

# ***WSRC BOD Meeting Minutes***

**July 24, 2008**

**Teleconference**



## **BOD Members Attending:**

Dave Cooksey (President), Ken Lampro (Vice President), Greg Spindler (President-Elect), Marshall Dunning III (Secretary), Herb Laib (Treasurer), Bill Pupanek (Parliamentarian/Delegate), Deb Hendrickson (Parliamentarian/Delegate), Barb O'Leary (Home Care Co-Chair), Jeanne Zurawski (Home Care Co-Chair), Terry Miller (Membership Co-Chair), Matt Raine (District I), Tom Heffron (District V), Gretchen Mazurczak (Public Relations Co-Chair), Mary McDermott (Public Relations Co-Chair), Laura Grennier (Legislative Chair), Bob Milisch (Bylaws & Judicial and Disaster Response & Preparedness)

## **Guests:**

Topic/Goal	Presenter		Recommendation/Action	Person Responsible
Call to Order	Cooksey	David Cooksey called the Meeting to order at 8:10 a.m.  Quorum present		
Introductions	Cooksey	BOD Members introduced themselves, for attendance purposes, as this was a		

		teleconference and sign-up sheet not used.		
Meeting Agenda		Meeting agenda and officer reports had been previously e-mailed to the BOD.		
President's Report	Cooksey	<ul style="list-style-type: none"> <li>No report submitted</li> </ul> <p>Dave Cooksey briefly highlighted some of his WSRC-related activities since previous BOD Meeting.</p> <p><i>Old Business:</i></p> <p>A motion is needed to approve the BOD Meeting Minutes of May 8, 2008.</p> <p>A motion is needed to approve the 'transition' BOD Meeting minutes also of May 8, 2008.</p>	<p>A motion was made by Ken Lampro and seconded by Deb Hendrickson to approve the May 8, 2008 WSRC BOD Meeting minutes. No discussion</p> <p>Vote was called and carried: 8 ayes 0 nays</p> <p>A motion was made by Deb Hendrickson and seconded by Greg Spindler to approve the May 8, 2008 WSRC Transition BOD Meeting minutes. No discussion</p> <p>Vote was called and carried: 8 ayes 0 nays</p>	
President-Elect	Spindler			

		<ul style="list-style-type: none"> <li>No report submitted</li> </ul> <p>No activities to report at this time.</p>		
Vice President	Lampro	<ul style="list-style-type: none"> <li>No report submitted</li> </ul> <p>No activities to report at this time.</p>		
Secretary	Dunning III	<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. He also suggested that perhaps he and Dave contact Edward Jones Investments to review our current investment portfolio in light of the economic situation.</p> <p>Herb outlined in some detail the proposed operating budget for FY 2008-09.</p>	<p>A motion was made by Marshall Dunning and seconded by Ken Lampro to approve the 'WSRC FY-2008-09 Operating Budget' as presented. There was some additional discussion.</p> <p>Vote was called and carried: 8 ayes 0 nays</p>	

