



LOUISIANA SOCIETY FOR RESPIRATORY CARE  
 Board of Directors Meeting minutes  
 November 16, 2018  
 Lafayette, Louisiana



<u>Attended: BOD</u>		<u>Guest:</u>	<u>Not Present: BOD</u>
Dennis Guillot	Kathleen Warner	Alton Hodges	Raymond Pisasi
John Zamjahn	Lindsay Michel		Deidre Kimble
Siobhan Sellers	Cheraine Agoff		Diana Merindo
David Asbury	Melissa Smith		Megan Richard
Shelia Guidry	Bonnie Grathouse		Blake Nolan
Brett Stafford	Jim Lanoha		Tim Cordes
Jillian Danzy	Quincy Futrell		Shantelle Graves
Jason Bruce	Jessica Adams		Doug McIntre
	Cheraine Agoff		

A. Call to Order @ 11:12am on 11/16/18

B. Quorum established 15 attendees

C. Presidents Report- Dennis Guillot- present

- a. We are going to promote our State meeting first, then we will promote National Convention.
- b. First order of business is to ratify e-vote appointment of Dennis Guillot to LSRC president motion Brett and second Jim. All in favor.
- c. Make part of the record that after the nomination period closed the process was that at least 10 members-active members- could support a nomination of individuals that did not meet the time frame. We have an email trail of that be part of the record.
- d. Last e-vote ratification we need is ratify e-vote discussion to approve final ballot. Motion that we ratify the final election ballot e-vote. (Brett and Jim second) All in favor.

D. Chapter Reports- Dennis Guillot- present

Dennis sent an email out to all chapter presidents on guidelines and pathways to assist Chapter presidents in their role. If you have any questions, please feel free to contact Dennis or David if you need any assistance. Introduction of all members present.

Dennis requested to meet with all the chapter presidents at 10:30am on January 11, 2019 before the next meeting. We can review the roles of chapter presidents and answer any questions.

- a. Chapter 1 – Lindsay Michelle- present
  1. No report
- b. Chapter 2 – Blake Nolan- not present
  1. No report

- c. Chapter 3 – David Asbury- present
  - 1. Setting up a raffle for fundraiser
- d. Chapter 4 -
  - 1. No report
- e. Chapter 5 – Megan Richard-not present
  - 1. No report
- f. Chapter 6 – Quincey Futrell- present
  - 1. No report
- g. Chapter 7 – Jessica Adams- present
  - 1. No report
- h. Chapter 8 – Cheraine Agoff -present
  - 1. No report
- i. Chapter 9 - Susan Bailey- present
  - 1. No report

E. Committee Reports:

- a. Education – Raymond Pisani- not present- Sheila reporting
  - 1. We are recruiting speakers for 2019 LSRC conference. Please let us know if you have a speaker(s).
  - 2. Discussion of evaluation that Dennis sent out to all RT's. Collected a good number of surveys.
- b. Program – Raymond Pisani- not present- Dennis reported
  - 1. Dennis sent out a proposed speaker list. As of right now – most of this work was done by Diana- Laurie Tinker is committed to 3:00pm time slot on Thursday. Diana and Dennis Wissing also said that they would speak in a backup role or be available in a backup role or be a main speaker. We have a speaker by the name of Heather Magrately(?). Duke said, he would sponsor Robert Toreo(?)
  - 2. David is working with a possible speaker. Dennis, we always have Terry Forrette if we need him and Robert Johnson from UAB with Duke. Dennis is working with Jackie Wilson and Alan Becknel to get a sleep doctor, which Ochsner will sponsor. Michael Hines to possible do something ECMO related. PAD from Texas State, Asaie Ira with Dennis Wissing. Monohahn will get Bill Gavin and someone from AARC. Also, Shelia stated that Raymond has someone from LOPA to speak. Raymond has this contact information. Dennis, this is an ongoing thing to promote LSRC. Every year we are looking for speakers. We need to plant the seed with any speakers that are good to possible speaking at our conference. Dr. Wissing had a speaker named Jeanie Donovan speak at a meeting about the fiscal budget, insured and state budget

crisis as suggested topics. Contact Dennis if you have someone who can speak on topics. Also, we want to see if they can sponsor themselves or maybe sponsored from the chapter. Typically this will be travel expenses, room stay.

