



NCSRC Board of Director Meeting

Date: October 9th, 2025

Time: 0900

Location: Wilmington NC UNCW Burney Center

Conference Call: <https://zoom.us/j/92614467261?pwd=WRKD3CZcLrJJIKqJ4E4mE2lb0b6dR.1>

Voting Members Present: Nikki Barrett (President) (IP), Amy Witschey (President-Elect) (IP) Michelle Sumrall (Vice President) (IP), Helen Mauney (Treasurer) (IP), Kara Horn (IP), Tori Johnson (IP), Tim King (IP), Thomas Nietmen (IP), Karen Blain (IP), Amber McVeigh (IP), Dustin Smith (IP), Marcus Williford (Secretary) (IP), Rachel Bowser (IP), Pam Holly (IP), Trisha Miller (IP), Candace Hill (VP), Tina Lovings (VP), Lisa Cutshaw (Past President) (VP)

Guests: Marcus Ferguson (IP), Kelly Bowers (IP), Josh Baucom (IP), Tammy (VP), Barry Meyers (VP), Abe G (VP), Vanessa Shuford (VP), Meaghan Buttell (VP), Viktoriya M (VP), M. Rogers (VP), Detra Moore (VP), Lucine Cadet (VP), Ashlyn Isenhour (IP), Brian Middleton (VP), Kayler Johnson (VP)

Officer Reports / Presenter

<p>Call to order</p> <p>Nikki Barrett</p>	<p>Secretary's Notes: Meeting called to order at 0903</p> <p>Action Items:</p>
<p>1</p> <p>Approve Prior BOD Meeting Minutes</p>	<p>Secretary's Notes: Prior meeting minutes were approved by e-vote unanimously</p> <p>Action Items:</p>
<p>2</p> <p>President's Report Nikki Barrett</p>	<p>Secretary's Notes:</p> <p>1. Legislative Advocacy: Support for House Bill 71</p> <p>The NCSRC formally expressed strong support for House Bill 71 – The Respiratory Care Modernization Act, which proposes a regulated licensure path for Advanced Respiratory Care Practitioners (ARCPs). These professionals would serve as physician extenders—without prescriptive authority—to help address the critical shortage of respiratory care providers in North Carolina.</p> <p>Key actions included:</p> <ul style="list-style-type: none"> • Coordination with the North Carolina Respiratory Care Board and other relevant professional associations.

- Letters of support were sent via email and postal mail to Senators Berger, Rabon, and Burgin, bearing signatures from all NCSRC Board Members and Medical Advisors.

2. Governance and Administrative Oversight

- June BOD meeting minutes were reviewed with 100% board approval via e-vote. Minutes posted to the NCSRC website.
- NCSRC received its Q1 2025 Revenue Sharing and Co-Marketing payment from the American Association for Respiratory Care (AARC) in July.
- The certificate of insurance was submitted to UNCW for the annual conference.

3. Board Leadership and Transitions

Virtual sessions were held to install new officers and Board of Directors, including

- Amy Witschey: President-Elect
- Michelle Sumrall: Vice President
- Marcus Williford: Secretary
- Candace Hill: Treasurer-Elect*
- BOD West: Stephanie Barbour & Pam Holly
- BOD Central: Tina Lovings, Jordan Hall, & Josh Baucom*
- BOD East: Tim King

October is traditionally the designated transition month with limited board activity- may need to reconsider if the annual conference timeframe is adjusted.

Orientation for incoming board members will be scheduled for November 2025.

Orientation materials, including handbooks and attestation forms, are being prepared.

*Terms begin on January 1, 2026.

Medical Advisor vacant position- Dr. Andrew Namen was approached and expressed willingness to serve as a medical advisor. His term is a 2-year term will begin on October 1st.

4. Annual Symposium Preparation

Member and Vendor participation was actively managed, including handling unique requests, cancellations, and refunds.

