



**NCSRC**  
North Carolina Society for Respiratory Care

**NCSRC Board of Director Meeting**

**Date:** 6/6/25

**Time:** 1300-1604

**Location:** Moses Cone Hospital

**Conference Call:** [https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F\\_%23%2F%2Fmeetup-join%2F19%3Ameeting\\_ZjZhZjc1NmQtMjQ4Yi00ZTEzLWZyZUtZTcxMWNkODMwNmQ4%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%25229b422197-e2d9-4661-8636-718acc41cad8%2522%252c%2522Oid%2522%253a%25223ce5fd5a-b61c-42f4-921c-c4cc6d49293b%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=0227f52f-0594-4444-a4c2-d0611434f03d&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_ZjZhZjc1NmQtMjQ4Yi00ZTEzLWZyZUtZTcxMWNkODMwNmQ4%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%25229b422197-e2d9-4661-8636-718acc41cad8%2522%252c%2522Oid%2522%253a%25223ce5fd5a-b61c-42f4-921c-c4cc6d49293b%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=0227f52f-0594-4444-a4c2-d0611434f03d&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

**Voting Members Present:** Kara Horn (IP) Amy Witschey (V) Nikki Barrett (IP) Michelle Sumrall (IP) Helen Mauney (IP) Dustin Smith (IP) Marcus Williford (IP) Kelly Bowers (IP) Lisa Cutshaw (IP) Candace Hill (IP) Sarah Chambers (IP) Trish Miller (V) Rachel Bowser (V) Michelle Pedicone (V) Victoria Johnson (V) Amber McVeigh (V) Thomas Nietman (V) Detra Moore (V)

**Voting Members Absent:** Karen Blain

**Medical Advisor Present:** None

**Committee Members Present:** Bill Croft (V) Logan Emerson (IP) Ashlyn Isenhour (V) Marcus Ferguson (V)

**Guests Present:** Viktoria Minasova (V) Sanji Ragland (V)

**Officer Reports / Presenter**

<p><b>Call to order</b></p> <p>Nikki Barrett</p>	<p>Secretary's Notes: Motion to start meeting by Lisa Cutshaw. Second by Marcus Ferguson. Meeting started at 1300.</p>
	<p>Action Items: N/A</p>
<p><b>1</b></p>	<p><b>Approve Prior BOD Meeting Minutes</b></p> <p>Secretary's Notes: Prior March meeting minutes were approved by 100% via online survey.</p>
	<p>Action Items:</p>

## Secretary's Notes: President's Report

### North Carolina Society for Respiratory Care (NCSRC)

Reporting Period: June 2025

Submitted by: Nikki Barrett, MBA-HCM, BSRT, RRT, RCP

#### I. Executive Summary

This quarter has been marked by significant progress in advocacy, committee engagement, and organizational operations. We've seen strong collaboration across committees, successful submission of the Financial Reporting Checklist and Summit Award application, and continued momentum on legislative efforts supporting the Respiratory Care Modernization Act (House Bill 71). Additionally, we've addressed operational challenges such as website outages and document management, while preparing for our June 6th quarterly mini session and October Annual Conference.

#### II. Key Activities and Updates

##### 1. Legislative Advocacy

Coordinating with Bill Croft and other stakeholders on new advocacy campaign to support House Bill 71, advocating for the inclusion of Advanced Practice Respiratory Therapists (APRTs) in North Carolina's healthcare system.

Request to send formal letters of support on behalf of NCSRC with Board Member signatures to key legislators including Senators Berger, Rabon, and Burgin.

Also, attempt to engage the various health systems in this effort (ECU-Health has already agreed).

##### 2. Committee Reports and Recommendations

- Lisa Johnson, HOSA Chair- helped with recruitment to form new committee
- Identified that the Student Engagement Subcommittee of PEC is under recognized for all their efforts, recommend upgrading as a separate committee- focus on boosting student involvement and providing mentorship of our current respiratory students within our profession.
- Michele Pedicone, PACT committee proposing name change to better align with AARC, which will be presented during report out as a recommendation to the board for discussion and vote.
- Sarah Chambers, Chartered Affiliate Committee submitted the Summit Award application and is preparing for future submissions with improved documentation processes.
- Sheila Ball, Research Committee struggling to get abstracts and research projects submitted for an open forum. The committee would like to bring up the possibility of having some case studies presented instead of like posters for an open forum. We would still need an hour time slot and would like to partner with the education team to offer CEU's etc.- will be presented during report out as a recommendation to the board for discussion and vote.

