

# KRCS MEETING MINUTES

## December 1, 2010

### Washburn University, Topeka KS

Attendance: Nancy Jones, Dan Conyers, Don Carden, Meg Trumpp, Troy Gooch, Karen Schell, Pat Patterson, Rusty Taylor, Curtis Kidwell, Mel Asmussen, Charity Clark.  
Electronic attendance: Jana Cox, Bev, Jeff Scobee, Ed Anderson

Meeting called to order by Meg @ 1008.

Minutes from Sept. 22<sup>nd</sup> meeting reviewed. **Nancy motioned to approve. Dan seconded to approve. Motion passed unanimously.**

Meg discussed the strategic planning meeting in Wichita November 4 and 5<sup>th</sup>. A mission statement was established with core values which led to a core strategy with an action plan. Gary is willing to help and assist in the future as necessary for guidance but our “new” society has been launched. Initiatives have been identified and have already been started. Gary’s idea was to pick one initiative from each strategy to focus on, but so far we have embraced each and every one. Discussion regarding placing the strategy action plans on the website for all to view. Minute format needs to be decided. Minutes will be four sections under the four strategic plans. All meeting business will fall within these 4 core strategies.

The chairperson of each core strategy is in charge of gaining feedback from the committee members. Chairperson formats draft report and sends out to board approximately a week prior to meeting. Each member can review and changes/discussion at BOD meeting. Final discussion minutes after BOD meeting made by chairperson and dated with BOD meeting date...FINAL.

Share files under AARC Connect to prevent too many documents flying around with the question of “what is the most current document?”

Alterations:

1. Discussion of the “Code of Performance.” Ground rules alterations...see Rusty’s final document. Jeff did a great job with supplying this document and putting it all together.

Troy motioned to approve the code of performance. **Pat seconded. No discussion. Approved...final copy on Meg’s thumb drive.**

2. Organization Restructure Strategy reviewed...new agenda outline. Discussion amongst the board to give ideas to Dan and Don. Summary of ideas...make the executive committee the only elected members. Directors at large assigned by President and make something like a ‘trustee’ to make upcoming membership

- involved and mentorable with voting rights of sort. Dissolve chapter presidents and incorporate the role into the directors at large. This strategy is not part of mission statement and should not be part of 2012. Timeline of completion is May 1<sup>st</sup>. Bylaws need to be amended and voted on my membership. Must be done by August 2011.
3. Dan and Bev spoke about the impaired provider program. This will be continued at January's meeting after Bev gets more information from the state. There is a fee of \$80 per month and \$350 for the evaluation. An idea was given to have a committee that comes up with a recommendation of how to handle this to bring back to the board. Other professions handle these people regardless of whether or nor they are members of the professional society. We will wait for Bev to receive more information from the state. Pat, Bev, Charity, Mel and Ed will work on this.
  4. Education Core Strategy: Add the ability to the providerships for the upcoming renewal year to advertise their CEU offerings on the KRCS website. For the 2011 year this will be an added service with no increase in fees.
  5. Advocate Core Strategy: Meg shared a letter that was sent to the polysomnography society president regarding the their new licensure statute. Mel will be in discussion with Meg and Karen regarding the idea of a student boot camp at the state meeting.
  6. Promote Core Strategy: Mel and Deb need to submit to Karen what areas they would like volunteers since Karen will be recruiting at the state meeting. She has been approved by Allan for 50 minutes of time. CEU may be given as long as objectives with a 'takeaway' is given. Mel, Karen, and Charity will work together. Curtis has added website under this strategy since it 'promotes' the profession. Karen will add this to her spreadsheet. Charity is ready to post her story about her El Dorado visit for Chapter 7 on the website as soon as Steve Ades proofs it.
  7. HOD Resolutions (see attachments)
    - a. HOD Resolution 36-10-08: **Consensus to support**
    - b. HOD Resolution 43-10-09: **Consensus to support**
    - c. HOD Resolution 87-10-07: **Consensus to support**
  8. Financial Names for signature: Meg Trumpp (President), Troy Gooch (Treasurer-elect), Pat Patterson (Treasurer) for signature on account. The only credit cards should be held by President and Treasurer. Credit limit on Treasurer is \$1500. Credit limit on President is \$2500.

**Curtis motioned for approval. Dan seconded. Approved**

Curtis and Pat will work on a policy for finances. Meg would like to place in the policy a per diem for travel (\$30 per day) in addition to credit card utilization, signature abilities, etc.

Net worth has increased due to Merrill Lynch. Total revenue from WKS was a profit of 5,180.31. Karen still has some certificates for AARC membership coupons for state meeting. This is 1669.00 under budget for expenses for WKS. Allan will submit a budget for the state meeting in April. Pat will need a copy of everyone's names and addresses for the income taxes this upcoming season. A conflict of interest statement and as well as a code of conduct page with signature lines on both will be incorporated into the orientation notebooks. Karen, Meg, and Pat will get together for budget of 2011...tweeks requested for budget of 2011

**Karen motioned to approve, Dan seconded, motion approved.**

#### 9. Election Committee Report—

Leona resigned to Ed. Nancy turned in the secretary notebook to Meg. Russ Babb Symposium to be placed under the educate core strategy.

Meg will contact Ed regarding the gift of the money from Russ Babb Scholarship fund. Meg does not show receipt of the money. Meg will start with Ed and go backwards to Suzanne/Terri. Pat has the recipients and addresses. Meg will send letter to the students with the check (if necessary) and let Leona know.

Chapter 1 February 25<sup>th</sup>....St. Luke's South..6 CEUs. \$50 AARC, \$100 non member.

Don gets award on Tuesday....Outstanding Affiliate Contributor.

Chapter 4—Pam Brown not an AARC member.

Chapter 5---Meeting Tuesday, Dec. 7<sup>th</sup> @ 1930. February –CEU offering in Goodland regarding KU....5 CEUs....send agenda to Mel for calculation of CEUs.

Motion to adjourn by Charity at 1400.

YEE HAW

January 14<sup>th</sup> @ Newman University in Wichita.