- Collaboration with NC Manager Group to encourage conference attendance.
- Registration reminders were sent out regularly to Members and Vendors via email and AARConnect, and social media.
- Discussions were held regarding unique vendor requests, such as:
 - Complimentary Registration for NCSRC Vendor Rep-approved.
 - Discounted Vendor Rate- request denied.
 - Exhibitor Booth Sharing (alternative option)- approved.
 - Non-respiratory Vendor Participation Request

- **Example:** TeroMed, Red and Infrared light therapy products designed to promote pain relief, reduce inflammation- expressed a desire to register for our annual symposium, request was denied but left open for board discussion:

- Pros and Cons of expanding vendor categories to include a limited number of adjacent or complementary therapies with potential benefits for respiratory practitioners?
- Should we consider a separate category or space for wellness or adjunctive care vendors? - board agreed to invite non-respiratory vendors to future conferences.

- **Lessons Learned:** while virtual and in-person registration costs were equal, we need to distinguish between the two in the future for preparation needs, i.e. head count for catering, entertainment, vendor inquiry, etc...
- Plan to schedule a meeting with PEC & Executive Committee members to discuss conference plans for next year.

5. Communications and Engagement

- Numerous communications were exchanged to coordinate meetings, confirm logistics, and address board inquiries.
- The AARC Q3 2025 toolkit was distributed to the community outreach team to support Revenue Sharing and Co-Marketing agreements for engagement efforts.
- The updated orientation presentation highlighted NCSRC history, bylaws, standing rules.

6. Leadership Boot Camp Participation

- Nikki attended the AARC Leadership Boot Camp hosted via Zoom, August 12–13, 2025.
- Valuable insights into organizational leadership, governance, and strategic planning provided, e.g.
 - **50/50 Meetings:** Several states use a format with half virtual and half in-person meetings. Propose NC adopt this format?
 - **Annual Conference & March-** in person
 - **December & June-** virtual
 - Something to consider for future reference, no motion to make changes at this time.
 - **Board of Directors Self-Evaluation – [Year]:** Board engagement highlighted as a challenge in many states. Jasmine Brown (GA Past President) used a BOD self-evaluation to rebuild GA board. Propose NC adopts? No motion to implement at this time.

7. Committee Updates

		<p>All current Chair Commissions extended until October 15, 2025, due to the unconventional format of this year's conference and annual business meeting.</p> <p>Committee Vacancies:</p> <ul style="list-style-type: none"> • Program & Education- 2 • Student Engagement- 1 • Chartered Affiliate- 1 • NC Respiratory Manager's Group- 1 • Research- 1 <p>Chair Appointment Updates:</p> <ul style="list-style-type: none"> • Bylaws & Standing Rules: Lisa Cutshaw • Membership: Michelle Sumrall • Gov. Affairs/ PACT: Susan Gallo • Long Range Planning: Amy Witschey • Vendor Representative: Rayna Medlin, Aerogen • HOSA Chair stepped down due to personal reasons; Tim King volunteered to assume the position. • Program & Education Chair is stepping down due to competing demands, position open and vacant. <ul style="list-style-type: none"> ○ Volunteers ○ Propose appointment as alternating role for PEC members? Josh Baucom volunteered to assume role as chair. <p>8. AARC Elections – Voting Reminder</p> <p>Nikki has submitted her vote for the 2025 AARC Elections and encourages all board members who have not yet voted to do so before the deadline.</p> <p>Voting is open until October 17, 2025 at 11:59 PM CDT. Your participation is vital in shaping the future of our profession.</p> <p>Looking Ahead</p> <ul style="list-style-type: none"> • Orientation for new board members will begin in November. • Strategic planning for 2026. • Resume Community Outreach initiatives for enhancement of website. • Continued advocacy for HB71 will remain a priority. • Monitoring future revenue sharing and co-marketing engagements, efforts will continue.
		<p>Action Items:</p>
<p>3</p>	<p>Secretary's Report</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • June BOD meeting minutes were reviewed with 100% board approval via e-vote. Minutes posted to the NCSRC website.