3. Raymond and I talked briefly. We may look to have a program committee meeting, so you may get looped into that and asked to attend. I would like the speakers no later than January 15<sup>th</sup>. That means having the program speakers in place and have all of this kind of taken care of. Also, if I ask the poster boards the research and videos lets have that by the end of January so we could post this as early as possible. We could post it with the finalized program.

c. Poster Board – John Zamjahn- present

1. We want to continue what we did last year with electronic poster boards.
2. Abstract proposals submissions due early spring
3. Also, same committee members. Possible only 6 presentations.

d. Pelican Bowl – Dennis Guillot- present

1. We are going to run it the same as last year. The thing that I want to encourage is that because nationals will be in Louisiana. The plan is to sponsor more than one team. The champion will represent as the main team then we would look to submit one or two additional teams as renegade teams.
2. AARC will only host student sputum bowls at Nationals.

e. Pioneer Award and Award for Excellence – Sheila Guidry- present

1. Nominations are open for pioneer award. Only people who can nominate this award is past pioneer award winners or voting members of this board.
2. Award for Excellence, I have two nominations so far and deadlines is Dec. 15<sup>th</sup>.
3. Criteria for all the awards are listed on [www.LSRC.net](http://www.LSRC.net)

f. Exhibits- Raymond-not present- Sheila reporting

1. Contracts need approval for exhibitors by the board.. Jim stated that all you need to approve are your rates and volumes. How much are you going to charge? And if this changes, you can change that out. Dennis, those contract have not changed, single booth \$500, double booth \$800 and triple booth is \$1000. Dennis motion to accept vendor contract and second Lindsey and David. Any discussion / All in favor
2. Sheila, Please start recruiting exhibitors as soon as they visit your hospital.
3. Dennis, as soon as this hits the website, I will send out the vendors contract and corporate partners contracts are available on the website. Please push them there. Raymond will be the main contact. If you come up with ideas let me know as we can adjust them as we get closer.

4. Sheila reported that we signed the contract for conference at Embassy Suites as per the board's approval at the last meeting. Things that changed in our contract is that the room rates went up \$3.00. The registration block that they were holding us to of 275 rooms. They dropped this to 175 rooms, which is really good for us. Raymond wanted me to emphasize to you all to remember, please you must book your room through Embassy Suites for us to get credit for that room. If you book through Travelocity you may get it at \$10 dollars cheaper but we won't get credit. If we don't meet our room block, we could be charged for those rooms, so, it is very important that even exhibitors, speakers, and if you sponsor a speaker. We ask that you please book through Embassy Suites for your hotel stay at LSRC room rates, so that we get credit for those rooms.
5. The food increased by \$1000 dollars which is really no big deal as we spend more. They have been warning us for the last couple of years that they were going to be going up.
6. In regards to crawfish boil, Raymond talked to Sal. The same guy who boiled the crawfish last year. He wants Raymond to contact him in the beginning of 2019 to get with him again. Did anyone have any problems with the crawfish last year? As far as size and quality. We had a different group last year and we had to help serve the crawfish, which wasn't a big deal, but because of that we got a much better price. Does anyone have any complaints? Well Raymond can speak with Sal in the beginning of the year and see what they can work out.
7. Dennis, added important information about the room block is that you book by the closing date, because are going to give us a deadline date to book them by. We need to press upon this to everyone to book before the deadline so we get credit for those rooms.
8. Jim ask to make a note, He stated that one of the things they found out at Tri-state- when we started looking deeper into this whole room block thing. We did not have all the appropriate information about the room block in our vendor agreements. We have now changed Tri-states vendor agreements to include all that. I can't remember if that information on room blocks are listed in the contracts for vendors and corporate partners. Dennis, We will definitely make sure we add this information into the vendors contracts.

g. Survey- Dennis- present

1. At a previous meeting I was charged with making a survey. I attached a survey where general questions were asked. I will go through with you.
2. First, How long have you worked in the profession? The answer was that most people have been working in the field for about 13 to 20 years. We still are somewhat of an aging profession in this state.
3. Do you keep your membership active? 60 people of the 81 said yes, 21 people said, No. Some of the reasons that were submitted; I don't see were that organization has furthered the field or improved. Other reason, Place of employment does not require it. Dennis, Maybe we need to connect with our managers more to make it be part of the yearly evaluation to be a part of your

professional connections. Cost? Kids? AARC is going to an automatic renewal system, which will help to recoup those people who let their memberships lapse.

