

North Dakota Society for Respiratory Care

Wednesday, January 31st | 3:30 p.m. CST

NDSRC 2024 January BOD & Committees Meeting

I. Call to Order 1531 by Megan

II. Roll Call

a. BOD Members Present:

- i. Megan Schneider, President ✓
- ii. Mike Wahl, President-Elect ✓
- iii. Kassy Gerhls, Treasurer ✓
- iv. Chris Sperle, Sr. Delegate ✓
- v. Jessica Arndt, Jr. Delegate ✓
- vi. Lisa Sandaker, Secretary ✓
- vii. Genevieve Vavrus, UMary RT Student Representative (non-voting member) ✓
- viii. Katelyn Rumschlag, NDSU RT Student Representative (non-voting member) ✓

b. Committee Members Present: none in attendance

c. Absent:

- i. Jana Becker – 2024 NDSRC Conference Committee
- ii. Lori Shoman – Bylaws
- iii. Shari Hanson – Nominations/Elections; Program and Education; Membership
- iv. Erin Haustveit - Publications

III. Approval of Minutes from last BOD Meeting (8.3.2023, see email attachment)

- a. Motion from Chris Sperle to approve
- b. Second from Kassy Gehrls

Committees Meeting:

IV. Committee Reports

Standing Committee:

- a. Nominations/Elections – Shari Hanson, Committee Chair – no report
- b. Program and Education – Shari Hanson, Committee Chair – no report
- c. Bylaws – Lori Shoman, Committee Chair – no report; Bylaws were approved
- d. Publications – Erin Haustveit
 - i. No report to give. Megan is working on getting access from Shari to the Wix website editor. Megan has emailed Shari for the updated password. As mentioned at our previous Board meeting, Erin Haustveit was named the new Publications Chair (Webmaster). Once Erin has access, we will ensure that all web pages are updated per AARC requirements.
- e. Membership – Shari Hanson, Committee Chair

- i. Shari continues to email renewal reminders to those who have lapsed in their AARC memberships. She has been trying to think of ways to boost membership. She did include a link on our website; we could also put it on our Facebook page to encourage people to become AARC members.
- ii. Discussion if we know what our membership numbers are for ND. Shari not in attendance, will follow up.

f. Budget/Audit (Treasurer’s Report) – Kassy Gerhls, Committee Chair

- i. Payment for convention speakers – has there been a decision on amount? Megan will reach out to Shari to finalize and cc Kassy on the email.

ii. NDSRC Treasurer’s Report 2023-2024

Assets as of Jan 30th, 2024:

CD Maturity/Renewal Date: Feb. 17 th , 2024	\$17,067.43	(0.05%) YTD \$0.72
(pd monthly and at maturity)		
Savings:	\$14,441.71	(0.01%) YTD \$0.59
Checking Account Balance:	<u>\$24,657.23</u>	
Total	\$56,166.37	

Commented [G1]: 2023: \$8.53

Commented [G2]: 2023: \$4.96

YTD NDSRC Budget: July 1, 2023 – June 30, 2024

Income	Budget	YTD
AARC	2,021.50	1389.00
Spring Convention	22,453.00	1941.47
Interest	10.00	9.19
Total Income	Budget	YTD
	24,484.50	3,339.66
Expenses	Budget	YTD
AARC Leadership Conf	1500.00	0.00
AARC PACT Conf	0.00	0.00
Spring Convention	12,000.00	7,768.67
Audit	1,375.00	1,450.00
Bank Charges	0.00	0.00
Surety Bond	400.00	400.00
Board Meetings	0.00	0.00
Communication (Website)	400.00	0.00
Delegates	4,253.00	3022.33
Donations (if net worth > 25,000 may donate up to \$500)	55.00	0.00
Legislative Representative	3,000.00	0.00
Medical Director	101.50	0.00

Commented [G3]: Convention check cashed in following fiscal year. Finances will be inflated due to this reason.

Commented [G4]: Received \$200 check from Wheeler Wolf due to overpayment

Membership Committee	0.00	0.00
Miscellaneous	200.00	0.00
Morris Opp Scholarship	750.00	0.00
Postage & Mailing	200.00	6.60
Professional reimbursement	250.00	0.00
Total Expenses	Budget	YTD
	24,484.50	\$12,647.60

- g. Scholarship – Erin Dionne, Committee Chair – no longer in this role. Erin has unfortunately passed away. A new chairperson will need to be appointed or determine if the position is required.