	Catherine Sumrall/Marcus Williford	Action Items: Onboarding Marcus to secretary duties.
4	Treasurer's Report Helen Mauney	Secretary's Notes: <ul style="list-style-type: none"> • Jan 1 - Oct 8, 25 Administrative Income <ul style="list-style-type: none"> • AARC Dues Revenue Sharing 12,809.18 • Advertising Revenue 150.00 • Misc. 500.00 • <u>Vendor Fees - Regional Education</u> 1,800.00 • Total Administrative Income 15,259.18 Annual Meeting <ul style="list-style-type: none"> • Registration Fees 18,027.00 • <u>Vendor Fees</u> 50,450.00 • Total Annual Meeting 68,477.00 Investments <ul style="list-style-type: none"> • Interest-Savings, Short-term CD 100.61 • <u>Total Investments</u> 100.61 • Total Income 83,836.79 Expense <ul style="list-style-type: none"> • Annual Meeting Expenses • Sputum Bowl Awards 3,100.00 • <u>Annual Meeting Expenses - Other</u> 11,110.50 • Total Annual Meeting Expenses 14,210.50 • Directors and Officers Liability 1,169.00 • General Liability Insurance 1,770.00 Operations <ul style="list-style-type: none"> • ARCF Foundation 500.00 • Audit & Tax Preparations 2,030.00 • BOD Meetings & Reimbursements 67.00 Bonding/Insurance <ul style="list-style-type: none"> • Surety Solutions, a Gallagher C 137.00 • Total Bonding/Insurance 137.00 • Central Office Management Fee 12,172.08 • Central Office Mobile Phone 180.00 • Central Office PO Box 210.00 • Delegate Reimbursement 3,410.14 • Disaster Relief Fund 250.00 • PayPal 2,419.94 • President to AARC Congress 2,000.00

		<ul style="list-style-type: none"> • <u>Web Page 548.38</u> • <u>Total Operations 23,924.54</u> • <u>Total Expense 41,074.04</u> • <u>Net Income 42,762.70</u>
		<p>Action Items:</p>
<p>5</p>	<p>Delegate's Report Trisha Miller Amber McVeigh</p>	<p>Summer Meeting held in Fort Lauderdale on July 15 & 16, 2025 Attendance: Trisha Miller. Senior Delegate and Amber McVeigh, Junior Delegate Committees: Trisha – Resolutions Committee Amber- Awards and Recognition Committee The Summer meeting was productive. The Mini Big List is attached. Anyone wanting more information on a particular point, please contact Trisha @ tandsmiller@suddenlink.net and she will provide with that and/or direct you to someone who will be able to further discuss. Keep in mind, Trisha's term will end in December 2026. Amber will move to Senior delegate. Delegate and nominations will be collected for the incoming Junior Delegate.</p> <ul style="list-style-type: none"> • The next House of Delegates (HOD) meeting will be held after the December Congress: 2025 — Dec. 6–9 (Sat–Tues), Phoenix, AZ • Registration is open for the Congress and don't forget to use the NC100ff Code • The AARC Election runs through October 17. Positions on this year's ballot include President-Elect, • 1 Director-At-Large, and section chair-elect positions for Adult Acute Care, Education, and • Diagnostics. Cast your vote online at vote.associationvoting.com/aarc. • For more election details, visit www.aarc.org/membership/aarc-election-2026. • October NextGen RT Network Webinar takes place Oct. 13 at 1 p.m. CENTRAL. Our next topic will be "Ready to Lead" with Dennis Stanley. Check the Connect for Link. • HOD Elections: 2026 Bylaws Committee and Elections Committee. Senor Delegate to Vote by Oct. • AARC House of Delegates Summer Forum Meeting • The Mini BIG List • Summary of House of Delegates Activities at AARC Summer Forum • The American Association for Respiratory Care (AARC) hosted its annual Summer Forum in Fort Lauderdale, FL, featuring a two-day House of Delegates

(HOD) session that brought together representatives from across the country to discuss, collaborate, and advance the profession of respiratory care.