4. The third question was that the conference is held Wednesday, Thursday, and Friday after Easter Sunday every year. How likely would you attend the conference if the days remained the same. 40 likely, 26 neither likely or not likely and 15 not.
5. Follow up question to one above is if the conference was held on a Thursday, Friday or some other occurring week in April. Plus 6 from the previous question, so we recoup the 6 from the unlikely group.
6. How likely would you attend the annual conference in the future? 47 people said yes, I think there is still an interest.
7. If you have not attended in recent years, What would be the reason? Quality of speakers did not get hardly any points, location and CEU's others specifics on that.
8. If you have been attending in recent years, what is the most important aspect? Everyone pretty much listed earning CEU's. Again, Quality of speakers, which I think our speaker quality is there.
9. Other types of questions, I will highlight those. If you have any questions or concerns about the meeting in the future. Would you like to see other options besides crawfish, such as grilled burgers, bar-b-que brisket. I am just tired of crawfish only. Would like to see daily registration offered online. Presently its three days' pay online and onsite if you are going daily. More AARC updates.
10. Do you have any other concerns that will help us in the future specific to the conference. Would it be better offered on the weekend Friday, Saturday. Would like a better variety of topic speakers. Again, I am just highlighting those in that question.
11. Last question, Would you request any assistance from the Board of Directors. Stuff on staffing, Newsletter, More Communication. Dennis one of my questions is that we establish our newsletter via a PDF through social media. Staffing to me is a management issue, which we need to increase the involvement with managers. Is there any discussion or any questions? John, Do you know what the response rate was? It was not sent out, it was posted on FB. The link was posted when I sent out the election emails for the AARC elections and our elections. The link was added to the bottom. So if you chose to take the survey you did. We did ask to send it to the vendors. I didn't ask to identify whether they were a vendor or regular member. Only AARC members and vendors received survey.
12. John suggested, Why those who may have seen the survey chose not to respond. Disinterest? John, a couple of things that I want to speak to the Daily registration, also, this idea of putting the lectures online, or webcast for future CEU's. People who could not attend the meeting but wanted to use the LSRC to obtain their CEU's. This may be another revenue for LSRC. We could provide awareness. We could also provide a non-member cost. Offer a discount rate for members. We could also provide these lectures at chapter meetings. Johns,

suggested that we could get a bank of lectures. Dennis, I will ask the question from Shawna at AARC, because we request CE's for our state meeting, but would we still be able to offer CE's in that format for them. Dennis, I will see if some other states are doing this and look at role and make it happen. If we are talking about filming, we will need someone who is dedicated to film these lectures at a high quality format and record them, so if you know someone that would volunteer their time to do that it would be great. Obviously, paying someone would be to costly. Also, you would have to just film the speaker. I am requesting assistance. If you know of someone with a video background and if they would charge and what that fee is. We may have a therapist with a video background that would volunteer their time.

13. Jim, Contact Jackie Bush's husband owns Bush Films. He worked with channel 2 his whole life. Jackie Bush is very familiar with this. John, Maybe the CE's would not come from the state meeting but they could be media site where we get lectures on PowerPoint and audio over them and use those.
14. To do list to have minutes of meetings sent to Tony to add to LSRC website. Dennis, I am a big advocate of a newsletter. I dug through and found the old newsletters back when i was a student.
15. One of the charges of every Chapter President is that by the January meeting they have an updated list of all the managers and department directors in their area. And then look to report that information to Shantell and obviously to us so that we have access to ensure that we are getting information out to department managers and request them to post newsletters.

#### F. Fundraising – Sheila -present

- a. Sales from Raffle, donations and chapter fundraising that went on at state convention came to a total of \$4890. Compared to previous years it's a little higher.
- b. Dennis, Ideas going forward. Jim, spoke about an idea to sell tickets for a Mardi Gras wreath that has more than 100 or 200 scratch -off with \$10 dollars a chance. New Idea.
- c. Lindsey, I want to remind if anyone wants to contact a corporate sponsors to have them donate rooms. You need to place request a long time in advance, I have a form letter if needed.
- d. John, What about getting a hotel in New Orleans since the convention is there?
- e. Dennis, Question to Sheila, Do you have any interest in continuing the raffle. Also, is it still reasonable for us to continue the raffle unlike the silent auction that went away. Are we still getting so work out of it and then the suggestion would be what can we do to continue to make it better or back to what it could be? Shelia, number one is there a need for the fundraising money. Do we need that money? We use the money for the disaster relief fund. We only are \$1200 a year. It helps to cover the cost of the delegates travel. Yes, I think there is a need for the fundraiser. It is a lot of work. Dennis the biggest thing is that we need to sell tickets. Going back to chapter presidents in my vision is that you create a board. Meaning you have your president, you appoint a vice president, secretary and treasurer. You bring one of these people to meetings with you and cycle it, you also get them involved that means the chapter would be responsible

for selling x-number of packs of tickets. A chapter president can't be functioning by themselves successfully if they are the only one pushing the chapter into what the state is doing. You build a board much like what we do, Just like I couldn't do this by myself without all of y'all support. We need to trickle our model down to the chapter area and have those people in the those positions to help make the chapter functions work.

