

## **KANSAS RESPIRATORY CARE SOCIETY**

January 15, 2009

Foley Conference Room 3<sup>rd</sup> floor

St. Joseph Hospital

Wichita, Ks.

### **Members present:**

Don Carden, Julia Downs, Steve Ades, Terri Lesser, Karen Schell, Haley Busch, Pat Patterson, Troy Gooch, Donna Johnson, David Mantz, Jon Finnegan, Leona Evans, Ed Anderson, Monica Baden, Curtis Kidwell, Debbie Fox

### **Members absent:**

Christie Wedeking, Jana Cox-excused, Clark Zeit, Mark Brady, Pam Brown-excused, Brandee Hogue, Rusty Taylor, Mark McAllister, Bev Irmey, Bill Rea

**Welcome:** Don Carden opened the meeting at 0830 and welcomed everyone. Don divided the members up in to three small groups to work on the following: Group A- Bylaws and Policies, Group B-Revenue Enhancement/Cost Reduction, and Group C 2009 Budget. Each of these small groups will be summarized in BOD minutes below. The minutes from our December 4, 2008 meeting were approved.

At 1100 the small groups reported on their discussions. At noon we took a small break for lunch.

### **Treasurers Report:**

Our accountant, John Harris, was present to review some of the changes on the form 990. The new 990 form will require that we release more information when we file our federal income taxes. Several questions were asked about generating different streams of revenue and how that would affect our tax exempt status. The end of year 2008 budget was presented and discussed. We still have some possible revenue and expenses that could still be turned in. At this point, we have a loss of \$6,091.82 from last year. Our group B small group gave us some possible ideas on how to generate more revenue. Discussion was held on having a golf tournament with the Russ Babb Seminar. Discussion was held on increasing fees for attendee and vendor registration. Discussion was held on increasing our web site advertising. We currently charge \$30 per month or \$120 per year. We discussed increasing this to \$75 to \$100 per month or \$500 per year. We talked about bringing back the Wheatstone Bridge and offering advertising through this. Discussion was held on increasing our providership and non-providership fees. Don is going to work on the 2009 budget and send to each member online so that we can approve out our February meeting.

**Delegates Report:**

Karen reported on the House of Delegates meeting that was held in Anaheim, California on December 11<sup>th</sup> and 12<sup>th</sup>. HOD Speaker gave a status report on his 2008 goals. Past Speaker Debbie Fox gave an update on past resolutions and their status with the AARC board. Highlights of other officers include: Delegate Handbook cleaned up language. Taking requests from delegates for committee appointments. Membership up slightly, education accreditation down, advertising income down, subscription income down. The Board of Medical Advisors, Executive Office, Federal Government Affairs, President and State Government Affairs gave report. The ARCF, NBRC, and COARC gave updates. The NBRC reported that first exams for Sleep Disorders Testing and Therapeutic Intervention Test are being given at this conference. CoARC reported that they are seeking independent accreditations away from CAAEP. Reviewed election results including HOD officers. Karen reported that we have 522 members from Kansas which is 15 less than we had in July. Karen is going to draft a resolution for the summer meeting which will address the free student membership (electronic only) which will clarify that AARC membership only has to be paid staff.

**Directors Report:**

No report.

**Chapter I:**

No report.

**Chapter II:**

No report.

**Chapter III:**

No report.

**Chapter IV:**

New Chapter President is Pam Brown.

**Chapter V:**

Leona Evans is asking for a list of members for her chapter.

**Chapter VI:**

No report.

**Chapter VII:**

Haley Busch was present and had no report at this time.

**Chapter VIII:**

No report.

**Bylaws Committee:**

Bylaws will be reviewed again in 2011. Small group A worked on Bylaws and Policies. We are working to establish a policy and procedure manual for the KRCS that will come from our bylaws but will give a little more detail toward specific policies. The policy and procedure manual will include the following: Job Descriptions, Checkbook issues, Credit Card misuse, Attendance policy, Committee descriptions and charges to each committee, Ad Hoc committees, Chapter duties/elections, Directors positions, AARC contract for membership list, Meetings: Agenda template, Elections/Nominations which will clarify due dates, Special elections and how to certify ballots, Disciplinary actions, Annual Business meeting, Notification of new members, Meeting Quorum, Committees and responsibility of chairs (standing and ad hoc), Medical Advisor, Chapter process (officers, duties, voting), Education Committee, Impaired Provider Committee, Respiratory Care Council and how it works, CEU evaluator, Roberts Rule of Order, Historian for the KRCS. Duties were assigned for different members to work on their own policies relating to their areas.

