

NCVPRN EXECUTIVE BOARD MEETING MINUTES

June, 9th, 2016

Chances R, York, NE

I. Call to order

Meeting was called to order by President, Jan Williams at 1223. Attending the conference were: Jan Williams, Cindy Yound, Holly Warth, Angie Swantek, and Rachel Werner. Karen Hardy joined the meeting per phone.

- II. **Secretary Report** – Rachel Werner presented the minutes from the May meeting. Angie's name needs to be corrected in the treasurer's report section of the minutes. Holly moved that the minutes be approved with the correction and Angie seconded the motion.

- III. **Treasurer Report** – Angie Swantek presented the treasurer's report. Income was \$1,697.26 and expenses were \$732.75; the current bank balance is \$26,619.05. Four checks remain outstanding. Current check book balance is \$25,692.59. Jan moved to approve the treasurer's report and Rachel approved. Jan will send an email to Pam to double check that the Spring conference speakers had not paid for their own hotel rooms.

- IV. **Committee Reports** – Karen Hardy presented the following committee reports:

- a. **Membership/Communications/Outcomes** – from Dani Ronk. The most updated membership report has been sent out by Jan. Dani will send out welcome letters.
- b. **Marketing and Development** – from Roberta Chilcoat. Nothing new.
- c. **Health Policy and Reimbursement** – from Karen Hardy. Legislative work on non-physician providers to supervise cardiac rehab to continue and is gaining some support from additional organizations. It is suggested that we meet with our local legislatures to encourage support. Hoping to attach this to a bill that won't be cut. Karen will post Medicare guidelines on our website. There is a 10 question survey that will be sent to directors of cardiac and pulmonary programs. Jane Knipper have had a conference call with WPS and our J5 medical director was on the same call, so this was progress. This call educated the medical director on cardiac and pulmonary services. A list of clarifications will be submitted and answers will then be distributed to state members. Karen continues to get some examples of excessive co-pays. Some questions have come up regarding inpatient services for smoking cessation and cardiac rehab.
- d. **Program** – Pam Gaines
 - i. Planning committee is meeting soon and planning in July.
 - ii. Spring Conference wrap-up: just got the last check from The CE Center. There will be approx. \$14,000 to divide.
 - iii. Fall Conference

V. Old Business

- a. Incorporation – Holly states that it will make more sense to pay the fee and go through the process, instead of dissolving because of needing to get a new tax ID number. Holly will use her home address as the address for correspondence.

VI. New Business

- a. Angie Swantek and Cindy Yound will attend the leadership forum in Chicago on June 25-26, 2016. The room and flight have been booked. Angie's conference fee is paid by AACVPR.

- b. Cindy Yound and Holly Warth will be attending the national AACVPR convention in New Orleans. Holly has booked the flight; Cindy will reserve the hotel.
- c. Update committee lists-
- d. Job description review-
 - i. President Elect-number 5, ~~March-April~~ scratch out spring prepares the budget for August; will need to do an amended budget from July 1st 2017- September 30, 2017.
 - ii. President – Number 9 – take out spring conference dues are waived. Send out nominations for member awards in August
 - iii. Immediate past present – take out number 3, number 5, number 6 deleted, number 7 will receive fall conference
 - iv. Secretary – only send minutes to website once they are approved.
 - v. Treasurer – number 4 also add obtain signed W-9s from vendors for all expenses greater than \$600. Number 9 remove spring conference
 - vi. Certification committee chair – delete
 - vii. Development marketing communication – take out spring on 6 and 11
 - viii. No guidelines committee
 - ix. Health policy and reimbursement – remove spring from number 10
 - x. Membership committee chair – remove number 2 except for new members are welcomed with
 - xi. Changes to the copy on the flashdrive will be sent to Rachel; Rachel will update and send out to the board
- e. Bylaws update-
 - i. No longer bonding insurance for the treasurer
 - ii. General membership meetings will be held annually; prior to the date of the FALL conference
 - iii. CE – strike each meeting and make it conference
 - iv. Section 5 – Call NCVPRN Program committee. take out HCPRN and spring and remove last sentence.
 - v. Membership and communications
 - vi. Marketing and develop – take out spring conference
 - vii. Dissolution – if the organization dissolves, the AHA will get the assets. Angie will check if AACVPR is non-profit
 - viii. Will put on the agenda for Fall conference to approve the updated bylaws and job descriptions
 - ix. Is there anything that already exists describing the Joint Affiliate relationship and benefits
 - x. Will revisit next meeting
- f. Finalize strategic plan for 2016-2017- rotate or stay central. Will continue to rotate sites. Jan – July Hastings Rachel August Syracuse September Angie October fall conference NOV-Feb teleconference March Cindy Holly April May Jan June Rachel meetings will continue at noon
 - i. 3 Member awards will be awarded at fall conference

- ii. Program committee needs to be ready to announce next fall's conference; will need to vote on location of fall 2017 conference at general membership meeting fall 2016. Officers would be elected in fall and take office in July.
- g. Dissolution of HCVPRN-that committee meets and divides up funds the dissolution will be final. This needs to be confirmed with Pam
- h. Nomination Committee- secretary and president-elect will be up for re-election; we are taking nominations. Cindy will send out mass email and seek nominations. She will prepare the ballot for fall conference. Will revisit this in July.
- i. Joel Weintraub is a potential speaker for future conferences. Angie and Cindy will confirm his speaking history.
- j. For October executive board meeting, start preparing for application to Outstanding Affiliate Award
- k. Transition of new officers-information change sheet Holly to submit to AACVPR. Holly will start attending quarterly affiliate calls.
- l. Holly requests a list of CCRP by state.

VII. Miscellaneous

The next NCVPRN Executive Board Meeting will be in Hastings hosted by Jan Williams.

- VIII. **Adjourn:** There being no further business, the meeting was adjourned by President Jan Williams at 1350. These minutes are subject to approval at the next Executive Board meeting.

Respectfully submitted,

Rachel Werner, RN, CCRP

NCVPRN Secretary

These minutes were approved by the NCVPRN Executive Board at the July 14th, 2016 meeting in Hastings, NE.