Ad Hoc Committees:

- h. Public Relations – Un-Chaired
- i. Legislation – Megan Schneider
 - a. Not in session and no report. The next ND legislative session will begin in January 2025.
- j. Sputum Bowl - Un-Chaired
- k. NDSRC 2024 Annual Conference Update & Planning – April 17th and 18th at Alerus Center in Grand Forks.

V. Joint Business – BOD & Committee Members

- a. NDSRC 2024 Annual Conference Update and Planning – Shari Hanson, Chair
 - i. The dates are April 17 and 18 in Grand Forks at the Alerus Center.
 - ii. The committee is finalizing the speaker lineup and will get the conference schedule posted on the website. The committee will also be sending out “Save the Date” information with the tentative schedule in the next couple of weeks.
 - iii. AARC Past President Sheri Tooley will be the featured guest speaker this year.

BOD Meeting:

VI. Old Business

- a. Microsoft Office Account – lack of a central location when handing off. There are several forms of documents (computer, binders, individual accounts)
 - i. Review pricing
 - ii. Discussion: Pricing would be per user, could SharePoint be an option, anticipate users to be Board Members and Committee Members. What information could be housed on the Webpage. Post on President’s AARC Connect page to see what other states are doing.
 - iii. Will table until more information can be gathered.
 - iv. BOD Vote – on hold
- b. Five-Year Bylaws Review Update – have been accepted, will share more in Delegate’s report

- c. ASCLS-ND Meeting in Bismarck 2025 – will continue as old business as discussion continues and more information is gathered.
- d. ND HOSA Event Participation Update
 - i. 2024 North Dakota HOSA State Leadership Conference
 - 1. March 24-26, 2024, Radisson Hotel, Bismarck, ND
 - 2. HOSA – <https://hosa.org/what-is-hosa/>
 - 3. NDSRC should have representation. AARC is a sponsor. AARC would like the NDSRC to work towards being an affiliate through the AARC.
 - 4. Megan will connect Brandy from HOSA with Mike and Jessica to determine attending the March conference.

VII. New Business

- a. Venmo Account
 - i. Currently have an established PayPal account. Currently are running through Wix between PayPal and bank. Can't see those from whom the payment is coming. Could we remove Wix and have PayPal go directly to our bank account?
 - ii. Review the process, and discuss any potential fees
 - iii. BOD Vote – on hold for more research
- b. Scholarship Chair and Process
 - i. Need of a new chair, would like to have a simpler process for students to apply. Potential for adding to our website.
 - ii. Chris will reach out to Julie Nuss.
- c. New Bank Options
 - i. Options – Gate City Bank across the board in ND, do a DocuSign to trade off account holder with change of position. Would close current account move to Gate City and re-establish.
 - ii. BOD Vote –
 - 1. Motion by Chris; Seconded by Kassy
 - 2. All in favor and so moved by Megan
 - 3. Additional discussion on how to transition to a new bank. Megan will connect with Erin to get it switched over as soon as able.
- d. Secretary Laptop and Binder – is this still needed?
 - i. Discussion about moving items to electronic. Once the process is established, will move to electronic.
- e. New Logo
 - i. Megan shared options for a new logo created by Erin.
 - ii. Will send out options in a poll to vote.
 - iii. Would like to utilize this new logo in marketing products that could be purchased
- f. BOD Discussion: Potential Conflict of Interest – Megan Schneider serving as both the NDSRC's Legislative Chair and the President of the Bismarck Tobacco Free Coalition.

- i. Discussion and no conflict determined.

VIII. Delegates Report – Chris Sperle and Jessica Arndt

- a. Bylaws and Resolutions passed
 - i. The North Dakota Bylaws were accepted.
 - ii. As per the direction of the ND Board, ND voted in favor of all resolutions
 - iii. 6 resolutions passed
 - iv. 2 resolutions did not pass
- b. Membership up
 - i. New record!!! – Over 41,018 members
 - ii. Retention rate is up to 88%
 - iii. Exceeded registration goals for the Congress
- c. Updated logos – AARC website has a new look
- d. Full report:



IX. Adjourn

- a. Motion to adjourn by Jessica Arndt
- b. Second by Chris Sperle
- c. Meeting adjourned

Respectfully submitted,
Lisa Sandaker, RRT
NDSRC Secretary

Approved as read: 3.27.2024
(Date)

Lisa Sandaker, RRT
Secretary

Megan J.

President