- Day One Highlights, Resolutions Introduced:
- Six key resolutions were introduced and discussed by the House of Delegates:
 1. \$2 Pre-Check Donation at Membership Renewal A resolution for the AARC to consider implementing a voluntary \$2 donation checkbox during membership renewal. -Resolution was defeated by the BOD.
 2. Collaboration with AAIR Foundation A resolution encouraging the AARC Board of Directors to explore a partnership with the Asthma, Allergy, Impact, and Rescue Foundation (AAIR). – Resolution was withdrawn & recommendation was made for leader of AAIR to reach out to EO directly to engage & discuss opportunities.
 3. Enhanced Open Forum Rejection Feedback A resolution calling on the AARC to improve the clarity and constructiveness of rejection communications for Open Forum submissions, offering more detailed rationale and feedback for declined abstracts. - VP of Internal to follow-up with all these suggestions directly with program committee.
 4. Two-Year Professional Membership for HOSA College Winner A resolution to award a two-year professional AARC membership to the first-place winner of the college/university-level HOSA competition. -Approved & sent to EO to operationalize.
 5. Student Membership for HOSA High School Winner A resolution to award a student AARC membership to the first-place winner of the high school-level HOSA competition. -Approved & sent to EO to operationalize.
 6. Disaster Relief Raffle A resolution for the HOD Disaster Relief Ad Hoc Committee to hold a fundraiser beginning with the 2026 AARC Congress to support disaster relief funding. - Approved so long as we make sure everyone uses the appropriate verbiage – this is a FUNDRAISER, not a raffle.

Discussion Topics

- Advanced Practice Respiratory Therapist (APRT): A roundtable discussion focused on the growing role and future implementation of the APRT.
- Interstate Compact Licensure: Updates were provided on state participation in the Respiratory Care Interstate Compact. Washington State recently signed the compact into law, joining a growing number of participating states.
- Disaster Relief was a hot topic at this year's Summer Forum. The Ad-Hoc Committee asked for support from the house & all of the affiliates with rebuilding the fund & ensuring it's sustained. The

team is working hard to get Disaster Relief marketing enhanced & encourages grass-roots efforts (including the resolutions above) to continually grow the fund. Discussion was also held regarding moving the fund to ARCF. The Ad-Hoc committee has offered to explore this & present findings/options at the fall meeting.

- Organizational Updates
- HOSA Event Participation: AARC representatives attended a national HOSA event in June, which saw participation from over 300,000 students across 49 states.
- New AARC Headquarters: The Executive Director announced that the AARC will move into its new headquarters in Dallas, Texas, by late September or early October 2025.
- New Publication Launch: AARC will soon debut a new scholarly publication, Respiratory Care Reports, which will be published alongside the Respiratory Care Journal. Notably, the Respiratory Education Annual will now be published under this new journal.

Day Two Highlights: Roundtable Discussion:

Student Engagement

- Delegates shared best practices on how state affiliates have successfully increased student engagement and encouraged participation in professional events such as the House of Delegates, Summer Forum, and AARC Congress.
- NextGenRT Update: The NextGenRT initiative, a professional hub for respiratory therapy students and recent graduates (within three years), now includes over 7,300 members. The platform continues to serve as a vital resource for career development, education, and networking.

