

## **Oregon Society for Respiratory Care Board of Directors Meeting**

Agenda  
March 4, 2005  
0900 AM  
Stayton, Oregon  
Silver Creek Falls Conference Center

Present: Paula Butcher, Craig Van De Walker, Cheryl Vial, Linda Tier, Nancy Lapka, Patricia Stanley, Tim Hutchison, Jennifer Walker, Patrick Pangburn, Chuck McGhee, Chris Sorenson, Dan Coons.

Absent: Norm Kerr, Janet Holloway, Sandra Richey-Wallace, Susan Pfanner, Jim O'Brien, Jason Childers, Marilyn Barclay, Joe Dwan, Cathy Melero

Call to Order: Call to order at 0915 by President Trish Stanley

Establish a Quorum: A quorum was established

Approve agenda: Moved and seconded to pass the agenda. MOTION PASSED

Approval of minutes for 2/4/2005: Moved and seconded to approve the minutes from the February 4<sup>th</sup>, 2005 Board of Directors Meeting as corrected. MOTION PASSED

Added to the calendar: The June 1<sup>st</sup> tax deadline

Treasures Report: Dan Coons:

Status on bank change: A new bank account has not been opened yet. Thinking about US bank or Washington Mutual. This needs to be done by April 1, 2005. The account is fully balanced as of the end of January. The account is positive \$ 3,402. There were higher than expected expenses from the conference and the treasurer. We are now getting 12 dollars per member of the AARC instead of the original 10 dollars. We currently have 98 members.

Budget: Moved and seconded to approve the 2005 budget. MOTION PASSED

Annual report: Being compiled now. It will be completed by mid April. The annual report will also include the final conference report

Quarterly Report: Due to the AARC in April for the last three months.

Policy for budget overages: Norm

Taxes: We are yet to hear back from the IRS. Back taxes were filed in early December of 2004. The IRS sent us a letter last week informing us that we had not filed for 2003, which is not true as 2003 was included in the Dec mailing.

Policy for mileage reimbursement: Trish/Norm: The revised requests were handed out. The mileage was changed to 40.5 cents per mile. The revenue stream is separate from the conference this year. It is on the back of the reimbursement sheet. Discussed how we do not pay mileage for the annual conference. Discussed if we are in need of a policy manual. It was noted later when Pat arrived that we currently have one but it needs to be updated.

Every chair is to review a portion of the manual. We would like to have this in place by next meeting. Do we still need a template from Trish? .

Final conference report: 270 people attended the conference, 1 vendor still to pay. The hotel bill was \$18,000. This was under budget. We still may get Glaxo to pay. There have been inquiries from vendors about getting information about the conference. Discussion about how this is a good year to promote the new venue. In the Presidents message for Breath Sounds, she will promote the new venue. Discussion about what is the policy for new reps/vendors. There were many good comments about conference this year. APT credits will not be offered next year, as they were not utilized this year. Looking for new speakers. Possible speakers on: Pediatric cardiac anomalies or hemodynamics.

Vice Presidents report: Nancy Lapka

Conference comments/suggestions/report: Discussion about raising the conference registration fees. It was decided that we would not raise registration fees this year but will revisit it after next year's conference.

Sputum bowl change/remain the same: Discussion about if we need to send the winning team to nationals. OIT would like to have a team. Possibly both of the colleges to have a sputum bowl team each year. The competition needs to be more competitive so people stay to watch. Discussed if we should give the money to the winning individuals and make stipulations about what the money can be used for. Last years sputum bowl winners want to give winnings to a fellow student. Moved and seconded to allow funds from 2005 winning sputum bowl go to Durati, only for this year, at the request of the 2005 sputum bowl winning team. MOTION PASSED The winning team may use the money for a scholarship or whatever they want to do with it, approved by BOD. Encourage 3 student teams and one team of BOD/Hospital team. Charged education chair with finding teams to participate. Will continue to have sputum bowl at this time.

Delegates report: Linda Tier/Patrick Pangburn: AARC HOD Next meeting is July 7<sup>th</sup> in Orlando.

Northeast report: Tim Hutchison: Adventist is evaluating new ABG analyzers. Plan is to purchase 2 this year. The electronic medical records are going great. Legacy is scheduled to open the new Legacy is scheduled to open the new Salmon Creek facility August 15<sup>th</sup> in Vancouver Washington. They are hiring 15 .8 FTE's. The hospital will provide 15 bed level 3 NICU and 16 bed adult critical care unit. The new hospital will have the first CPOE-Computerized Physician Order entry. The facility is expected to be totally paperless. Emanuel has purchased 2 Volumetric Diffusive Respirators specifically for the burn unit. Expect it to be up and running by the end of March. All transport ventilation, peds and adults, have been switched to the Pulmonetics LTV 1000. Sandra Richey-Wallace is the new Pediatric Practice and Education Coordinator for OHSU. The ventilator management protocol is in its final draft and being sent for approval.

