

NCVPRN Executive Board Meeting Minutes

August 11, 2016 Noon
Community Memorial Hospital, Syracuse, NE

- I. Call Meeting to Order – Holly Warth called the meeting to order at 12:15pm. Attending were Jan Williams, Cindy Yound, and Holly Warth and Rachel Werner. Joining via Voice Bridge was Angie Swantek and Pam Gaines.
- II. Secretary Report – Rachel Werner presented the Secretary Report. One correction was made to the July minutes. In section E of Old Business, Angie Swantek seconded Jan's motion that the nominations committee consist of Cindy Yound, Angie Swantek, and Jan Williams. The July minutes were approved as corrected.
- III. Treasurer Report – Angie Swantek presented the Treasurer's Report. The total bank balance is \$23,354.03 and the current check book balance is \$23,322.15. Jan moved to sponsor Mark Williams' session at the AACVPR convention. Rachel seconded the motion. Motion carried. Angie will complete the paperwork and send the check to AACVPR.
- IV. Committee Reports – Jan
 - A. Membership/Communications/Outcomes – Dani Ronk has no updates.
 - B. Marketing & Development – Roberta Chilcoat reports that her committee members will be contacted in the next couple of weeks in preparation for NCVPRN fall conference.
 - C. Health Policy & Reimbursement – Karen Hardy sent a notice of a link that should be attended to our webpage for updates from our MAC. A reimbursement update went out on Aug. 3rd after the Aug 2nd MAC liaison call. Cindy discussed an example of a pulmonary

reimbursement issue regarding charging a group rate instead of an individual rate for PR.

D. Program – Pam Gaines presented the Program committee report. Pam had a meeting in York with her committee and each committee member has a responsibility that she will report on at their biweekly meetings.

1. Speakers for fall conference are all confirmed!
 - a. Shannon Frank is being sponsored for the Preconference Session on Wednesday evening by the Beef Council. They will prepare the agenda for the evening program.
 - b. See the proposed agenda for fall conference
 - c. Jane Knipper will speak on reimbursement issues
 - d. Lunch will be during the annual NCVPRN general membership meeting.
 - e. Dr. Cantrel wants to speak at 3:30pm; Pam has visited with him to clarify details and contact information.
 - f. Holly Warth and Gayla Oakley are flexible regarding their spot on the agenda.
 - g. There will be 15 minutes on the agenda for continuing education purposes.
 - h. Pam and Cindy continue to work on continuing education details, travel arrangements, and honorariums.
 - i. Pam plans to have the brochures go out by Labor Day.
2. Vendors – Pam reports that 65 vendor emails have been sent. She is still hoping for more response from vendors and is concerned that vendor support is not going to be as generous as usual.

3. Contract with Younes Conference Center – Pam has asked that the room block deadline be extended 2 weeks. The cost of venue is \$750 including Wednesday evening and Thursday day. Pam will add on a second microphone; there will be an extra fee for this. Pam will bring her own projector and Holly states that Kearney hospital has projectors to check out from their education department if needed. There will also be a \$35 fee per vendor table.
4. Food – The cost is about \$950 for the Wednesday evening meal; this includes 2 drink tickets. Breakfast will be about \$1300 for 100 people. The plated lunch is about \$16 per plate. The afternoon break will be about \$850 for a total of \$4200-\$4700 for food. Pam will further discuss the food details at her next program committee meeting.
5. Hotel – both hotels included on the conference brochure serve breakfast in the morning and Fairfield Inn has a cocktail hour in the evening for attendees to enjoy.
6. Brochure- Pam presented the rough draft of the brochure. “Harvesting seeds of knowledge for success” is the proposed title. Pam will continue to work on finalizing the brochure. Cindy suggested that it be advertised on the brochure that this is the Nebraska conference opportunity for the year. Pam will send the brochure to the committee and board for proof reading.
7. Cost – Pre Conference cost per person is about \$20/person. The Program Committee’s recommendation is to wait until next year to charge for preconference. The Program

Committee's recommendation is to keep the registration fee at \$125 for nonmembers and \$75 for members. Holly suggests increasing the registration fee to \$135 and \$85 to help cover the increased food costs and potential reduced vendor support. This would include 1.5 CEUs for Wednesday evening and 6 on Thursday. Cindy is concerned that we might lose attendees that are not supported by their employer. Holly suggests a scholarship for attendees that are not supported by their employer in the future. Jan moved that the conference registration fee be \$135 for nonmembers and \$85 for members, with the intent that a scholarship program be developed in the future. Rachel seconded the motion. Motion carried. Cindy asks that the Respiratory/AARC Number be requested on the conference brochure. Angie has no concerns about returning to the PayPal payment option, but reminded the committee that the website will need to be updated to offer that option.

8. Angie stated that there has been trouble in the past with reading email addresses that are handwritten on the conference registration. Pam will add an icon requesting that attendees print legibly.
9. Site host – Kearney members have contacted the local chamber for assistance with name badges.
10. Door prizes – Pam and Cindy requested donations for door prizes.

11. Younes Convention Center has asked Pam for proof of tax exempt status. Pam will ask our accountant for assistance with this item.

V. Old Business

- A. Incorporation – Holly reported that she just needs Cindy will sign the articles of incorporation and then Holly will submit them to state.
- B. Website Updates – Karen – Holly will send a list of updates to Karen. Holly could not locate any previous President letters on the website. Angie suggests including an invitation to attend our one annual conference. Cindy will write up a report from the national AACVPR convention. Angie stated that the website will need to include the PayPal information and the current prices. Cindy Yound's picture is also missing from the Board Member section of the page. Cindy will submit a photo for uploading.
- C. Nominations – Cindy reported that no one has accepted the nomination to run for President Elect. Holly shared a recent membership list with Cindy. The new term would begin July 2017. Rachel will consider accepting a President-Elect nomination. Holly will continue to identify CCRP certified members who might be interested in either the secretary or President-Elect position.
- D. Financial Audit – Angie reports that she has sent all the necessary documentation to the accountant. She is currently awaiting a response.

VI. New Business

- A. Outstanding Member Award – Jan will send the templates to Holly. Angie will need two weeks to get plaques for the award recipients. Distinguished Member, New Member, and Committee Member will be the awards given out at the general membership meeting in

October. Holly will request that nominations are submitted by Sept. 1.

- B. Fall State Meeting October – Holly asked for any agenda items that need discussed at our general membership meeting in October. The updated job descriptions and bylaws need to be approved. Rachel will send out the proposed changes to the bylaws and job descriptions to the membership prior to the meeting. This could be in the same email asking for award nominations. Our contact at AACVPR to use for emailing the general membership is amiller@aacvpr.org. Other agenda items include the following: approve budget, approve auditing, election, (Cindy Yound will send out absentee ballots ahead of time), and Cindy and Holly will share highlights from the AACVPR Convention in New Orleans – perhaps a top 10 list.
- C. Angie also suggested that Holly and Cindy identify a time to network with anyone from Nebraska that attends the national conference.

- VII. The next NCVPRN Executive Board Meeting will be in York at Chances R on Sept. 1st at noon. There being no further business, Holly Warth adjourned the meeting at 1:46pm.

Respectfully submitted,

Rachel Werner, RN, BSN, CCRP
NCVPRN Secretary

These minutes were approved at the September 2016 NCVPRN Executive Board Meeting.