##### 3. Governance and Operations

- March BOD meeting minutes were approved via e-vote with 100% participation.
- A new 2025 meeting template was created to streamline documentation.
- Submitted the Credentials of Delegates form and updated Officer Roster for AARC.

- Updated Budget and Meeting minutes posted on NCSRC website.
- Updated Bylaws have been posted to the AARC website.
  - Requested update on the action items for bylaws committee to post updated bylaws on the NCSRC website (done); meet with committee to update standing rules section and update on the website.
- AARC Q2 2025 toolkit
- President-Elect for the Missouri Society for Respiratory Care., requested we share some best practices (e.g. onboarding process for new board members)
  - This highlighted some gaps in our onboarding process.
  - Created draft AARC\_Chartered\_Affiliate\_Handbook\_NMO presentation with attestation for board review and discussion.
  - Assign the task of archiving information for new board members to an officer, standing committee, or new committee.
- The NCSRC website experienced downtime; updates and meeting logistics were communicated via email and AARConnect Community.

#### 4. Financial Oversight

- Job advertisements on website or social media popular, (3-4) 30, 60, 90 day postings
- Financial reporting obligations were reviewed by MJA Accounting (e.g. 2024 Income taxes, Financial Audit). Taxes Filed 3/9/25; Financial Checklist submitted to CAC on 5/23/25
- Documents for 2025 submissions were shared with Executive Secretary for filing.

#### 5. Recruitment and Engagement

- Promoted open nominations for Treasurer, Delegate, and regional BOD positions.
- Responded to inquiries from new professionals interested in joining the board, including outreach to Kiersten Carson (RT student moving to NC in October).

### III. Meetings and Participation

- Briefly coordinated with Tina M. Lovings for updates and strategy planning for NC Managers Committee

### IV. Action Items for Board Discussion

Item	Description	Owner	Action Required
1	Legislative support letters for HB71	All Board Members Health Organizations	Approve and distribute
2	Student Engagement upgrade to committee	Board	Discuss and vote
3	Bylaw Committee Chair Task- confirm standing rules updates to finalize and post	Board/ Bylaws and Standing Rules Committee	Discuss and vote

		4	AARC Q2 Toolkit	President	Confirm Q2 Agreement Expectations
		5	Modify New Member onboarding to align with AARC CA Handbook	Board	Review AARC CA Handbook presentation with attestation for NM  Assign archiving information task
		6	Finalize June 6th meeting logistics	Executive Team	Confirm attendance and agenda

**V. Closing Remarks**

Thank you all for your continued dedication and collaboration. The momentum we've built this quarter reflects our shared commitment to advancing respiratory care in North Carolina. I look forward to our discussions and decisions at the upcoming BOD meeting.

Action Items: Letter for the senators to go to the board members for signatures. Nikki will send to Michelle will put through docuSign to send out to all members to sign and send back. Will look to get medical directors to sign as well. So, adding an ad hoc committee for \_\_\_\_\_ Bylaws updated have been added to the state website.

3	Secretary's Report Catherine Sumrall	Secretary's Notes: No report. Last meeting minutes were approved online unanimously.
		Action Items: See notes from the march minutes.

4	Treasurer's Report Helen Mauney	Secretary's Notes: See Balance statement.
		<ul style="list-style-type: none"> <li>• <b>Total Assets:</b> \$94,311.12</li> <li>• <b>Current Assets:</b> \$94,311.12, consisting mostly of Checking/Savings accounts (\$115,324.12), offset by prepaid expenses (-\$21,013.00).</li> <li>• <b>Equity:</b> \$94,311.12, made up of Opening Balance Equity (\$67,224.52), Unrestricted Net Assets (\$43,867.89), and Net Income (-\$16,781.29).</li> <li>• <b>Total Liabilities &amp; Equity:</b> \$94,311.12, which balances with total assets.</li> </ul> <p>This sheet shows that your assets are entirely funded by equity with no liabilities recorded. The net income of -\$16,781.29 suggests a loss, which has affected the unrestricted net assets</p>

