**South Dakota Society for Respiratory Care**

Board of Director’s Meeting Minutes Approved

Monday, August 13, 2018

1. **Call to Order:** Kim called meeting to order at 1734
2. **Members Present:** Kim Kuiper, Lori Salonen, Greg Pekny, Kayla Salonen, Jessica Winterboer (via WebEx/phone)
3. **Guests:** Ayele Debay
4. **Secretary’s Report:** Minutes presented by Kim from last meeting on May 17, 2018. No amendments needed. Greg motioned to approve meeting minutes. Lori seconded the motion. Motion carried.
5. **Treasurer’s Report:** Jessica presented the following reports. Greg motioned to approve. Lori seconded. Motion carried.
   1. 2018 account balances
   2. 2018 YTD income and expenses vs. budget
6. **Delegate’s Report:** Lori presented important take-aways from Summer HOD meeting. Encouraged BOD to continue to promote APEX Award. Provided updates on resolutions as discussed at the meeting. Informed us of Overlap Study for COPD/OSA patients, will ask facilities in SD to participate. Information given on Winter HOD meeting in December. Lori made mention of the SDSRC donating to the AARC Disaster Relief Fund at the Winter HOD meeting, if possible. Will evaluate this closer to meeting.
7. **Standing Committee Reports**
   1. Financial Review- Kim/Jessica
      1. Jessica stated EJ Financial Advisor would like to attend next future meeting to review our investments and present other practical options to BOD.
   2. Bylaws-Kim
      1. Bylaw changes being reviewed by Bylaw Committee at AARC level. Board asking for approval to decrease term limits for Treasurer and Secretary from 3 years to 2 years. Acceptance of these changes listed on 2018 SDSRC ballot for vote by membership in election.
   3. PACT-Char
      1. Everyone will need to be ready when the Telehealth/BREATHE ACT (Better Respiration through Expanding Access to Telehealth) is dropped in congress. Looking like it will be sometime after Labor Day. Email campaign to resume at that time.
      2. Char attended Mike Rounds Coffee event in early August. Unable to visit in person, left information.
   4. Membership- Greg
      1. 217 current active members, 6 members lapsed within last 90 days. Calls made to lapsed members by Membership Chairs, positive feedback.
      2. Licensed RT Directory in progress. Discussion of what information is being collected, purpose of directory, and limited access to only those who need to use the list.
      3. Spotlights for both RT of the quarter and Departments discussed. Q4 RT Spotlight has been completed and will be posted on website. No Department Spotlight completed at this time. No deadline finalized as to when this will be completed.
      4. No recruitment events planned at this time. Mention of assembling a committee to help accomplish goals of Membership Committee. Membership Chairs will meet before next meeting to identify goals and action steps needed before end of year.
   5. Elections - Dawn
      1. Voting ends August 15,2018 for SDSRC Election.
   6. Website/Public Relation-Kim
      1. Discussion on website/logo refresh. Will continue to work on budgeting/gathering estimates for the coming year.
   7. Student Representatives- Brittney/Mikenzie
      1. 2018 DSU Scholarships awarded: Jared Reimer, Shelby Makworth. Thank you notes to BOD and membership received from both recipients.
      2. SDSRC welcomes Brittney and Mikenzie as the Student Representatives.
      3. Student visits completed by Kim for both Sioux Falls and Rapid City. Great feedback from instructors. New student members as a result.
8. **Old Business**
   1. Sioux Falls BINGO night completed. Lots of good feedback from those who attended. Would like to host another in late Fall.
   2. September 13th, 2018 Rapid City BINGO night scheduled.
   3. August 29th, 2018 Journal Club scheduled led by Dr. Rohr. Free to all SDSRC members and 1 CEU given for participating.
9. **New Business**
   1. Travel & Expense Policy introduced. Much discussion around the specifics of the T&E Policy. BOD to continue to work through specifics and revisit again next meeting.
   2. SDSRC sponsored walk/run
      1. Looking to organize/promote for Spring 2019
      2. Location and details to be determined
   3. Official SDSRC Communication Guidelines
      1. Reminder that official communication in print (i.e. handouts, letters, etc.) needs to be approved by BOD prior to distribution. Expectation is that any/all communication should be in professional font, black ink, and proofed for grammatical/spelling errors.
10. **Announcements**
    1. Next meeting-TBD
11. **Adjournment**
    1. Motion to adjourn at 1900 by Lori. Kayla seconded the motion. Meeting adjourned.