

# ***WSRC BOD Meeting Minutes***

**January 10, 2008**

**Teleconference**



## **BOD Members Attending:**

Greg Spindler (Vice President), Dave Cooksey (President-Elect), Marshall Dunning (Secretary), Herb Laib (Treasurer), Deborah Hendrickson (Parliamentarian/Delegate & District V), Bill Pupanek (Parliamentarian/Delegate), Mary McDermott (Public Relations Co-Chair), Barb O'Leary (Home Care Co-Chair), Terry Miller (Membership Co-Chair), Theresa Meinen (Membership Co-Chair), Ken Lampro (District I), Dorothy Summer (District III), Ann Flaten (Nominating Chair), Mary Bandler (Education Chair), Jeanne Zurawski (Home Care Co-Chair)

**Guests:** Tom Heffron

Topic/Goal	Presenter		Recommendation/Action	Person Responsible
Call to Order	Cooksey	In light of PJ Lane's absence, Dave Cooksey, President-Elect, called the Meeting to order at 8:10 a.m. Dave chaired the BOD Meeting,  Quorum present		
Introductions	Cooksey	Members of the Board introduced		

		themselves. Tom Heffron introduced himself (guest).		
Meeting Agenda		Meeting agenda and officer reports had been previously e-mailed to the BOD.		
President's Report	Lane	<ul style="list-style-type: none"> <li>• Report submitted</li> </ul> <p>PJ Lane had previously submitted her report. Dave Cooksey briefly provided an overview.</p> <p><i>Old Business:</i></p> <p>A motion is needed to approve the BOD Meeting Minutes of November 8, 2007.</p>	<p>A motion was made by Deb Hendrickson and seconded by Barb O'Leary to approve the November 8, 2007 WSRC BOD Meeting minutes. No discussion</p> <p>Vote was called and carried: 7 ayes 0 nays</p>	
President-Elect	Cooksey	<ul style="list-style-type: none"> <li>• Report submitted</li> </ul> <p>Dave Cooksey provided a brief overview of activities since previous BOD Meeting.</p>		
Vice President	Spindler	<ul style="list-style-type: none"> <li>• Report submitted</li> </ul>		

		<p>Greg Spindler summarized report. Greg indicated that his term of office was up in May. Ken Lampro will be running for this position.</p>		
Secretary	Dunning	<ul style="list-style-type: none"> <li>• Report submitted</li> </ul> <p>Marshall Dunning provided a brief summary of report.</p>		
Treasurer	Laib	<ul style="list-style-type: none"> <li>• Reports submitted</li> </ul> <p>Herb Laib discussed reports in some detail. Herb noted that registration for the Bi-State Meeting was handled by the ALA. As of this date, the ALA has not forwarded the registration fees to the WSRC. He went on to state that the Minnesota chapter is somewhat concerned about their financial picture if their share of the registration receipts are not forwarded soon.</p> <p>Herb indicated that he would like to distribute the \$1,000.00 checks,</p>	<p>There was discussion about the possibility of the WSRC advancing the Minnesota Society \$10,000 to help out until the funds are available from the ALA.</p> <p>A motion was made by Deb Hendrickson and seconded by Marshall Dunning to advance the Minnesota Society for Respiratory Care \$10,000.00 as part of their share of the proceeds from the Bi-State Meeting.</p> <p>No discussion</p> <p>Vote was called and carried: 7 ayes 0 nays</p> <p>It was suggested that each District Representative obtain the required</p>	<p>Herb agreed to draft a formal letter to go along</p>

		previously approved by the BOD (“Respiratory Care Endowment Scholarship Fund”, 11/08/2007), to the Technical Colleges. He stated that he did not have information on the seven (7) RT programs.	information and distribute the check.	with the check and forward to each of the District Representatives for disbursement.
Delegate/ Delegate-Elect	Pupane/ Hendrickson	<ul style="list-style-type: none"> <li>• Report submitted</li> </ul> <p>Bill Pupane discussed the highlights of the report.</p> <p>Deb Hendrickson brought up the possibility of hosting an ‘international fellow’.</p> <p>Deb Hendrickson inquired as to whether or not the WSRC would provide some financial support to send an RT student to one (1) House of</p>	<p>Bill suggested that there should be a link on the WSRC website to the State Licensing Board.</p> <p>There was discussion regarding the international fellow program.</p> <p>There was general consensus among the BOD Members that providing some financial support for a 1<sup>st</sup> year RT student would be the best situation.</p>	<p>Theresa Meinen indicated that she would contact Ann Johnson who sits on the ‘Respiratory Licensing Board’ about the possibility of attending one of the WSRC BOD Meetings.</p> <p>Deb indicated that she would ‘spear head’ hosting an international fellow as part of the “2008 International Fellowship in Respiratory Care Program”.</p>