<p>Delegate/ Delegate-Elect</p>	<p>PupaneK/ Hendrickson</p>	<ul style="list-style-type: none"> <li>• Report submitted</li> </ul> <p>Bill PupaneK discussed the report.</p> <p>Bill provided a brief overview of the HOD Meeting he and Deb Hendrickson attended on July 14 &amp; 15, 2008 in Phoenix, AZ. Bill also indicated that he has received two (2) student nominations to attend the HOD meeting.</p> <p>Deb Hendrickson updated the BOD on the AARC ‘International Fellowship Program’. Madison was selected as the 2<sup>nd</sup> host city for Fiona Ng, from Kowloon, Hong Kong. Fiona will be here sometime around December 5 or 6, until about December 11, 2008.</p> <p>Bill discussed the ‘AARC House of Delegates Forum’ handout in some detail, highlighting the resolutions as contained therein.</p> <p>Bill also discussed e-voting through the AARC.</p> <p>Deb mentioned that RTs affected by</p>	<p>Bill needs three (3) volunteers to review the submissions.</p> <p>Dave Cooksey suggested that something be placed on the website acknowledging Madison as one of the host cities, as well as a little write-up about Fiona Ng.</p> <p>There was a recommendation to pursue this option for WSRC elections.</p> <p>Terry Miller suggested that this benefit could</p>	<p>Dave Cooksey, Herb Laib, and Barb O’Leary volunteered to review the nomination letters.</p> <p>Deb said she would try to get some background information about Fiona and write up something for the website.</p> <p>Bill indicated that he would work with Anne Flaten, Nominations and Elections Chair, on this.</p>
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PACT	Milisch	<ul style="list-style-type: none"> <li>No report submitted</li> </ul>		
District I	Raine	<ul style="list-style-type: none"> <li>No report submitted</li> </ul> <p>Matt Raine indicated that during Respiratory Care Week, October 19-25, 2008 there would be a conference on Wednesday, October 22. He would be recruiting speakers from local hospitals.</p>		<p>Dave indicated that he would forward a 'Board of Directors' manual to Matt.</p>
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>Not on conference call.</p>		
District IV	Faulkner	<ul style="list-style-type: none"> <li>No report submitted</li> </ul> <p>Maureen Faulkner had previously tendered her resignation to Dave Cooksey due to employment reasons.</p>	<p>Dave had previously spoken with Gretchen Mazurczak about the position of District IV Rep. Gretchen had indicated her willingness to take the position.</p> <p>A motion was made by Deb Hendrickson and seconded by Laura Grennier to approve the appointment of Gretchen Mazurczak as District IV Rep. No discussion.</p> <p>Vote was called and carried: 7 ayes 0 nays (Greg Spindler could not cast a vote as he had left the Meeting, however a quorum was still present.)</p>	
District V	Heffron	<ul style="list-style-type: none"> <li>No report submitted</li> </ul> <p>No activities to report at this time.</p>		Dave indicated that he would forward a 'Board of Directors' manual to Tom.
District VI	Ducharme	<ul style="list-style-type: none"> <li>No report submitted</li> </ul>		

		Not on conference call.		
Budget & Audit	Cooksey/ Laib	<ul style="list-style-type: none"> <li>No report submitted</li> </ul>	Bill Pupanek recommended that a 3 <sup>rd</sup> party audit the budget. Apparently this had been brought up at the HOD Meeting. Deb Hendrickson suggested that this should be done annually.	Herb Laib said that he would look into the cost of a 3 <sup>rd</sup> party audit.
Bylaws & Judicial Chair	Milisch	<ul style="list-style-type: none"> <li>No report submitted</li> </ul> <p>There was some discussion regarding update of the WSRC Bylaws. The most current version that is posted on the WSRC website is October of 2001.</p>	It was recommended that we should find out when the bylaws should be updated.	Bob indicated that he would follow up to see when the bylaws need to be updated.
NRRCC	Spindler/ Lampro	<p>Greg Spindler provided an update on the September 29-October 1, 2008 Fall Bi-State Meeting which will be held at the Mayo Civic Center in Rochester, MN. Greg indicated that there are three (3) hotels: Radisson Plaza, Kahler Grand Hotel, and the Hilton Garden Inn. There was some discussion regarding registration and hotel accommodations for the BOD members. Apparently for Board members the registration fee is waived.</p> <p>At this point there was some discussion regarding which BOD Members should</p>	It was recommended that when revising the WSRC Bylaws there should be some	Greg and Dave indicated that they will send out the pre-registration website link for the Board members.

		<p>be eligible for free registration, i.e., 'active' vs. 'inactive' BOD members.</p> <p>Ken Lampro is working on the spring conference, April 27-29, 2009, which will be held at the Kalahari.</p>	<p>statement regarding an 'active' Board member vs. an 'inactive' Board member. The current Bylaws do not define clearly what constitutes an 'active' Board member. This would be important especially if this differentiation becomes necessary to remove someone from office.</p> <p>Dave recommended that a military recruiter be present at one of our conventions.</p>	<p>Laura said that she will look into this, as there are 'healthcare' recruiters.</p>
Education	Bandler	<ul style="list-style-type: none"> <li>No report submitted</li> </ul> <p>Not on conference call.</p>		
Membership	Miller/Meinen	<ul style="list-style-type: none"> <li>Report submitted</li> </ul> <p>Terry Miller briefly discussed report.</p>		
Nominations and Elections	Flaten	<ul style="list-style-type: none"> <li>No report submitted</li> </ul> <p>Not on conference call.</p>		

