.
   * + - * Possibly include other “ancillary” healthcare professions in leadership summit.
3. Actions – Joel will send out updated budget via email for vote.
4. Adjournment / Next Meeting: TBD at meeting. Next meeting May 26th to include wrap up of Lung Conference and talk about upcoming elections. Followed by August 26th and November 10th (May need to change Nov. 10th meeting based on congress, Julie will update congress date after meeting tomorrow). Motion to adjourn meeting made by Mark, Joel seconded. Meeting adjourned at 1125.