		<p><b>Profit and loss statement for Jan -June shows</b></p> <ul style="list-style-type: none"> <li>• <b>Total Income:</b> \$14,466.48, primarily from Annual Meeting vendor fees (\$10,250.00) and Administrative Income (\$4,193.76).</li> <li>• <b>Total Expenses:</b> \$31,247.77, with major costs including Annual Meeting Expenses (\$14,210.50) and Operations (\$14,098.27).</li> <li>• <b>Net Income:</b> -\$16,781.29, indicating a loss for the period.</li> </ul> <p>This statement shows that event-related expenses and operational costs exceeded revenue, resulting in a negative net income.</p> <p><b>Action Items:</b></p>
5	<p><b>Delegate's Report:</b> Amber McVeigh Trisha Miller</p>	<p>Secretary's Notes: <b>Summary of NCSRC HOD Report for 6/6/25 BOD Meeting</b></p> <p>Both Trisha Miller and Amber McVeigh attended the Spring virtual meeting on March 21, 2025. Key updates and discussions from that meeting are summarized below:</p> <p><b>APRT Fund Application Process</b></p> <p>The APRT Fund, now a unified committee, aims to support affiliates and colleges in promoting the APRT career. Two state affiliates and two universities have submitted letters of intent, and groups will be invited to submit full applications. Applicants may request up to \$30,000, with a budget and justification required. The proposal deadline has been extended from April 30, 2025, to May 30, 2025. For more details, applicants can visit the AARC Advanced RT Fund website or contact Kim Clark (<a href="mailto:kmclark12@gmail.com">kmclark12@gmail.com</a>).</p> <p><b>SOAR Act and Interstate Compact</b></p> <p>The SOAR Act remains a focus for 2025, with a fly-in event scheduled for September 15–16, 2025. The Interstate Compact Task Force requires seven states to pass legislation for the compact to take effect. Currently, legislation has been proposed in eight states, with seven expected to finalize by 2026.</p> <p><b>Recent Board Actions</b></p> <ul style="list-style-type: none"> <li>• Introduction of the Presidential Citation of Merit Award to honor annual achievements.</li> <li>• Creation of the PFT Learning Guide, assigned to the executive office for development.</li> <li>• Launch of two new task forces: Military member and RT clinical educator.</li> <li>• New liaison relationship with the National Consortium for Health Sciences Education.</li> <li>• Leadership grand rounds transitioned into a formal committee.</li> </ul>

		<h2 style="color: #4F81BD;">Community and Program Updates</h2> <p>Two new AARC Connect Communities have been established for Clinical Educators and New Graduate Residency. The Emerging Leaders program received 78 applications, from which 20 participants and 36 mentorship applicants will be selected for 2025. Vision Grant applications remain open until March 31, 2025. The APEX Award has removed the requirement for medical directors in degree advancement programs. Additionally, a new task force has been set up to achieve Education Summit goals.</p> <h2 style="color: #4F81BD;">Membership Growth</h2> <p>Membership has surpassed 42,000 as of February 2025, with an active member retention rate at 90%. A lapsed member campaign (November 2024–January 2025) gathered feedback on non-renewals. The Next Gen RT Network is being developed to engage RT students and recent graduates within three years of graduation.</p> <h2 style="color: #4F81BD;">Upcoming Events</h2> <p>The summer HOD meeting is scheduled for July 15–16, 2025, in Fort Lauderdale, following the Summer Forum. The Resolutions Committee has reviewed and accepted resolutions for the meeting, ensuring correct content and formatting.</p> <hr/> <p style="color: #E74C3C;"><b>Action Items: No action items.</b></p>
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**Standing Committee Reports (Chair of Committee entered first)**