Home Care	O’Leary/ Zurawski	<ul style="list-style-type: none"> <li>• No report submitted</li> </ul> <p>Barb O’Leary indicated that they are looking for sponsors for the ‘RT of the Year Award’. She will be asking for \$200.00 from various companies.</p> <p>Barb asked if a link to the ‘Wisconsin Association of Medical Equipment Services’ (WAMES) could be put on the WSRC website.</p>	Dave said that Barb should contact Kathy Mead, WSRC webmaster, and provide her with the link.	
Legislative Chair	Grennier	<ul style="list-style-type: none"> <li>• Report submitted</li> </ul> <p>Laura Grennier provided a brief overview of legislative activities included in her report. She still needs reps for legislative Districts 1, 2, 5, 6, and 8.</p> <p>She also discussed the essay contest and rules for selecting an individual to receive \$1,000.00 towards the cost of attending the 2009 PACT (Political Advocacy Contact Team) Day in Washington, D.C.</p> <p>Laura said she needed three (3) volunteers to read essays submitted and</p>	It was suggested that this essay contest be put on the WSRC website. Herb recommended that Laura describe what PACT stands for and what it does.	<p>Dave indicated that he would put it up on the WSRC website, and Laura said she would follow up with a description as to what PACT means and what its function is.</p> <p>Mary McDermott, Tom Heffron, and Mary</p>

		<p>help in the final selection process.</p> <p>Laura requested sponsorship by the WSRC for the ALA 'Lung Walk'.</p> <p>There was additional discussion by Laura regarding the RT Military Program. Apparently there are sergeant slots. There was discussion about warrant officer and/or commissioned officer. The AARC has a "Military Roundtable".</p>		Bandler volunteered to judge the essays submitted.
Public Relations Web Page	McDermott/Mazurczak	<ul style="list-style-type: none"> <li>• Report submitted</li> </ul> <p>There was discussion regarding a multi media booth, however the cost can run somewhere between \$3,000.00 and \$4,000.00. Dave suggested that some type of banner would be more within our budget at this time.</p>	It was recommended that a multi media booth be put on hold and discussed further at the next BOD Meeting.	
Disaster Response and Preparedness	Milisch	<ul style="list-style-type: none"> <li>• Report submitted</li> </ul> <p>Bob Milisch briefly highlighted his report. Approximately 1,100 therapists have registered and 960 have completed their training in Mass Casualty Ventilation (MCV). Bob</p>		

		<p>indicated that he would be presenting this data at the 'International Respiratory Congress' in December.</p> <p>Bob also discussed the MCV program for non-respiratory personnel.</p>		<p>Dave indicated that he would put a link on the WSRC website regarding MCV training for non-respiratory personnel.</p>
New Business		<p>Barb O'Leary requested help at the 'Home Care' booth for the NRRCC convention. She also asked for some additional laptops as she can only bring one (1).</p> <p>Dave asked if each BOD Member could write up a little 'blurb' on themselves to put on the WSRC website.</p> <p>Dave asked that we look at the 'Wisconsin Asthma Coalition' link on the WSRC website. The 2003 plan is currently being revised for 2009-2014 and they are looking for input.</p> <p>Amendments to the Bylaws will be</p>		<p>Mary McDermott, Deb Hendrickson, and Terry Miller volunteered to help.</p> <p>Dave said he would be able to bring a laptop and data projector if needed.</p>

		discussed at the next Meeting: specifically Section III regarding ballots vs. e-vote, and Section IV regarding removal of officers.		
Next Meeting		Face-to-face: September 28, 2008 at 5:00 p.m. (evening before the start of the NRRCC convention).		
Meeting adjourned.		Meeting was adjourned at 10:05 a.m.	A motion was made by Ken Lampro and seconded by Deb Hendrickson to adjourn the BOD Meeting.  Vote was called and carried: 7 ayes 0 nays	

Respectfully submitted by,

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