- f. Sheila, that's right you sell tickets to all chapter functions.
- g. Dennis, the point is if we distribute that among 4 officers in each chapter. Now each of them is selling a book or two. We could have more sales.
- h. Brett has a night shift therapist that sells really well. Dennis, that is what we have to do. We have to find the people that is their niche. Jim said, we use to offer the person who sold the most would win a hundred dollars.
- i. Dennis, Moving forward, we are going to beef up the fundraising committee and each of the committee members will have to help relieve Sheila. We need to lighten her load that way all the work does not fall on her. Getting prizes is one of the biggest things and its prize time right now. Everyone helps with getting the prizes.
- j. Sheila, the other thing that is stressful is not getting the raffle tickets back in time.
- k. Dennis we will find out more and make a decision at the January meeting.

#### G. Membership (LSRC/AARC) – Brett Stafford- present

- a. Membership numbers staying constant at status quo
- b. What are the total number active AARC members? September 622, November 593, Brett stated that you don't always go by the first number of the month because anyone that is due to expire that month.
- c. Dennis, Membership committee at the AARC level. Reminder the student membership has gone away. It's a reduced cost student membership. The point of this is that the actual transition rate for a full paying AARC member in the paying group of students was much higher than the free membership.

#### H. Nominations/Elections – Dennis- present

- a. David Asbury- President Elect
- b. Kathleen Warner – Vice President
- c. Jill Danzy- Secretary
- d. John Zamjahn- Treasurer
- e. Lindsey Michel- Chapter 1
- f. Blake Nolan- Chapter 2
- g. Bonnie Garthouse- Chapter 3
- h. Bobbi Jo Dupras- Chapter 4
- i. Megan Richard- Chapter 5
- j. Quincy Futrell- Chapter 6
- k. Jessica Adams- Chapter 7
- l. Cheraine Agoff- Chapter 8

- m. Susan Bailey- Chapter 9
- n. Jason Bruce- Parliament
- o. Raymond Pisani- Delegate
- p. Brett Stafford- Board Member at Large
- q. Siobhan Sellers- Board Member at Large

I. Public Relations – Melissa Smith-present

- a. Encourage people to fill out the application for HOTY on LSRC website. The application was updated and added to website.
- b. Shelia, Do you know if we submit AARC summit award? We should apply. Melissa said, that she could look into it.
- c. Melissa, Any more questions or suggestions about HOTY award?
- d. When the hospital wins an award we need to send a formal letter.
- e. Respiratory Program of the year- I wanted to pattern it after the summit award. This could be one of Best Practices.
- f. Dennis, We hope that criteria could be established to set it up and 2020 goal of first award?

J. Social Media -Jessica -present

- a. Asked if we wanted to add LSRC minutes to social media

K. RC Advisory Committee – Raymond Pisani- not present- Sheila

- a. We have been requested to update our rules and regulations

L. Judicial – Dennis Guillot- present

- a. No report

M. Legislative – Raymond -not present- Dennis reporting

- a. Working on pilot telehealth bill
- b. Dennis asked if is important that everyone receives report that is happening in all the states. Jim suggested the report should be emailed to legislative committee.

N. Pact- Raymond- not present- Dennis reporting

- a. PACT Meeting – Day on the Hill scheduled in April

O. HOD Update – Jim Lanoha- present

- a. We have three resolutions that are up for discussion.
- b. 1<sup>st</sup> Resolution that the AARC President will hold a bi-annual virtual meeting with state affiliates presidents or their designees. Dennis, Would this board be supportive of this concept? YES, however, we would like to see the cost.
- c. 2<sup>nd</sup> Resolution the AARC Board of Directors and Executive office and sputum bowl committee reverse the decision to reinstating practitioners teams to conference. There will be a decrease in revenue from loss of practitioners fees. Board supports practitioners.
- d. 3<sup>rd</sup> Resolution the AARC implement a process to allow members to automatic renew membership by entering credit card or bank account information and selecting automatic renewal. They did come up with a cost on this one \$5000 to set up the software. Dennis all in favor of supporting 3<sup>rd</sup> resolution. Motion to allow AARC to annually charge membership renewal.
- e. Congratulation to Raymond for receiving Outstanding Charter Affiliate of the Year! I encourage all of you to come to the award ceremony.