6	<p style="background-color: #FFFF00;"><b>Nominations &amp; Elections (4)</b></p> <p><b>Chair</b> Candance Hill  Karen Blain  Detra Moore  Thomas Nietman</p>	<p>Secretary's Notes: Candace made a motion to accept the amended nominations and elections. Dustin Smith second motion. Motion was approved. Below is the list of amended candidate members.</p> <p>New List of nominations and elections were accepted by the board</p> <p><b><u>Central BOD</u></b></p> <p>Joshua Baucom</p> <p>Tina Lovings</p> <p>Jordan Hall</p> <p><b><u>East BOD</u></b></p> <p>Amy Hall</p> <p>Tim King</p> <p>Robert Williams</p>
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		<p><b><u>West BOD</u></b></p> <p>Stephanie Barbour</p> <p>Pam Holly</p> <p>Emma Yoder</p> <p><b><u>Secretary</u></b></p> <p>Marcus Williford</p> <p>Kara Horn</p> <p><b><u>Treasurer-elect</u></b></p> <p>Candace Hill</p> <p>Other: _____</p> <p><b><u>Vice President</u></b></p> <p>Michelle Sumrall</p> <p>Thomas Nietman</p> <p><b><u>President-Elect</u></b></p> <p>Amy Witschey</p> <p>Other: _____</p> <p><b>Action Items: No action items.</b></p>
7	<p><b>Budget/Audit:</b></p> <p><b>Chair</b> Helen Mauney</p> <p><b>Co-chair:</b> Jevonnie Barrett</p> <p>Marcus Ferguson</p> <p>Nikki Barrett</p> <p>Lisa Cutshaw</p> <p>Amy Witschey</p> <p>Catherine Sumrall</p>	<p>Secretary's Notes: No report for budget and audit committee.</p> <ul style="list-style-type: none"> <li>• Our audit was completed, and the financial reporting checklist was submitted to CAC Committee at AARC.</li> <li>• No word back from anyone since submission.</li> <li>• Posted the updated approved budgets on our website.</li> </ul> <p><b>Action Items: No action items</b></p>
8	<p><b>Bylaws &amp; Standing Rules(3)</b></p>	<p>Secretary's Notes: Updated Bylaws were accepted. Recommendation is to edit the standing rules but leave the bylaws until it is time to redo them for the name change for the PAC committee to Government Affairs. All agreed</p>

	<p><b>Chair:</b> Logan Emerson Detra Moore Francis Almonor Amy Witschey</p>	<p><b>Action Items:</b> No action items.</p>
<p>9</p>	<p><b>Education &amp; Program</b> <b>Chair:</b> Victoria Johnson <b>Co-chair:</b> Candace Hill Lisa Cutshaw Michelle Pedicone Danyelle Miray Danyelle Miray Dustin Smith Dean VanHarts Helen Mauney Marissa Monteith Kelly Bowers Amanda Richter</p>	<p>Secretary's Notes:</p> <p><b>Action Items:</b> Accommodations will be listed on the website. Virtual cost will be 175 for both days just like in person cost. Guest/Retiree 45.00 for student Marcus Williford motion to add guest and retiree registration fee to 45 and Dustin Smith second. All Approved. To get a refund one must cancel 14 days in advance. 12 CEUS 8 are live and 4 are recorded. Add parking information to brochure. PEC will look to find a different hotel than the Hilton Garden Inn. 1 vacant seat on this committee. If anyone wants to join please let them know. 1<sup>st</sup> motion by Llsa Cutshaw for the brochure. Dustin Smith 2<sup>nd</sup> motion</p>
<p>10</p>	<p><b>Government Affairs</b> <b>Chair:</b> Michele Pedicone Lawson Millner Tim King Susan Gallo Tina Frazier</p>	<p>Secretary's Notes: Advocacy and Government Affairs/PACT Report Request name change for committee to Government Affairs to better align with AARC. Fly-In dates: Virtual letter campaign September 1 Fly-In September 15-16, 2025, Washington D. C. RCIC: Currently four states Washington, Iowa, Alabama, Montana Pending: Ohio and Wisconsin The August policy summit will be hosted by the Department of Defense, Council of State Governments and the AARC. Will feature state legislators, state respiratory society presidents, representatives from some of the state</p>

		<p>respiratory boards and AARC leadership. Focus on RCIC and the 2026 legislative session.</p> <p>RRT as minimum for licensure:</p> <p>RRT License Minimum Statement: the AARC fully supports any state society that chooses to pursue this effort. Included in this document is sample legislation to assist you in getting started. We are here to provide guidance, resources, and encouragement to help you achieve your goals at the state level.</p> <p>Currently eight states Arizona, Ohio, Oregon, Washington, New Jersey, New Mexico, California, Georgia</p> <p>Priorities for the AARC:</p> <p>SOAR Act Reintroduction (S 1406/HR 2902) NBRC Distributed our action alert – 5,600+ letters so far August Recess partnership with COPD Foundation and Alpha-1 Foundation ATS SIG on Pulmonary Rehab working on getting PR at home telehealth bill with partners AACVPR, ATS, CHEST and AARC.</p>
		<p><b>Action Items:</b></p> <p>Michelle Pedicone recommendation from the committee is to rename the Committee to government affairs to better align with the AARC. All approved.</p> <p>Recommendation is to edit the standing rules but leave the bylaws until it is time to redo them. All agreed.</p>
11	<p><b>Communications and Publications</b></p> <p><b>Chair:</b> Lawson Millner Trisha Miller Chandler Jones Amanda Ritcher</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> <li>● Revive the NCSRC Times or modify <ul style="list-style-type: none"> <li>→ From the Standing Rules: The NCSRC Times should include reports from: a. President b. Treasurer c. Membership Committee d. Program Committee e. Delegate f. Others as charged by the President</li> <li>→ Suggest that each BOD region appoint a contact person to collect information to highlight in the NCSRC Times</li> <li>→ Suggest that NCARE appoint a contact person to collect student information and work with the Student Engagement Committee to boost student activities</li> <li>→ Suggest that Managers Group provide updates</li> </ul> </li> <li>● Lawson and Trisha are posting on Facebook, Lisa Cutshaw has been posting on LinkedIn <ul style="list-style-type: none"> <li>→ We need a volunteer for Twitter and Instagram</li> </ul> </li> <li>● Reassess the information on the website and how it is presented, we are going to wait until after the symposium to bring out a new webpage so as not to have any interruptions in service. More time to work out the kinks.</li> </ul>

