

**AzSRC Board of Directors Meeting  
Thursday, August 28, 2008  
Phoenix, AZ**

**MINUTES**

**I. Call to Order:**

**A.** Meeting was called to order at 5:30 p.m., August 28, 2008.

**B.** Members present:

1. President: Chuck Ramirez BA, RRT
2. Past-President: Ron Evans RRT
3. President-Elect: Bill Sayers RRT
4. Vice President: Jeanette Keiffer RRT
5. Treasurer: Shannon Miranda BS, RRT
6. Secretary: Donna Pachek BS, RRT
7. Director: Michelle Williams RRT
8. Director: Kathy Rineer MBA, RRT
9. Director: Cheryl Hamilton MS, RRT
10. Director: Edward Hoskins M.Ed., RRT
11. Delegate: Marie Fenske Ed.D., RRT
12. Delegate: Ed Thomas MA, RRT

**C.** Members Absent:

**D.** Guests Present:

1. Lauri Mast RRT
2. Tony Rodela RRT
3. Becky Siefkert RRT
4. Amy Bardin RRT

**II. Past Minutes:**

Review of minutes by board members.

**A motion was made by Ron Evans to accept past minutes, seconded by Edward Hoskins, Motion passed.**

**III. President's Report:**

**Report by Chuck Ramirez.**

**A.** Conference update: This meeting is held at the conclusion of conference.

Approximately 230 attendees. 200 registered on web site.

52 participated in golf tournament, 53 vendors participated.

Discussion/Suggestions ensued:

Amy – include electricity in booth charge

- have an vendor option for a booth with or without electricity
- she reviewed other society's booth charges and the charge for this conference was within reason

Ron - make electricity available in one row

- need to increase conference attendance so

- vendors feel that participating is more worthwhile
- have vendors register on web in the future
- he inquired if there is a refund policy
- Cheryl - Yes, a reversal of funds is established
- Laura – she suggested that this reversal of funds be posted on the web-site
- Edward – stated that the vendors that he spoke with were very pleased with the volume of traffic at their booths
  - may consider selling the corners or giving the vendors the option of sharing a booth
- Ed – post the conference agenda be earlier
  - post it with “estimated CEU’s or applied CEU’s”
  - Tucson Trauma conference is also held at the same time of the year. This competes for limited registration funds.
- Chuck – to increase continuity we need a person to co-chair with Amy for 2010
  - need to prepare – speakers/ registration/vendors
  - might consider a military recognition
  - we need more participation from the Tucson
    - get recommendations from  
Alice Hinton/Tammy Redasky
    - sponsor a bus?
    - smaller conference held throughout the state? Flagstaff – contact person?
  - vendors were pleased with - survival pack  
thank-you gestures  
best booth –  
promoted competition
  - need to improve flow between am & pm  
lectures – add breakout sessions

**B. Bill Cohagen** – The Board reviewed email concerns regarding Bill Cohagen.

**IV. Treasurer’s Report:(handout)**

**Shannon Miranda presented report.**

Shannon presented a statement comparing \$ budgeted vs. actual. The AzSRC has a net income of approximately \$23,000.00.

She reminded the group that we utilize two different banks: Wells Fargo & Bank of America. The Bank of America is offering a better rate for five-year money market accounts. It was mentioned that it would be easier to have all of the accounts at one facility.

Discussion ensued.

Shannon suggested that the AzSRC needs a laptop with Quick Book software to assist in the transition from one elected treasurer to the next.

**Ron Evans motioned that the money market account at Wells Fargo be closed and moved to Bank of America. Edward Hoskins seconded.**

No discussion. **Motion Passed.**

**V. Delegate Report: (handout)**

**Report by Marie Fenske/Ed Thomas**

Marie shared that the July 2008 HOD meeting in Phoenix was a success. The AARC will now be sharing email addresses of members to the state affiliates. The HOD needs a committee to identify/review all voted changes in AARC bylaws. It was also strongly suggested that we send a representative to the President's meeting.

**V. Report on Committee Activities:**

**A. 1. PACT Committee:**

N/A

**2. Membership Committee:**

**Report by Lauri Mast.**

One hundred people did not renew.

AARC has announced a Clinical Ladder program that may enhance membership.

**3. Education/Scholarships Committee:**

**Report by Jeanette Kieffer.**

Four scholarships checks were presented at the conference. This is funded through the Arizona Society for Respiratory Care Foundation.

**4. Annual Seminar Committee:**

**Report by Jeanette Kieffer.**

**We have just concluded the annual conference. The committee will now need to rebuild and expand our efforts. It will be held at the Arizona Grand Resort again next year.**

**B. 1. Publications/Marketing Committee:**

**Report by Michelle Williams.**

The Airways newsletter is web based now. She requested that board members

communicate with other society members to send in additional articles for publication. Primary articles would include a President's message to include a vision/goals for 2008, a RT department feature, seminar information and award nominations for department/practitioner/educator of the year. The deadline for the fall publication is the 2<sup>nd</sup> week in September.

**2. Web Report:**

**Report by Chuck Ramirez.**

Save the same date for the 2009 conference and advertise this on the web site. Advertise other conferences: i.e. Sleep Conference.

**C. 1. Legislative Update**

**Report by Chuck Ramirez.**

N/A

**VI. Old Business:**

**1. Hall of Fame/Life Time Achievement: (handout)**

**Report by Ed Thomas.**

A proposal was discussed with would allow a process in which a RCP that has lived or is currently living in Arizona to be recognized for outstanding achievement or honorable mention. This process would be available on the Web site.

**Kathy Rineer motioned that we accept Ed's proposal and to continue this process. Cheryl Hamilton seconded this motion. No further discussion.**

**Motion Passed.**

**VII. New Business:**

**Report by Chuck Ramirez.**

**1. Board positions:**

One position to be filled has a one-year commitment. Kathy Rineer agreed to fill this vacancy.

**2. 2009 Budget:**

Shannon, Bill & Chuck will complete this and have it available for the December 2008 meeting.

**3. Liability Insurance:**

AzSRC has this coverage. We will review this in 2009.

#### **4. Sputum Bowl:**

Becky Siefkert informed the group that her Sputum Bowl team was the only professional team to register for the professional competition. The Sputum Bowl committee had informed her that since there was not an actual competition, the AzSRC would not sponsor a professional team to the AARC conference. She asked permission for her team to represent the state in the AARC conference without cost to the AzSRC.

Discussion ensued.

**Ron Evans motioned that to have this group represent Arizona at the AARC conference. Kathy Rineer seconded.**

Discussion took place – identify the financial responsibility of sending the group  
· promote a process to not allow this situation to occur  
again.

**Kathy Rineer motioned that the AzSRC pay the conference fee and housing for this group of people to represent the state of Arizona at the AARC conference. Ron Evans seconded.**

**Motion passed.**

5. An article: Importance of Anticholinergics for the Control of COPD symptoms is available on the web. Our Medical Director will review it.

**6. Conclusion of electronic motion: Jeanette Kieffer motioned to sell the AzSRC booth at the conference. Kathy Rineer seconded. No discussion. Motion Passed.**

7. Potential opportunity – one-day conference with Jesse Tafoya RRT – tabled.

8. Date for final meeting of 2008 – tabled due scheduling conflicts.

#### **VIII. Adjournment**

The meeting was adjourned at 8:15 pm. The date for the next meeting has not been determined at this time.