**Chapter Affairs:** Ken Killion and Ed Anderson had a meeting to come up with names for chapter 6 officers.

**Education Committee:**

Don reported that preparation is going well for the State Education Seminar. It will be held this year in Wichita on April 23<sup>rd</sup> and 24<sup>th</sup>. Debbie Fox is helping with oversight. The Western Kansas meeting will be held this year in Garden City. Ken Killion is chairing this seminar preparation committee. Garden City and Hays have been alternating locations for this meeting the last couple of years. The Russ Babb meeting is scheduled for June 5<sup>th</sup> at the Holiday Inn in Salina. A motion was made and approved to move funds of \$10,000 without penalty to set aside for the Russ Babb Scholarship which there will be a policy yet to be established that will determine how the Scholarship will be disbursed. Don appointed Terri Lesser and Leona Evans to be added to the Russ Babb Education Committee for the meeting this year. Curtis reported that the next meeting for the State Education Seminar committee will be on the 22<sup>nd</sup>. He said they are working on gathering speakers and the keynote speaker. He stated that the golf tournament will be in Newton. The committee is working on completing the brochure. A motion was made and approved to do the Want to be a RT Millionaire instead of the Sputum Bowl. Discussion was held on having a scavenger hunt using cameras on Thursday evening. We talked about putting coupons and flyers in the program for those that want to go out on Thursday evening. We had a lot of discussion on pros and cons of raising our attendee and vendor fees. We will discuss this more at our next meeting in February. Julia reports that the average cost for CEUs is \$10 per hour of CEU. We discussed raising our registration costs by \$35. We will look at this in February when we approve our budget.

**Nominating Committee:** No report at this time

**Elections Committee:** No report at this time

**Member Services Committee:**

Karen reported that we have 522 members from Kansas in December which is 15 less than we had in July.

**Publications Committee:**

Troy appointed Curtis to serve on the Publications Committee. Curtis wants to put out a Wheatstone Bridge electronically. Discussion was held on using our website more aggressively. Curtis reviewed our current website sponsorship prices. Curtis and Troy are going to work on web page pricing structure. Karen reported that in Nebraska each month they have a featured department that is highlighted on the website with an article and pictures. The better our website the more that people will view it and the more likely to get advertising.

**Public Relations:**

Karen reported that the AARC is encouraging us to make contact with Kansas Education counselors. She reported that there will be a school counselor meeting in Great Bend on March 12<sup>th</sup> and 13<sup>th</sup>. Karen suggested that we make packets to distribute to counselors. She reported that she is going to apply for a grant through the AARC by contacting Steve Nelson. Karen plans to make copies of the Life and Breath video to put in the counselor packets. Don agreed that the Board would apply \$1,000 to cover expenses for this when they get together to work on the budget for next year.

**Legislative/PACT Committee:**

A motion was made and seconded to only send 2 people to the PACT meeting coming up in March. The Board voted on this motion and it was defeated. A motion was made and approved to send 4 people to the meeting and to have this discussed every year. Our Legislative day to visit the Capitol will be on February 25<sup>th</sup>. The Capitol building is undergoing extensive renovation. We will set up our presentation in the Docking building which is on the west side of the Capitol. Smoking issues will be a major topic of concern. We will want to come up with some talking points when we address the legislators. Dr. Barnett from Emporia is introducing legislature on a clean air ordinance. We will plan on being ready to go by 8 AM. Our BOD meeting will be held at Washburn University around noon. We plan to perform spirometries and possibly CO detection. This will be our 15<sup>th</sup> year of having legislative day.

**Impaired Provider Committee:**

The question came up on whether members of this committee need to be reappointed. The system seems to be running on its own now. There is not a lot of work since the initial start up. Pat mentioned that he thought one person could handle the duties and there would be no need for a committee.

**CEU Evaluator:**

The ad for this position is on our website. We have received 4 applicants for this position. We do not plan to take any new applicants. Don has set up interviews with the four candidates to be done on the phone. Don will take his recommendations to the Board during our February meeting. Providership renewals will be going out in the mail. A motion was approved to increase the fee by \$50 for each tiered group.

**Respiratory Care Council:**

The next Respiratory Care Council meeting is set for February 11<sup>th</sup>. The Board approved a motion that the Respiratory Care Council recommend that the wording be changed on the Student License that the license will be good 30 days after the date of graduation from a Respiratory Therapy Program.

**Smoking Cessation:**

Karen reported that Emporia has a smoking ordinance that has gone into effect and that there has been quite a bit of controversy over this.

**Old Business:**

Karen needs a check to take with her for \$325 for the Great Bend high school counselors meeting on March 12<sup>th</sup> and 13<sup>th</sup>. It was recommended that any student interested in the profession be encouraged to contact one of the programs for job shadowing.

**New Business:**

Suzanne Bollig has offered to have our BOD meeting October 15<sup>th</sup> in Hays. Meeting adjourned at 1540.

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Respectfully submitted:  
Steve Ades, Secretary KRCS

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Respectfully submitted:  
Don Carden, President KRCS