**IMPORTANT NEWS**

[NCSRC EXHIBITOR/VENDOR & SPONSORSHIP REGISTRATION](#)

Now Open. Register at <https://www.ncsrc.org/forms/view.php?id=5368> Registration Information: [https://www.ncsrc.org/wp-content/uploads/2025/04/NCSRC-Exhibitor\\_Sponsor-Registration-Info-Form-Final.pdf](https://www.ncsrc.org/wp-content/uploads/2025/04/NCSRC-Exhibitor_Sponsor-Registration-Info-Form-Final.pdf) Event Date: October 9-10, 2025 Event Location: University of North Carolina Wilmington (601 S College Rd, Wilmington, NC 28403)

**WELCOME**



- Order lapel pins and sale for \$5 at the Symposium

DESCRIPTION	UNIT PRICE	QTY	TAXED	AMOUNT	
Custom Die Cast Pin	\$2.98	200		596.	
art fee (can be waived with a vector file)	50.00	1		50.	
Size: 1 inch				Subtotal	\$ 646.
Color fill: 4 colors				Taxable	\$ -
Finish: Polished Gold				Tax due	\$ -
Military Clutch				Shipping	\$ -
2d				<b>TOTAL</b>	<b>\$ 646.</b>
Single sided					

Decision was made to not go on with purchasing the lapel pins to sale.

Action Items:

12

**Membership Chair:** Amy Witschey  
Kenny Winn  
Charles Almeda  
Thomas Nietman

Secretary's Notes: Numbers staying steady. Fluctuating in the early professionals as normal. All categories are steady. Will probably stay around 32%. Plans are made to make ongoing initiatives such as engaging with second-year RCP students about the Early Professional program and brainstorming strategies to foster membership growth.

Action Items: N/A

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**Long Range Planning**

Secretary's Notes: No report

Action Items:

	<b>Chair:</b> Nikki Barrett Lisa Cutshaw Trisha Miller Ricky Bowen	
14	<b>Parliamentarian</b> <b>Vacant</b>	Secretary's Notes: No Report <b>Action Items:</b>
15	<b>Judicial (3)</b> <b>Chair:</b> Lisa Cutshaw Tisha Miller Ricky Bowen	Secretary's Notes: No report <b>Action Items:</b>

### Professional Organization Reports

16	<b>NCRCB</b> <b>Chair:</b> Bill Croft	<ul style="list-style-type: none"> <li>• Secretary's Notes: <b>Legislative Advocacy:</b> The Board has been actively working with state lawmakers to establish licensure for Advanced Practice Respiratory Therapists (APRPs). House Bill 71 passed with overwhelming support (113–4), and Senate Bill 160 is currently in committee. Advocacy efforts have included direct lobbying, stakeholder education, and grassroots mobilization.</li> <li>• <b>Financial Status:</b> The Board's financial position remains stable at <b>\$855,592.29</b>, despite an <b>8.36%</b> decrease from the previous year. Legal expenses have exceeded projections due to an extended revocation case, but anticipated renewal volumes should help offset the shortfall.</li> <li>• <b>Licensing Trends:</b> Active respiratory care licenses have decreased <b>1.42%</b> from the prior year, while provisional licenses dropped <b>61.5%</b> as they transitioned to active status. Expired and retired licenses have increased, reflecting industry shifts and workforce changes.</li> <li>• <b>New Business:</b> The Board approved expanding respiratory therapy practice to include administering vaccines such as Pneumonia and Depo Medrol. Additionally, members of the Board are involved in national leadership roles and advocacy efforts.</li> <li>• <b>Upcoming Meetings:</b> The next Board meeting is scheduled for <b>July 10, 2025</b>, with committee meetings preceding on <b>June 3</b> and <b>June 19</b>.</li> </ul>
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		<b>Action Items:</b>
<b>17</b>	<b>NC Respiratory Care Manager's Group</b> <b>Chair:</b> Tina Lovings Rachel Bowser Tim King, Skip Bangley	Secretary's Notes: Tina working on an accurate manager across the state. Reached <b>Action Items:</b> The group will poll managers to see if there is interest for a manager meeting in October. If not, then they can reallocate that to someone else.
<b>18</b>	<b>NCARE/Educators</b> <b>Chair:</b> Tim King	Secretary's Notes: No report <b>Action Items:</b>
<b>19</b>	<b>Vendor Representative</b> <b>Chair:</b>	Secretary's Notes: <b>Action Items:</b> Setting up time with Aerogen to discuss a new vendor representative

