

WSRC BOD Meeting Minutes

March 12, 2009

Teleconference



BOD Members Attending:

Dave Cooksey (President), Greg Spindler (President-Elect), Ken Lampro (Vice President), Marshall Dunning III (Secretary), Herb Laib (Treasurer), Bill Pupanek (Parliamentarian/Delegate), Deb Hendrickson (Parliamentarian/Delegate), Terry Miller and Theresa Meinen (Membership Co-Chairs), Thomas Heffron (District V), Mary McDermott (Public Relations Co-Chair), Anne Flaten (Nominating Chair), Mary Bandler (Education Chair), Bob Milisch (Bylaws/Judicial Chair and Disaster Response and Preparedness Chair)

Guests:

Topic/Goal	Presenter		Recommendation/Action	Person Responsible
Call to Order	Cooksey	David Cooksey called the Meeting to order at 8:05 a.m. Quorum present		
Introductions	Cooksey			
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"> No report submitted <p>Dave Cooksey provided a brief summary of his activities since the last BOD meeting. He has been sending out reminders regarding membership renewal and registration for the upcoming NRRCC.</p> <p><i>Old Business:</i></p> <p>Approval of BOD Meeting minutes of 01//22/2009.</p>	<p>Motion was made by Ken Lampro and seconded by Bill Pupanek to approve the January 22, 2009 WSRC BOD Meeting minutes. No discussion.</p> <p>Vote was called and carried: 7 ayes 0 nays</p>	
President-Elect	Spindler	<ul style="list-style-type: none"> Report submitted <p>Greg Spindler provided a brief synopsis of his report.</p>		
Vice President	Lampro	<ul style="list-style-type: none"> No report submitted <p>Ken Lampro had no activities to report at this time, however he will be</p>		

		providing some information under agenda item #19: NRRCC.		
Secretary	Dunning III	<ul style="list-style-type: none"> • Report submitted <p>Marshall Dunning indicated that he had no additional information to add to his report.</p>		
Treasurer	Laib	<ul style="list-style-type: none"> • Reports submitted <p>Herb Laib briefly discussed the WSRC assets, i.e., checking account balance and investment funds. He also provided an overview of the reports; FY 3rd Qtr Dec 08-Feb 09, and FY 2008-09 Operating Budget.</p> <p>Herb indicated that the 3rd Qtr. Expenses exceeded income by approximately \$2,700.00 and the YTD expenses have exceeded income by about \$6,000.00. Additionally, the cost of e-voting is about \$400.00 more than the budgeted amount.</p>	<p>Herb made a recommendation to decrease the mileage reimbursement that had been approved at 45[¢]/mile for two (2) reasons; 1) the downturn in the economy, and 2) gas prices have come down from about \$3-4 per gallon, when the Board previously approved the increase, to about \$2 per gallon currently. Deb Hendrickson made a motion to decrease the mileage reimbursement from the current 45[¢]/mile to 35[¢]/mile. The motion was seconded by Dave Cooksey. Discussion followed. Greg Spindler questioned whether</p>	

		<p>Herb questioned whether or not the renewal fee had been paid for the WSRC post office box.</p> <p>A question was raised regarding the dollar amount of the WSRC donations to the AARC international fellowship fund and the disaster relief fund.</p>	<p>or not this could be voted on at this Meeting or at the ‘annual meeting’. Bob Milisch confirmed that this should be taken up at the ‘annual’ meeting. Deb withdrew her motion.</p>	<p>Dave Cooksey indicated that he would follow up with the post office regarding our box.</p> <p>Herb stated that he would look back at the budgeted amounts and respond later.</p>
<p>Delegate/ Delegate-Elect</p>	<p>Pupanek/ Hendrickson</p>	<ul style="list-style-type: none"> • Report submitted <p>Bill Pupanek briefly highlighted his report. He indicated that due to some logistical reasons, the RT student (Becky Brown) who was originally going to attend the AARC HOD meeting was unable to attend. Her plane ticket was transferred so she could attend the PACT day in Washington DC instead.</p> <p>Bill brought up the revisions of the WSRC Bylaws and the need to get this done as soon as possible.</p>	<p>Bill suggested that we put a link on the WSRC website so that members could see the revisions and vote on them. Discussion followed that the revised Bylaws would have to be put on the website 60 days prior to voting.</p>	<p>Dave Cooksey asked that Bill put something together regarding revisions of the current WSRC Bylaws and pass along to him. Dave said</p>