Additional Information:

State Bylaws

- Approved bylaws for Puerto Rico, Alaska, Georgia, Oregon, and West Virginia
- See Past Speaker Report (AARConnect post by Past-Speaker Jackson) for detailed report from the Past Speaker This two-day session demonstrated the continued commitment of the House of Delegates to shaping the future of respiratory care through collaboration, innovation, and leadership

Standing Committee Reports (Chair of Committee entered first)

<p>6</p>	<p>Nominations & Elections (4) Candace Hill Detra Moore Karen Blain Thomas Nietman</p>	<p>Nominations and Elections results:</p> <ul style="list-style-type: none"> • President-Elect Amy Witschey • Vice President Michelle Sumrall • Treasurer - Elect Candace Hill • Secretary Marcus Williford • BOD West- Stephanie Barbour • Pam Holly • Central- Tina Lovings • Jordan Hall to replace Marcus Williford as he takes secretary position. • Josh Baucom to replace Candace Hill as she takes treasurer-elect position. • East- Tim King <p>Action Items:</p>
<p>7</p>	<p>Budget/Audit: Chair: Helen Mauney Co-Chair: Jevonnie (Nikki) Barrett Lisa Cutshaw Amy Witschey Catherine Sumrall Victoria Johnson Marcus Williford</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • See Treasurers Report <p>Action Items:</p>
<p>8</p>	<p>Bylaws & Standing Rules (3) Chair: Lisa Cutshaw Logan Emerson Detra Moore Amy Witschey</p>	<p>Secretary's Notes: N/A Lisa Cutshaw was appointed as chair. Currently updating the standing rules to be in line with bylaws.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Post to website once updates are completed.

<p>9</p>	<p>Education & Program Chair: Victoria Johnson Co-chair: Candace Hill Lisa Cutshaw Danyelle Miray Dustin Smith Helen Mauney Marissa Monteith Kelly Bowers</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • Symposium smaller this year due to budgeting. • Attendance is down and we need to figure out how to get more people to attend. • A great amount of vendors signed up for this event but concerned because of there isn't a great amount of managers at the event. • Would like to see more educators and students involved • Unable to have a party at this years symposium due to budgeting restraints and the cost of reserving the room past 9:30 • Tori wants to remain on committee but step down from chair position. Josh Baucom offered to take over as Chair. • Chair said the committee needed to be expanded to 15 members. Amber McVeigh made a motion to expand the committee, and Amy Witschey seconded the motion. Trisha Miller is concerned that we can't fill the committee with 2 of the 10 spots empty growing to 7 of 15 spots empty. Vote passed with one opposed.
		<p>Action Items:</p> <ul style="list-style-type: none"> • Recruit for PEC members- ideally who are not managers and can invest more time. • Develop PEC policy with guidelines and expectations for committee and members. • Look for strategies to bring vendors to virtual and in-person participants vs. removing virtual as an option.
<p>10</p>	<p>Government Affairs (previously PACT) Chair: Susan Gallo Lawson Millner Tim King Susan Gallo Tina Frazie</p>	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> • Susan Gallo was appointed as chair. • Susan attended the PACT meeting as the representative from NC. • None of the other members for the committee could attend this year. • We were asking for sponsorship for two pieces of legislation. • The Supplemental Oxygen Access Reform Act (SOAR) and The Sustainable Cardiopulmonary Rehabilitation Act (funding for virtual Pulmonary Rehab). • NC has 14 representatives and two senators. Susan was able to secure appointments to 5 representative's offices and one senator's office (Thom Tillis). All seemed receptive and were somewhat familiar with these Bills. It required several emails and several phone calls to each office. • Some just don't return calls unless the requestor is from their district.