### Special Committee Reports

<b>20</b>	<b>Awards and Scholarships</b> Kara Horn Marcus Williford Marissa Montieth Christy Isenhour Amber McVeigh	Secretary's Notes: Nominations for awards and scholarships are open to nominate anyone. Can use the link online to nominate anyone for the awards. Please spread the word. <b>Action Items:</b> Continue nominating people
<b>21</b>	<b>HOSA</b> <b>Chair:</b> Lisa Johnson Kelsey Harrison Charlene Hunley Mariellen McDonald Kiersten Carson Angel Smith Andrew Almond	Secretary's Notes: The committee is at the beginning stage of getting to know each other and sharing ideas about how we can get spread the message about respiratory care professional out to the high school students in NC. We are aiming to play a key role in supporting future respiratory care professionals and providing resources, mentorship, and opportunities for growth in the field. <b>Action Items:</b> Has alot of interest. Trying to figure out how to spread information to schools about our profession

		<p>If to many people are wanting to do HOSA some may do the student engagement</p>
<p>22</p>	<p><b>Student Engagement</b></p> <p><b>Chair:</b></p> <p><b>Dustin Smith, Trish Miller, Candy Hill, Amy Whitschey, Debbie and Marcus</b></p>	<p>Secretary's Notes:  Motion was raised to make student engagement its own committee. Adhoc committee was approved.</p> <p>CSRC Student Engagement Committee Meeting Agenda: 5/13 5pm  Members/Attendees: Dustin, Trisha, Candy, Amy, Debbie, Marcus</p> <ol style="list-style-type: none"> <li>1. Sputum Bowl Prep <ol style="list-style-type: none"> <li>a. 6 registered teams, approved and will be the max</li> <li>i. Dustin to send confirmation email soon</li> <li>b. 6 team double elimination bracket to be used  <a href="https://www.printyourbrackets.com/6teamdoubleelimination.html">https://www.printyourbrackets.com/6teamdoubleelimination.html</a> <ol style="list-style-type: none"> <li>i. Will plan schedule for teams (times)</li> <li>ii. Dustin to make addendum to the rule book and send to all participating teams</li> <li>iii. Dustin to send email to all colleges regarding closed application period</li> </ol> </li> <li>c. 370-420 total estimated questions needed <ol style="list-style-type: none"> <li>i. 10 total rounds (9 prelim and one final), round will end at time or question completion <ol style="list-style-type: none"> <li>1. Final will not be double elimination like last year due to Final occurring during one small time frame Friday evening</li> <li>2. 35-40 questions needed for prelim rounds x 9 = 315-360 total</li> <li>3. 55-60 questions needed for final round</li> </ol> </li> <li>ii. This presents more questions to write/prepare <ol style="list-style-type: none"> <li>1. 285 prepared questions from last year/85-135/150 more questions needed minimum</li> <li>2. Current team: Debbie, Amy, Dustin <ol style="list-style-type: none"> <li>a. Marcus to join and assist</li> <li>b. Trisha in consideration</li> </ol> </li> <li>d. Scoreboard Vote: <ol style="list-style-type: none"> <li>i. <a href="https://docs.google.com/document/d/1xlh0Nf8n_0GfEBSEkUedDBaLU3Nzs1IU_9R1JVur11Q/edit?usp=sharing">https://docs.google.com/document/d/1xlh0Nf8n_0GfEBSEkUedDBaLU3Nzs1IU_9R1JVur11Q/edit?usp=sharing</a> <ol style="list-style-type: none"> <li>1. Committee voted and liked the first option</li> <li>2. Look into other apps for comparison (Dustin)</li> </ol> </li> </ol> </li> <li>e. Buzzer Vote: <ol style="list-style-type: none"> <li>i. <a href="https://docs.google.com/document/d/1c-Rh8-opgz-H9RD-rvMWUILAQoupd91Q/edit?usp=sharing&amp;oid=112851340310385664747&amp;rtpof=true&amp;sd=f">https://docs.google.com/document/d/1c-Rh8-opgz-H9RD-rvMWUILAQoupd91Q/edit?usp=sharing&amp;oid=112851340310385664747&amp;rtpof=true&amp;sd=f</a></li> </ol> </li> </ol> </li> </ol> </li> </ol> </li></ol>