Northwest report: Jim O'Brien: No report

Central report: Cathy Melero/Chuck McGhee: Sacred heart: The Avia ventilator in services are being done in the NICU. The Rapid Response team is being built. It is very busy and with not enough staff.

Southern report: Chris Sorenson: Lake District hospital has a 2 person staff with only one staff member currently working. Has hired someone to fill the position. RSV is keeping the hospital busy. Merle West Medical Center has the OIT students doing their rotation through the hospital. The hospital will be expanding to have all rooms private but will maintain the same 107 rooms. Rogue Valley Medical Center has continued to have a problem with staffing. Diverting patients to Providence Medford. The new ER has opened and the new wing is still scheduled for the fall. Three Rives Community Hospital has had all beds occupied for the past month and are continuing to divert. Expansion of 25 beds will start this spring with completion the following spring. Still recruiting a Regional Director for Asante. One candidate is from Bend and several from out of state.

Eastern report: Norm Kerr no report

Public Awareness report: Jason Childers

Bylaws: President is charging Linda with providing the job description for the position of the bylaws chair.

Membership: Paula Butcher: All but 1 voucher used. Cheryl took the last one for a member of her staff. There is \$3750 dollars put out for these. The postcards are done but need labels. The AARC will no longer send mailing labels. These need to be made and sent to Randy.

Web Page: Sandra Richey-Wallace: Going along well. She still will be doing this even with her new job. Pat is charged with talking to Sandra about an e-mail/ mailing list of all BOD members. Discussion about power points on the web page, are we planning to do this? They are on the OHSU dept laptop. Pat is charged in getting this information to Sandra.

Alternate site committee report: Cheryl Vial/Susan Pfanner: Engaged this week in e-mail campaign through work sites to support PACT visit to D.C. next week. The goal this year is to update the Alternate site database. Would like to see it online rather than a hard copy.

Education committee: Janet Holloway/Randy Cox

Scholarship plan: There needs to be a job description made for the scholarship chair. What are we doing with the money from the chili cook-off?

Publications: Randy Cox

Breathe sounds: Assignments for next issue

Breath Sounds DEADLINE March 23,2005

**The following people are charges with submitting an article:**

**Dan coons: Financial Report**

**Trish Stanley: Letter from the President/sent**

**Nancy Lapka: 2006 Dates, 2007 Dates, and Conference Ad**

**Marie Keyes: Sputum bowl article/Questions**

**Chili cook off article**

**Marilyn: Election Calendar and call for nominations**

**Regional Reports: Pick one or two**

**Joe Dwan: (Norm Kerr) Update PACT report**

**Jason Childers: Practitioner of the Year Announcement and description of the Award. T-Shirt sales**

**Any other articles or editorials are always welcome.**

**Susan Pfanner: Information about ACPV**

**Calendar stuff: Trends (Denise from OHSU will submit)**

**E-mail Breath Sounds submissions to Randy Cox at [randyc@samhealth.org](mailto:randyc@samhealth.org)**

Management report: Who has been appointed? Craig has approached Pam from Emanuel. He is to give Pam a copy of the job description.

HLO report: Marilyn Barclay: Richard Larsen is the new chair. The liaison to the board is Marilyn. There may soon be the ability to pay for our license on-line. That is in the works. There were zero complaints to the licensing board this year. We are waiting for more licenses to go through and then we may see a decrease fees. There were a few problems with the December license renewals but it appears to be an isolated incident. The glitch in September has been cleared.

Pact Report: Joe Dwan/Norm Kerr: Doing now

Audit report: Norm Kerr: See attachment #2

Dan would like receipts placed with all reimbursement forms that are filled out and a copy made of any check mailed to Dan. Discussion about that if Microsoft money doesn't work, can we change to quicken.

**Budget:**

The budget process needs to be put in a policy and placed on a disk. Change the date for budget request to March 15th. Moved and seconded to accept audit committee requests with the exception of the date of the budget request. MOTION PASSED

**OLD BUSINESS:**

**Nominations:** Begin thinking about them

Dave Barton thank you: Marilyn. Will send a t-shirt and thank you to Dave for being on the HLO November meeting/Sheraton or Silver falls Conference Center: Discussion about if we should make it a one or two day meeting. The plan is to keep it a two-day meeting at Silver Falls. This would be cheaper. The Conference committee will go to the Sheraton to see the facility and the layout at a different date.

**NEW BUSINESS:**

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Proposed Budget for 2005-2006/done

OHSU trends conference: Discussion about OSRC being the sponsor of a hole. Plan to wait at this time and decide next meeting. We may use public relations money for this.

There were comments from members of the OSRC that the OSRC never does anything for us. There was a discussion about having more food options at the conference and better quality. Plan to give away prizes during the lectures.

Meeting adjourned at 1315