		<p>Delegate Meeting (HOD). There was subsequent discussion as how to select a student, e.g., poster contest, essay, or contact RT Program Directors and ask them to select a student and indicate why this student should attend a HOD Meeting. Further discussion by the BOD as to whether it should be a 1<sup>st</sup> or 2<sup>nd</sup> year RT student. A 1<sup>st</sup> year student could attend the ‘International Respiratory Congress’ as well as the HOD Meeting in December. A 2<sup>nd</sup> year student could attend the HOD Meeting in July.</p> <p>Deb Hendrickson opened discussion as to her term as Delegate. She suggested that she assume Denice Stingl’s cycle and than could run again in 2009.</p>	<p>A motion was made by Ken Lampro and seconded by Herb Laib that the WSRC provide \$1,500.00 for a 1<sup>st</sup> year RT student to attend the HOD Meeting in conjunction with the ‘International Respiratory Congress’ held in December.</p> <p>Discussion followed.</p> <p>Vote was called and carried: 8* ayes 0 nays</p> <p>*Ken Lampro joined teleconference at 8:38 a.m.</p> <p>There was a general consensus among BOD Members that Deb’s suggestion was agreeable.</p>	<p>Bill Pupanek agreed to take the ‘reins’ and put together a letter to the RT Program Directors to select a 1<sup>st</sup> year student and provide documentation as to why this student should have the opportunity to attend a HOD Meeting.</p>
PACT	Milisch	<ul style="list-style-type: none"> <li>No report submitted</li> </ul> <p>Not on conference call</p>		
District I	Lampro	<ul style="list-style-type: none"> <li>Report submitted</li> </ul> <p>Ken Lampro briefly highlighted his report.</p> <p>Ken indicated that he would not run</p>		

		again for District Rep but would be running for Vice President. On April 25, there will be one-day student focused conference using local speakers.		
District II	Schroeder	<ul style="list-style-type: none"> <li>No report submitted</li> </ul> <p>Not on conference call</p>		
District III	Summers	<ul style="list-style-type: none"> <li>No report submitted</li> </ul> <p>Dorothy Summers asked about obtaining some sort of membership list to help her with contacting members in her District. There was some discussion and it was brought up that Pat Lee, from the AARC, sends out updated membership lists on a regular basis. Terry Miller mentioned that he received a list from Pat Lee that according to their records we have 877 members that includes 110 students, as well as inactive and honorary members. Greg Spindler recommended to Dorothy she could visit major health care employers, e.g., hospitals, home care agencies, etc., and present information on membership. From these visits, a list could be developed and subsequently a 'phone tree' and/or</p>		Theresa Meinen indicated that she would send a membership list to Dorothy.

		e-mail server to send out information on District Meetings, conferences, etc.		
District IV	Faulkner	<ul style="list-style-type: none"> <li>No report submitted</li> </ul> <p>Not on conference call</p>		
District V	Hendrickson	<ul style="list-style-type: none"> <li>Report submitted</li> </ul> <p>Deb Hendrickson discussed her report briefly. She also proposed an idea to have a 'student-focused' conference sometime in April or May. This conference could be 1 ½ days and instead of vendor support perhaps WSRC could provide some financial support.</p>		Mary Bandler indicated that she would help.
District VI	Ducharme	<ul style="list-style-type: none"> <li>No report</li> </ul> <p>Not on conference call</p>		
Budget & Audit	Lane/Laib	<ul style="list-style-type: none"> <li>No report submitted</li> </ul> <p>Herb and Dave will get together in the near future to discuss.</p>		
Bylaws &	Milisch			