		<p>Bill discussed briefly the Centers for Medicare & Medicaid Services (CMS) protocol usage document (Standing Orders in Hospitals) dated 10/24/2008.</p>		<p>he would than send to the AARC for voting purposes.</p>
PACT	Milisch	<ul style="list-style-type: none"> • Report submitted <p>The Political Advocacy Contact Team (PACT), made up of Bob Milisch, Dave Cooksey, and Becky Brown (RT student) travelled to Washington DC and met with representatives on “The Hill”. They met with Ron Kind and James Sensenbrenner. They also met with Sarah Steines, Joy McGlaun, Kate Spaziani, Matt Hoffmann, Amy Bos, and Elizabeth Lee, aides to the Senators and Representatives. All but four (4) States were on “The Hill” during PACT day. The American Thoracic Society (ATS) and the American College of Chest Physicians (ACCP) were also present. Apparently more than 10,000 letters were sent to the state Senators and Representatives asking for support of S 343 and HR 1077</p>		

		Bob suggested that in the future, the WSRC BOD consider sending an RT student to both the AARC HOD meeting as well as to Capital Hill.		
District I	Raine	<ul style="list-style-type: none"> No report submitted <p>Not on conference call.</p>		
District II	Schroeder	<ul style="list-style-type: none"> No report submitted <p>Not on conference call.</p>		
District III	Summers	<ul style="list-style-type: none"> No report submitted <p>Not on conference call.</p>		
District IV	Mazurczak	<ul style="list-style-type: none"> No report submitted <p>Not on conference call.</p>		
District V	Heffron	<ul style="list-style-type: none"> No report submitted <p>Tom Heffron gave a brief overview on the District V conference; “Pulmonary Hypertension”. He indicated that only about 50% of those registered attended</p>		

		the conference.		
District VI	Ducharme	<ul style="list-style-type: none"> No report submitted <p>Not on conference call.</p>		
Budget & Audit	Spindler/ Laib	<ul style="list-style-type: none"> No report submitted <p>No activities to report at this time.</p>		
Bylaws & Judicial Chair	Milisch	<ul style="list-style-type: none"> No report submitted 		
NRRCC	Spindler/ Lampro	<p>Greg Spindler provided a brief update on the Conference to be held at the Kalahari in Wisconsin Dells, April 27-29, 2009. Currently there have been 60 online registrations and 6-8 exhibitor booths registered. Greg indicated that he has received additional inquiries from vendors and is directing them to the WSRC website for further information. He also indicated that the WSRC BOD members and committee chairs have free registration. Greg said that when a BOD member is completing the online registration they should complete the requested information, marking the 3-day</p>		

		<p>member registration at \$200.00, but leave the payment information screen blank. Continue the registration process to include submission. At that point there will be a record of the BOD members and committee chairs that will allow 'free' registration.</p> <p>Greg said that he had been approached about a 'single-day' registration fee for RT students in addition to the 3-day registration fee (\$90.00).</p> <p>Barb O'Leary will coordinate personnel to staff the WSRC booth. She is asking for BOD members to sign up. Barb also has found two (2) sponsors, Home Care Medical and Snore No More CPAP Store, for the RT practitioner and RT student of the Year Awards. The awards will include a plaque and \$100.00 each. Nominations will close on April 16, 2009.</p> <p>Ken Lampro extended a personal thank you to all of those individuals who are helping to put together the Conference, specifically thanking individuals, e.g., Anne Flaten, Kitty Mead, and Lynn Lenz.</p>		<p>Greg said he would look into putting together a single-day student registration fee.</p>
Education	Bandler			

		<ul style="list-style-type: none"> • Report submitted <p>Mary Bandler briefly highlighted her report. So far, there is only one (1) poster submitted. The awards are \$500.00 each for a RT practitioner and an RT student best poster. The deadline for submission is April 1, 2009.</p>		Mary indicated that she will follow up with an e-mail to the various RT programs reminding them of the poster contest.
Membership	Miller/ Meinen	<ul style="list-style-type: none"> • No report submitted <p>Theresa Meinen discussed Membership activities to-date; she has appointed some committee members to help out, she is also working with Kitty Mead to put more information on the WSRC website, and she and Terry are continuing to update the membership information.</p>		
Nominations and Elections	Flaten	<ul style="list-style-type: none"> • No report submitted <p>Anne Flaten provided a brief update on the elections. So far 45 votes have been cast, which represents about 6% of those eligible to vote. Apparently, last year only about 100 votes were received.</p>		Dave stated that he would send out a reminder, via the AARC, to vote.
Home Care	O'Leary/			

