South Dakota Society for Respiratory Care

Board of Directors Meeting Minutes Approved

**Thursday, May 17, 2018**

1. **Call to Order:** Kim called the meeting to order at 0832
2. **Members Present:** Kim Kuiper, Dawn Rost, Jess, Lori Salonen, Greg Pekny, , Char Raley, Ashley Skaare
3. **Guests:** Lacy Patnoe and Abby Wortman
4. **Secretary’s Report** – Kim assisted Ashley in presenting minutes from last meeting on April 15, 2017. No amendments needed. Char motioned to approve meeting minutes. Lori seconded the motion. Motion carried.
5. **Treasurer’s Report** – Kim assisted Jess with presenting the below reports. Greg motioned to approve. Char seconded the motion. Motion carried.
   1. 2018 account balances
   2. 2018 year to date income and expenses vs budget
   3. Preliminary 2018 Conference Income/Expense Report
      1. 2019 Proposed Budget – quick review/suggestions/edits – this includes changes to expense categories. Allocation of funds for student scholarships will now be line itemed as the student engagement. 2019 proposed budget will be presented to membership at the 2018 ABM. Lori motioned to approve. Dawn seconded the motion. Motion carried.

0913 – Kim requested executive session

Motion approved

0921 – Executive Session ended.

1. **Delegate’s Report** – presented by Lori
2. **Standing Committee Reports**
   1. Financial Review – Kim
      1. Board consideration of insurance policy for 2018. Will bring to membership at ABM if BOD recommends.

After much discussion about the importance of an insurance policy for the board of directors and officers. The proposal to purchase and insurance policy will be presented to the general membership for consideration and further recommendation.

* 1. Bylaws –Review due 2021
     1. Board consideration of decreasing term limits for Treasurer & Secretary from 3 years to 2 years. Will bring to membership at ABM if BOD recommends.

After discussion regarding shortening of term lengths for treasurer and secretary from a 3 year term to a 2 year term. This consideration will be presented to the general membership for consideration and further recommendation.

* 1. Legislative – Kim
     1. Virtual Lobby Week results

Discussed number of letters written to representatives and any plans to do further work.

* 1. PACT – report to be given at ABM
  2. Membership – Char/Greg
     1. Current active members at 229, 4 lapsed members
     2. RT Department Spotlight to be implemented before next meeting by Directors at Large
     3. Membership directory being created to be used by the BOD for BOD functions.
  3. Nominations-Elections – Dawn
     1. Election 2018 date to be moved to August 1-15, 2018, nominations due July 18, 2018
     2. Consideration of new platform (electionbuddy.com)

Nomination form is completed and ready for submission. Election to be held August 1-15 2018. Election to be held online as done previously.

* 1. Program-Education – Kim
     1. 23 registered vendors, 62 attendees registered over a two-day period. Expenses remained under budget even with lower numbers
     2. 2019 Conference to be held in Sioux Falls on October 28 & 29, 2019.
  2. Website-Public Relations – Kim
     1. Board discussion on website/logo refresh. Will continue to work on gathering estimates and more information prior to next meeting.

1. **Old Business**
   1. Bingo fundraising/social event discussed and planned for June 6, 2018 at Pave in Sioux Falls
2. **New Business**
   1. Therapist of the Year 2017 Selection
   2. Board discussion on changing annual conference free registration drawing to a confidential application for those who want to come to the conference but are limited financially.

Therapist of the Year Applications have been received and the 2017 recipient is to be awarded at the annual business meeting on May 18, 2018.

1. **Announcements**
   1. Next Scheduled BOD Meeting – July 15th at 2:30pm
   2. First BOD Retreat to be held in Sioux Falls on August 18th, 2018 from 9-5 (all expected to attend)

Dates confirmed

1. **Adjournment**

Motion to adjourn made by Lori at 1020, Jessica seconded the motion. Meeting adjourned.