

Date September 19, 2014

Location: KRCS State Meeting, Hays, KS.

Attending	Troy Gooch, Karen Schell, Josie Roach, Charity Clark, Terri Lesser, Don Richards, Suzanne Bollig, Meg Trumpp, Cheryl Skinner, Glenn Tammen, Randy Gideon, Guest Jason Livesay	Recorder: Josie Roach	
Absent:	Deb Fox, Dave Burnett, Dan Conyers, Curtis Kidwell, Mel Asmussen, Jerry Houchin		
Topic	Findings/Discussion/Conclusions/Recommendations	Action/Follow-up/Communications	Person(s) Responsible/Date

Welcome	Troy welcomed the group and thanked everyone for coming. Everyone introduced himself or herself.		Troy
Approval of Minutes	See June meeting minutes Josie posted online on AARC Connect.	Suzanne moved to approve minutes. Cheryl seconded. All in favor. Motion carried.	Josie
Financial	Treasury report is posted on the AARC connect. From June, July August Treasury Transaction report posted on AARC. Account balance as of August 31 st 2014. AARC paid second quarter. The cost for yearly tax preparation has increased. Eighteen vendors participated at the Western conference. Expense budget posted with current transaction for the year. Year to date budget was posted at the last month board meeting. Money has not been moved from savings account to checking account.	Suzanne motioned to approve the financial report Terri seconded. All in favor. Motion carried	Don
Educate	Post job for CEU evaluator to replace Melanie. Her contract ends March of 2015. Discussion of Webmaster and CEU Evaluator positions and contracts. Paid employees need to know the clear expectations on the requirements in the job of Webmaster/CEU evaluator. We need to review Code of Conduct standard, including board meeting attendance expectations. The providership complete per Mel/Troy discussion via email. Don Richards to post CEU Evaluator and Webmaster contracts on AARConnect for BOD review. Discussion on goal to increase membership through our website and social media. The standard Code of Conduct needs to be	Action to post job opening internally on the board of directors site on Connect for CEU evaluator for 7 to 14 days with job description. Don, Troy and Karen to interview candidates. Action to post contracts to AARConnect	Troy Don Richards

	considered when postings are placed that represent the BOD. BOD members may request to have posting removed if it is offensive.		
Advocate	No report.		
Promote	<p>September 27th and 28th Cider Days booth has been arranged with students and mentors. The event will have 84 total volunteers. Karen mixing up students to interact with other students from different schools. Discuss KRCS and scholarship opportunities. KPR to promote publically through radio. Terri had items from the COPD foundation. Paper screenings and spirometer will be available for additional screening. Terri has 10 bands for events and will purchase additional bands for entry to the event. AARC notified and a story will be written after the event to post on website. Terri has promotional material.</p> <p>Objectives for student members given with promotional shirts for event of Cider Days. Program educators were provided with expectations of event and will be provided with summary following event that can be used for student RT program credit..</p> <p>Rusty and his students and clinical instructor went to Manhattan to Anthony Bates Foundation. They did 300 EKG's. Troy to obtained email addresses to recognize with a letter.</p> <p>Promote strategies presented a change in venue for the annual educational conference from Topeka to Manhattan for the year 2016. The proposal is presented to BOD. Slide show presented with pictures of facilities and hand out given for the proposed changes during state meeting. Proposal to change each day for a 6 hour live CEU for each day.</p>	Committee moved to have authorization to spend up to 800 dollars to provide for booth/bands/food voucher for this event. Motion approved.	Karen/Meg/Charity
Delegate Activity	Meg delegate report was posted on CONNECT. The best practices presentation was given about strategic planning and the state of Georgia also used this plan. Education with		Meg

	<p>volunteer speakers that present the same topic in different areas. The Road shows changes yearly. In Ohio they have seen venter support/student participation decline so they decided to do a specialty meeting successful in attendance and profit. Suzanne nominated for lifetime membership award. Continue with membership drive.</p>		
President's Report	No report		
Trustee Report	<p>Jerry – absent</p> <p>Dan – posted on AARC connect.</p> <p>Dave- posted on AARC connect</p> <p>Curtis – absent</p> <p>Cheryl – posted on AARC connect.</p> <p>Terri – posted on AARC connect.</p>	Troy motioned to approve Trustee reports and Terri seconded. All in favor. Motion carried.	Trustees
Nominations Committee	<p>Motion to approve ballot for President elect and delegate. The ballot has to be returned and counted before next business meeting.</p> <p>The committee shall prepare, as a part of the ballot a pertinent biographical sketch of each nominee's professional activities.</p> <p>The committee shall have a ballot prepared at least forty five (45) days prior to the Annual Business Meeting,</p>	All in favor of accepting report	Troy Meg
Bylaws Committee	No report		Meg
Public Relations	Charity and Josie to visit USD 259 to provide educational presentation to 81 5 th graders on September 29 th , 2014.		Charity

/Social Media			
Education Committee	<p>New proposal for venue of state meeting held in Manhattan for 2016. The education committee chair oversees the signing of the contract.</p> <p>Karen future contact person for Manhattan. Meg to assist Karen. Karen to post contract on CONNECT for review of the BOD and review for any concerns of venue</p>	The chair of the planning committee has always been given permission to sign contract. Committee to negotiate a date for new venue. Karen and Meg will review contract before signing 2016 contract.	Suzanne
Elections Committee	<p>Ballots shall be made available to each Active member in good standing. Ballots shall be returned no less than (30) calendar days prior to the Annual Business Meeting. The deadline date and time shall be clearly indicated on the ballot.</p>	Elections Chair Mel Asmussen to prepare for electronic voting for President-Elect and Delegate upon receipt of ballot from Nominations Committee.	Mel
Education Meeting	<p>Suzanne reports about state meeting and WKS meeting. Suggest changes on having speaker information three to four months prior to conference for earlier brochure posting on website. Vendor fees in Western Kansas are half of what is required at the state meetings. Vendors appreciated turn out at WKS and arrange for meetings with area representatives of surrounding hospitals.</p>		Suzanne
Scholarship Committee			Troy
Finance Committee			
New Business	CEU evaluator position open March 1, 2015	Troy to post CEU evaluator job posting.	Don
	Terri motioned to adjourn. Charity seconded. All approved.		

Meeting was adjourned @ 1600