	Zurawski	<ul style="list-style-type: none"> No report submitted <p>Although not on the conference call, Barb O’Leary had previously sent an e-mail to Dave updating the activities that she and Jeanne Zurawski have accomplished. Barb indicated that they are both interested in serving on the Board next year. She went on further to state that she had sent a plaque to Pat Lee, who retired in December, 2008, at the AARC on behalf of the WSRC thanking her for all of the help she has provided to us.</p> <p>Barb also said she will take care of the plaques for the RT and student of the Year Awards as well as the outgoing President.</p>		
Legislative Chair	Grennier	<ul style="list-style-type: none"> No report submitted <p>Not on conference call.</p>		
Public Relations Web Page	McDermott/ Horkan	<ul style="list-style-type: none"> No report submitted <p>Although Mary McDermott was on the conference call she had to leave and was not available to give a report.</p>		
Disaster	Milisch			

<p>Response and Preparedness</p>		<ul style="list-style-type: none"> • Report submitted <p>Bob Milisch briefly highlighted the report; <i>State Expert Panel on Ventilator Surge Capacity Summary Report</i> <i>At-table Exercise for the Wisconsin Surge Capacity Plan:</i></p> <p><u>“Wisconsin Surge Capacity Plan Strengths</u> Plan succeeded in increasing the number of ventilators in the state to a number that is projected to be sufficient for surge or catastrophic incidents. The plan succeeded in training more than 1,000 therapists throughout the state and all seven Wisconsin Technical College System Respiratory Therapist programs have included the training in their curricula. Oxygen conservation strategies have been developed and distributed to hospitals. The plan and at-table exercise have heightened awareness of all aspects of ventilator-related disaster preparedness.</p> <p><u>Wisconsin Surge Capacity Plan Weaknesses</u> The plan cannot assure implementation of all recommendations. The plan does</p>		
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		<p>not address the integration of this plan within hospitals' existing plans. The plan has not addressed the issue of individual departments developing their surge plans.</p> <p><u>State Expert Panel Recommendations for individual Respiratory Care Departments</u></p> <p>Develop a departmental surge capacity plan (template to be provided by the State Expert Panel). Educate staff on precautions and protections for staff and staff duty to care. Assure continuing competency and retraining on WSCP ventilators. Train staff on approved ventilator triage protocols or assist in the approval of ventilator triage protocols. Train staff on O2 conservation strategies. Contact WiTrac facility administrator and ask to be signed up as a WiTrac user. That hospitals make sure that the RT department's plan is incorporated into the over-all facility plan and that hospital emergency preparedness committees should have an RT representative.”</p>		
New Business				

		<p>Greg Spindler asked about the disbursement of the \$1,000.00 student scholarships (a total of \$7,000.00) budgeted for the RT programs at the seven (7) technical colleges in the State. He was wondering if the scholarships will be presented at the NRRCC.</p> <p>Deb Hendrickson opened up discussion regarding placing the past President of the WSRC on the BOD, following completion of their term, with full voting rights. Apparently this has been done on other State BODs. This would change the current term of office from two (2) years to three (3) years, i.e., 1 year as President-elect and 1 year as President (current), to an additional year as Past-president with voting privileges on the BOD.</p> <p>Bill Pupanek introduced the idea of a WSRC BOB Retreat. This retreat would be aimed at the new incoming members to the BOD. The retreat would provide an opportunity for</p>	<p>It was a general consensus by the BOD that the scholarship monies be presented at the NRRCC conference in April to a representative of each of the technical colleges.</p> <p>There was a recommendation made by Deb Hendrickson of having the past President of the WSRC continue on the BOD as a voting member for another year. The general consensus of the BOD is favorable, however this would necessitate changes to the Bylaws and description of the duties and responsibilities of the President, including term of office. Any change would not affect the current elections or term of office.</p> <p>Bill made a recommendation about having a WSRC BOD Retreat.</p>	<p>Mary Bandler volunteered to contact each of the schools, although she suggested that Dave Cooksey, as President of the WSRC, draft a letter regarding presentation of the scholarship. Dave indicated that he would draft a letter and forward to Mary so she can send out indentifying her as the contact person.</p> <p>Bill indicated that he would seek input from other state delegates as to the make-up of their Boards, particularly in reference to the past President.</p>
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		<p>newly elected BOD members to mingle with and discuss their duties and responsibilities with the more 'seasoned' outgoing members. Bill asked for feedback and suggestions as to the format of this retreat. The general consensus from the BOD was favorable.</p> <p>Deb Hendrickson provided an update on the State Sputum Bowl competition.</p>		
Next Meeting		<p>April 26, 2009 from 5:30 to 7:00 p.m. at the NRRCC convention site, Kalahari Resort, Wisconsin Dells.</p>		
Meeting adjourned.		<p>Meeting was adjourned at 9:30 a.m.</p>	<p>Motion was made to adjourn by Marshall Dunning and seconded by Ken Lampro.</p> <p>Vote was called and carried: 7 ayes 0 nays</p>	

Respectfully submitted by,

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