

Kansas Respiratory Care Society
Date April 12, 2013
 Location: Washburn University Topeka, KS

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| Attending | Suzanne Bollig, Mel Asmussen Curtis Kidwell Meg Trumpp, Terri Lesser, Josie Roach, Cheryl Skinner, Pat Munzer, Troy Gooch, Rebecca Kopelen (guest), Jamie Tiemeyer (guest), Education Committee members: Allan Thomas, Stacie Fox, Erica Sims. | Recorder: Charity Clark |
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Absent: Karen Schell, Don Richards, Dan Conyers

| Topic | Findings/Discussion/Conclusions/Recommendations | Action/Follow-up/Communications | Person(s) Responsible/Date |
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| Welcome | <p>Suzanne welcomed the group and congratulated the education committee for a great meeting.</p> <p>The group introduced themselves to the guests attending the meeting today.</p> | | Suzanne |
| Approval of Minutes | See February meeting minutes posted online on AARC Connect. | Troy moved to approve minutes. Curtis seconded. All in favor. Motion carried. | Charity |
| Financial | <p>Troy gave treasurer report today. The report is posted on AARC connect. Troy reviewed the reports with the BOD.</p> <p>Troy explained that the tablet purchased to run the square credit card device is not connected to a mobile phone service & therefore will not work. Since this was the sole purpose for the device Troy is offering the group the option to purchase it from the KRCS.</p> <p>The tax forms are due on Monday. Troy will be finalizing reports and send them in. The tax company is requesting clarification on Trustees and a new copy of the bylaws.</p> <p>Troy reported that we are on track with our budget. There have not been any unexpected transactions.</p> <p>Don will soon be taking over when he returns from Europe.</p> | <p>Terri moved to approve the treasurer report. Curtis seconded. All in favor. Motion carried.</p> <p>No other member wishes to purchase the tablet. Troy is purchasing the Google Nexus tablet from the KRCS since it does not meet the needs.</p> <p>Troy will provide the tax company the appropriate paperwork.</p> | Troy |

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| Educate | <p>The CEUs were handed out today and uploaded. If there is anyone that needs a copy they can retrieve them on the AARC website.</p> <p>Providership renewals are in full swing. Needing Hays & Wesley back. The deadline is April 30th to avoid a late fee.</p> | | Melanie |
| Advocate | <p>See Deb's Report on the AARC Connect.</p> <p>There was a drop in participation with the capitol connect efforts to reach out to our legislatures. Discussed ideas to have a link on the KRCS website and email out a link.</p> <p>Deb shared about PACT day and the Capitol Hill visits.</p> <p>The Air Climb is coming up April 20th. Debbie asked the group to consider a donation to the ALA.</p> | Debbie requested a \$500 donation to ALA. This is a budgeted item and BOD in favor of donation | Debbie |
| Promote | <p>Promote Report is on AARC Connect. Suzanne & Charity shared the report details.</p> <p>Karen is presenting at the AARC leadership workshop and attending the AARC meeting in Dallas.</p> | | Charity/Suzanne |
| Delegate Activity | <p>The Summit Award and Resolutions are due. Resolutions are due June 3rd for Summer. If there is one for the November meeting we need to start working on this now.</p> | | Pat/Meg |
| President's Report | <p>Suzanne shared that all funds donated are deposited. There is approximately \$600-700 in the Jeff Scobee leadership fund. Suzanne shared that she wrote thank you notes in response to all donations.</p> <p>Dan Matthew came up and spoke to some BOD members. He expressed his thanks to the BOD for the membership renewal to Suzanne.</p> <p>Glenn & Troy are leaving tomorrow for the Leadership conference tomorrow at the AARC.</p> | <p>Discussions about planning a bigger Leadership fund to honor all of the KRCS leaders that have paved the way. More work to be completed on the details.</p> <p>Terri suggested adding a donation line on the Pay Pal registration and it was also suggested to add a memorial section with donation link on the website.</p> | <p>Suzanne</p> <p>Curtis</p> |
| Trustee Report | <p>Dan – Posted on AARC Connect</p> <p>Nancy – Posted on AARC Connect</p> | | Trustees |

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| | <p>Josie – Posted on AARC Connect. Josie will be taking over the suitcase tracking. Making additional suitcases is budgeted and is needed.</p> <p>Terri – Terri received a post card for the COPD foundation fundraiser 5K4MJ. It is in Kansas City on October 6th. The last year event sponsorship for \$250 allowed sponsorship on T-shirt and free registration.</p> <p>Cheryl – The lung suitcase is very active in the northern part of the state. Cheryl posted a detailed report on the AARC Connect. Cheryl asked about volunteer booth at the car show in Marysville. There is a \$50 booth fee. Cheryl asked if it is possible for the KRCS to sponsor the booth.</p> <p>Curtis – Report is posted on AARC Connect. Curtis has updated the software. Curtis asked for suggestions to improve the website. Curtis has a goal to make the website the best. FB has 179 likes placing it at one of the top 10 FB pages. There were 26 posts to the FB page at this meeting. 5,000 people viewed the life preserver logo.</p> | <p>The BOD agrees that there is budgeted money under the charitable funds to be used for this.</p> <p>The BOD agrees there budgeted funds available for the booth fee under Public Relationships.</p> <p>Cheryl had a great idea for a map with links according to location on the website. This would allow people to easily find how they can get connected in their area.</p> | |
| Nominations Committee/Elections Committee | No report | | |
| Bylaws Committee | No report. | | |
| Public Relations /Social Media | No report | | |
| Membership Committee | No report. | | |
| Elections Committee | No report | | |
| Education Meeting | Allan provided a summary of the 36 th annual education seminar held this week. Allan reported the team works well together. The attendance was 213 people including 18 walk-ins over 2 days. | Meg is planning on signing the Marriot contract for April 8-10 th , 2015. It was suggested to have budget numbers reflect a lower number of approximately 175 for the future. | Meg/Allan |

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| Strategic Planning | No Report | | |
| Audit Committee | Troy, Glenn & Don will be speaking to review books upon transfer of responsibilities from Troy to Don. | This will be completed before June BOD meeting. | |
| New Business | <p>The CEU contract is up for renewal.</p> <p>April 1st, 2012 – March 31, 2013. Summit award. Suzanne is planning on turning in the numbers as we have achieved excellence in all areas except membership. At the time the membership was taken, February 1st, Kansas was at 545. Membership has gone up since February 1st.</p> <p>Suzanne proposed a new contract for Webmaster at the same rate of \$3500. Expenses will be on an as need basis.</p> | <p>Pat moved to increase CEU evaluator compensation from \$3300 to \$3500 & leave expenses the same at \$400. Troy seconded. All in favor and motion carried.</p> <p>Curtis will work on getting available graduate information and posting congratulations on the website. This will count towards the Summit Award.</p> <p>Pat made a motion to approve Suzanne's approval for a \$3500/year Webmaster contract effective April 1st. Charity seconded. All in favor. Motioned carried.</p> | Suzanne/All |
| | Pat motioned to adjourn. Terri seconded. All approved. | | |

Meeting was adjourned @ 1400