Judicial		<ul style="list-style-type: none"> <li>Report submitted</li> </ul> <p>Not on conference call</p>		
NRRCC	Spindler	<p>Greg Spindler updated the Board on the Bi-State Convention. Attendance was approximately 456, income of about \$67,000.00 (~\$40,000.00 for WSRC and ~\$27,000.00 for MSRC), and vendor comments were mostly positive. The 4<sup>th</sup> Annual NRRCC will be held in Rochester, MN on September 29 through October 1, 2008.</p>	<p>Greg recommended that the '4<sup>th</sup> Annual NRRCC' be listed on the WSRC website.</p>	
Education	Bandler	<ul style="list-style-type: none"> <li>Report submitted</li> </ul> <p>Mary Bandler discussed recent educational activities not included in report.</p>		
Membership	Miller/ Meinen	<ul style="list-style-type: none"> <li>No report submitted</li> </ul> <p>Terry Miller called and spoke with Thomas Lamphere, Membership Chair, AARC, about 'best practice' and recommendation for 'growing' membership.</p>		<p>Dave Cooksey indicated that he would forward WSRC membership pins to Terry and Theresa for distribution.</p>

Nominations and Elections	Flaten	<ul style="list-style-type: none"> <li>• No report submitted</li> </ul> <p>Anne Flaten updated the BOD on current nominations:</p> <p>President-Elect-no nominations  Vice President-1 completed nomination form  Treasurer-1 completed nomination form  District I-1 completed nomination form  District III-Dorothy Summers indicated she would like to continue, however she still needs to complete a form  District V-1 completed nomination form</p> <p>The deadline for nominations is January 28 with the ballots going out on March 1<sup>st</sup> and due at the end of March.</p>		
Home Care	O’Leary/ Zurawski	<ul style="list-style-type: none"> <li>• Report submitted</li> </ul> <p>Barb O’Leary briefly summarized the report.</p>		
Legislative Chair	Grennier	<ul style="list-style-type: none"> <li>• No report submitted</li> </ul> <p>Not on conference call</p>		

Public Relations Web Page	McDermott/ Mazurczak	<ul style="list-style-type: none"> <li>• No report submitted</li> </ul> <p>Mary McDermott suggested that a home care company or hospital be ‘show cased’ monthly on the WSRC website.</p> <p>Bill Pupanek asked if there was a link on the website to ventilator training. Dave Cooksey indicated that on the home page there was in fact a link; “Disaster Preparedness Resources”.</p> <p>Mary Bandler suggested a link for students and a link for practitioners.</p> <p>Marshall Dunning asked if previous BOD meeting minutes and officer reports should be on the website, and, if so, who should they be submitted to?</p> <p>Dave Cooksey asked all BOD members to review their information on the website for accuracy. If there are any corrections, send to Kathy Mead.</p>	<p>Dave Cooksey said it was a good idea. The minutes, reports, etc., should be submitted to Kathy Mead.</p>	<p>Greg Spindler volunteered to help.</p> <p>Marshall indicated that in the future he would submit the approved BOD Meeting minutes and officer reports to Kathy Mead for inclusion on the website.</p>
Disaster Response and	Milisch	<ul style="list-style-type: none"> <li>• Report submitted</li> </ul>		

Preparedness		Not on conference call		
New Business		<p>There was some discussion by Ken Lampro that the WSRC provide an additional \$1,000.00 to support student-focused conferences in Districts I and V.</p> <p>In reference to disaster preparedness, Bill Pupanek stated that a letter had been sent by the State to all RT Managers indicating that they will be getting another ventilator.</p> <p>Greg Spindler asked for speaker names for the Spring meeting in Wisconsin.</p>	<p>A motion was made by Ken Lampro and seconded by Deb Hendrickson that the WSRC provide additional financial support of \$1,000.00 to Districts I and V to sponsor student-focused conferences.</p> <p>Discussion followed. Greg Spindler suggested that at each of the conferences a 15-30 minute time period be set aside to discuss the benefits of WSRC/AARC membership.</p> <p>Vote was called and carried: 8 ayes 0 nays</p> <p>There was some discussion and a request for volunteers to help.</p>	<p>Deb Hendrickson volunteered to be on the "Speaker Committee".</p>
Next Meeting		<p>March 13, 2008 'Face-to-face': 9:00 a.m. to Noon at the Kalahari</p>		
Meeting adjourned.			<p>A motion was made by Marshall Dunning and seconded by Ken Lampro to adjourn the BOD Meeting.</p> <p>Vote was called and carried:</p>	

		Meeting was adjourned at 9:59 a.m.	8 ayes 0 nays	
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Respectfully submitted by,

Marshall B. Dunning III, Ph.D., RCP  
WSRC Secretary