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- ii. Committee voted and approved the following option:
  - 1. Buzzer Choice
- iii. NCARE may be willing to assist, pending price
  - 1. Dustin to send to NCARE for sponsorship approval
- f. Still waiting on confirmation of projectors/AV in our reserved room for picture questions and/or scoreboard/timer
  - i. Dustin to follow up with Helen
- g. Positions:
  - i. Timekeeper - Candace
    - 1. Timekeeper and scoreboard may have to be same person for some requirements
    - 2. Can have backup
  - ii. Moderator(s) - Debbie, Dustin
  - iii. Judges (3?) - Marcus
  - iv. Scorekeeper - Amy Hall
    - 1. Timekeeper and scoreboard may have to be same person for some requirements
    - 2. Workshop Prep
      - a. Still waiting on setting meeting with Duke, but Duke is all in
    - 3. Scavenger Hunt Prep
      - a. Will require knowledge of vendors and speakers
      - b. Marni & Dustin volunteered
        - i. Other volunteers may be needed, please consider joining
    - 4. Prizes
      - a. Kettering provided 2 sets of 5 free tokens (can't be separated)
        - i. Should this go to Sputum Bowl 1st and second place? Or the best team name/best team shirt? First 2 scavenger hunt completions?
          - 1. Can this be used for specialty exams (ACCS, NPS, etc)
            - a. Dustin to find out
          - ii. Committee voted to use as raffles for sputum bowl attendees
            - b. Will need more prizes
              - i. Approved Sputum Bowl sponsor of \$500 and will ensure funds are used to obtain prizes and reimburse any expenses
                - 1. Ensure sponsors are shown on presentation screen and
                - ii. Will scavenger hunt completion earn prizes? How many prizes are needed? Only the first 1-3 to complete win prizes?
                  - 1. Committee voted to reevaluate in the future
    - iii. Previous suggestions/sign ups:
      - 1. Trophy - Dustin
      - 2. Gift cards (Sputum Bowl Winners/Best Team Name/Best Team Shirt/Finals Attendee Raffles)
        - a. Debbie
        - b. Amy

|    |  |  |
|----|--|--|
|    |  | <ul style="list-style-type: none"> <li>c. Marcus</li> <li>3. Lettering <ul style="list-style-type: none"> <li>a. Dustin/Complete</li> <li>b. Ask for additional single tokens? - Dustin</li> </ul> </li> <li>4. Stethoscopes (Marni) <ul style="list-style-type: none"> <li>a. Discount possible</li> <li>b. Committee voted to remove this as an option</li> </ul> </li> <li>5. Vendor Equipment <ul style="list-style-type: none"> <li>a. Will plan once vendors are known</li> </ul> </li> <li>6. Others: <ul style="list-style-type: none"> <li>a. Baskets</li> <li>b. Sputum Bowl Champ Pin</li> <li>c. Stethoscope clips</li> <li>d. What is useful or cool for current students/entering the workforce? <ul style="list-style-type: none"> <li>i. Pen lights?</li> <li>ii. Magnet lights</li> <li>iii. Badge reels</li> </ul> </li> </ul> </li> <li>5. Speakers <ul style="list-style-type: none"> <li>a. AARC responded and will need to complete request form <ul style="list-style-type: none"> <li>i. Committee would like a presentation on "Importance of RT Involvement"</li> <li>b. Bill Galvin has agreed to complete one or multiple recorded presentations <ul style="list-style-type: none"> <li>i. Committee would like presentation on "Preparing for the NBRC TMC"</li> <li>c. Previous commitments from Dustin Smith and Bill Croft <ul style="list-style-type: none"> <li>i. DS: Obtaining your BS</li> <li>ii. BC: APRT</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> <li>6. Book Vendor Booths (Marni/Dustin)</li> </ul> <p>Action Items: Nikki to appoint a chair for this committee</p> |
| 23 | <p><b>Chartered Affiliate</b></p> <p><b>Chair:</b> Sarah Chambers<br/> Marcus Williford<br/> Lisa Cutshaw<br/> Tina Frazier<br/> Kelly Bowers<br/> Connie Paladenich</p> | <p>Secretary's Notes: Application has been submitted.</p> <p>Action Items: Stuff we fall behind on are student engagement and Membership</p>   |
| 24 | <p><b>OneDrive</b></p>   | <p>Secretary's Notes: 06/06/2025<br/> NCSRC Microsoft Account<br/> Wayne Trainor</p>   |