P. AARC Update- Jim Lanoha- present

- a. Vice President- Internal Affairs- Cherly Hoerr, MBA, RRT FAARC
- b. Vice President- External Affairs- Sheri Tooley, BSRT, RRT-NPS, CPFT, AE-C
- c. Secretary- Treasurer- Lynda Goodfellow, EdD, MBA, RRT, AE-C
- d. Directors-at-Large- Dana Evans, MHA, RRT, RRT-NPS
- e. Directors-at -Large- Kari Woodruff, BSRC, RRT, RRT-NPS, FAARC
- f. Directors-at-Large- John Lindsey, MEd, RRT, RRT-NPS, FAARC
- g. Jacklyn Grimball, MA, RRT, FAARC

Q. Management – Shantelle Graves- not present- Dennis reporting

- a. Request made to chapter presidents to collect names and addresses of all RT Directors and Managers in your chapter.

R. Academic – Kathleen Warner – not present

- a. No report

S. Student Liaison- Dennis- present

- a. Dennis discussed ways to get students involved with LSRC board
- b. Plan is to allow one student from your program to be a liaison for this board, This is to help get more student involvement.
- c. We need to get more students involved in LSRC.
- d. Goal for this year to have some students represent us in the HOD.

T. By-Laws and P&P – Lindsay Michel- present

- a. Jim will bring copy of AARC e-vote policy to the board

U. Emergency Preparedness- Ken Alexander- not present

- a. No report

V. Tristate – Jim- present

- a. This year tristate profited by \$10,000
- b. Revenue sharing from this conference \$3397.25
- c. Meeting has moved back to Imperial Palace -IP

W. Military Liaison- Mike Nolan-not present

- a. Mike has been responsible for coordinating honor guard for opening ceremony
- b. We are going to get him to coordinate
- c. Jim, Reminder the AARC will want to have an honor guard for convention

X. Old Business- Dennis Guillot- present

- a. AARC congress will be November 9-12, 2019 National Convention
- b. Jim, suggest online app to help get an accurate head count of those attending. Event brite app to track all attendance members at oyster house network
- c. Susan update on table cloths. We are using another vendor. Also, t-shirts vendor has increased price. Dennis suggest we enquire to get a better cost.

Y. New Business: Dennis Guillot- present

- a. We are in electronic age, email, but the primary method of communication of AARC is connect. Suggestion to develop a LSRC list of RT's email list to send out our own emails to Louisiana members.
- b. John requesting a means to advertise through commercials
- c. Bylaws up for review in 2019 and possible change requirements for bylaws to have a quorum with a few possible be just the executive board.
- d. Statement for nomination form. You are required to maintain and active AARC membership.
- e. Alton, Thanked Shantell Graves helping to get a nebulizer for someone affected by the storm.

Z. Executive Session – Motion to start Executive Session 1:34p- ( Lindsey, and Brett second) Dennis motion to allow Jason to stay for executive session ( Lindsey and Brett second) Motion to allow all newly elected LSRC members to stay for execute session( Melissa and second Brett)

- a. Motion to end executive session ( Jim and, Susan second) all in favor
- b. Motion to accept 2019 LSRC Annual Convention Budget (David , Lindsay second)
- c. Dennis made a motion to accept Treasurer's report (Jim and Melissa second) all approved.

- d. We have a 3 year insurance policy that is up for renewal in 2019. ( Jim and Brett second) made a motion to have the president and executive member review policy and compare to company for events.
- e. Meeting adjourned @ 1: 49pm (Brett and Lindsay second)

**LSRC Meeting Dates:**

January 11, 2019 11AM Prejean's – Lafayette  
April 5, 2019 11AM Prejean's – Lafayette  
June 28, 2019 11AM Prejean's – Lafayette  
October 18, 2019 11AM Prejean's – Lafayette

**IMPORTANT DATES:**

AARC CONGRESS: DEC 4, 5, 6, 7, 2018, LAS VEGAS, NV