Wayne Trainor

1. **Purpose:**
  - a. Cloud Storage for Official Business
    - i. MAIN ACCOUNT - OneDrive
      1. [TheNCSRC@outlook.com](mailto:TheNCSRC@outlook.com) - managed by the Chair of the OneDrive Committee and Administrative Secretary (Trisha Miller)
        - a. Houses various documents:
          - i. Board Meetings Reports
          - ii. By-laws & Standing Rules
          - iii. Articles of Incorporation
          - iv. Directory
          - v. NCSRC "Shared Items" folder
            1. This folder is shared with ALL officers, BOD's, NCSRC Secretary, & Chair of OneDrive committee
      - ii. SECONDARY ACCOUNTS - FORMS
        1. Nominations - [NCSRCnominations@outlook.com](mailto:NCSRCnominations@outlook.com)
          - a. Managed by the Chair of the Nominations Committee
          - b. Houses the standing rule attachments specific to the Nomination process
        2. Awards – [NCSRCaccolades@outlook.com](mailto:NCSRCaccolades@outlook.com)
          - a. Managed by the Chair of the Awards & Scholarship Committee

## BOD Registration Instructions for the use of OneDrive:

The NCSRC uses Microsoft OneDrive for document storage & sharing.

In order to have access to the files, you need to set-up a Microsoft Outlook Account so that the files can be shared with you.

Video Explanation --> <https://1drv.ms/v/s!ApNyeeKrPTAAiXPqVK3I-rDIKMeU>

Please complete the account registration and set your email up in the following fashion:

|    |  |   |
|----|--|---|
|    |  | <p><b>Use your first initial followed by your last name ". (dot) <a href="mailto:ncsrc@outlook.com">ncsrc@outlook.com</a>.</b></p> <p><b>Example:</b> John Doe will be <a href="mailto:jdoe.ncsrc@outlook.com">jdoe.ncsrc@outlook.com</a></p> <p><b>Once you have completed this process, please send an email to: <a href="mailto:theNCSRC@outlook.com">theNCSRC@outlook.com</a> , so that the main folder &amp; files can be shared with you.</b></p> <p><b>***If you already have a Microsoft email account, instead of creating a new account, you can create an alias</b></p> <p><a href="https://support.microsoft.com/en-us/office/add-or-remove-an-email-alias-in-outlook-com-459b1989-356d-40fa-a689-8f285b13f1f">https://support.microsoft.com/en-us/office/add-or-remove-an-email-alias-in-outlook-com-459b1989-356d-40fa-a689-8f285b13f1f</a></p> <p>Action Items: No action items for this committee</p> |
| 25 | <p><b>Research (5)</b><br/> <b>Chair:</b> Sheila Ball<br/> Mike Gentile,<br/> Andrew Miller<br/> Pam Holly<br/> (vacant)</p> | <p>Secretary's Notes:</p> <p>Action Items: Having issues getting research.<br/> May want to reach out to the UNCW students to see if they want to present.<br/> Thought was brought up to put them in the vendor hall. No spot on the agenda for research time.<br/> No space for research.<br/> Work with Victoria to get some space for them to present because currently there is no time for it in the current agenda.<br/> Sheila Ball taking a spot on the Education and Programs committee.<br/> Will look at having Research presented at the December Meeting.</p>   |
| 26 | <p><b>Strategic Plan</b><br/> Jamy Chaluk<br/> Kim Clark</p>   | <p>Secretary's Notes: No report given.</p> <p>Action Items:</p>   |

**Old Business: None to discuss**

**New Business: None to discuss**

**Motion to adjourn by Logan at 1606 and second motio given by Lisa Cutshaw and Dustin Smith. Meeting was adjourned.**