		Action Items: N/A
11	Community Outreach Chair: Lawson Millner Trisha Miller Chandler Jones Amanda Ritcher	Secretary's Notes: No Report
		Action Items: 2026 Goals <ul style="list-style-type: none"> • Revive NCSRC Times • Update NCSRC Website • Looking for social media champions
12	Membership Chair: Amy Witschey Kenny Winn Charles Almeda Thomas Nietman	<ul style="list-style-type: none"> • Secretary's Notes • We're at 102% for an overall growth, but that still keeps us up to we're at an average of 32% membership • Amy's passion throughout her term as Vice President has been getting to the second year students and really talking to them about the importance of AARC membership. • One of the things that she tried to do was to get in front of as many of the second year students as possible in the state to inform them that if you join before you graduate, it only costs you \$25 and you get a \$40 discount off of your clinical simulation exam. So it more than pays for itself. • There obviously are a lot of other benefits to membership, but for someone just graduating and not really making big, real money yet, that that is important, that's a nice benefit. • Amy is excited to see where this committee will go in the future and thinks really leaning hard on that managers group is going to be vital to help and grow our membership. • As of October, the first, we have 6004 active licenses,
		Action Items:
13	Long Range Planning Chair: Amy Witschey Lisa Cutshaw Trisha Miller Nikki Barrett	Secretary's Notes: No report
		Action Items:
14	Parliamentarian Lisa Cutshaw	Secretary's Notes: No Report
		Action Items:
15	Judicial (3) Lisa Cutshaw Trisha Miller	Secretary's Notes: No report
		Action Items:

	Ricky Bowen	
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Professional Organization Reports

<p>16</p> <p>NCRCB</p> <p>Bill Croft</p>	<p>North Carolina Respiratory Care Board</p> <p>Annual Activities Report for 2024–2025.</p> <p>Submitted to: North Carolina Society for Respiratory Care (NCSRC) Reporting Period: October 2024 – October 2025</p> <ul style="list-style-type: none"> • The NC Respiratory Care Board is celebrating 25 years of licensing Respiratory Care Practitioners as of July 13, 2025. As of October 1, 2025, we have 6,004 active licenses, and we have issued over 13,338 licenses since active licensing began in 2001. • As in years past, the North Carolina Respiratory Care Board (NCRCB) remained focused on its core mission of protecting the public and supporting the respiratory care profession through regulation, advocacy, and education. Board membership saw key transitions, including the reappointment and reelection of Chair Myra Stearns, MHA, RRT, RPFT, RCP, FAARC, by the NC Hospital Association and the gubernatorial appointment of Ms. Felita Livingston to a vacant public seat. Dr. James Davidson and Mr. Dwayne Weitzel, RRT, RCP, joined the Board in the past year as well. Dr. Lanny Inabnit, PhD, RRT, RRT-ACCS, RRT-NPS, RCP, FAARC, and Ms. Tina M. Lovings, MHS, RRT-ACCS, were reappointed to a three-year term by the Speaker of the House and Senate Pro-Tem. • Legislative efforts were a major focus throughout the year, with Executive Director Dr. William Croft coordinating outreach to support the advancement of House Bill 71 and Senate Bill 160, which aim to establish licensure for Advanced Practice Respiratory Therapists (APRTs) in North Carolina. Dr. Croft met weekly with lawmakers, gaining bipartisan momentum that resulted in the overwhelming House passage of H71, with the help of NCSRC members and the 250-plus APRT Ambassadors. The Board also maintained an active presence on the APRT Committee, at AARC conferences and supported national efforts, such as the NBRC's APRT outcome assessment and mentoring through the AARC's Emerging Leaders Program.
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		<ul style="list-style-type: none"> From a regulatory standpoint, the Board managed a steady caseload of disciplinary matters, including investigations of unlicensed practice, license reinstatements, and ethical violations. Two licenses were revoked this year, three were surrendered, and multiple consent orders were issued for compliance monitoring or enrollment in intervention programs for substance use. The Board also clarified the scope of RT practice through updates to its position statement on multiskilled practitioners and proposed rule changes for license reinstatement procedures. The Board is also revising the 2018 APRT Declaratory.
		Action Items:
17	<p>NC Respiratory Care Manager's Group Chair: Tina Lovings</p> <ol style="list-style-type: none"> Marcus Ferguson Rachel Bowser Tim King 	<p>Secretary's Notes:</p> <ul style="list-style-type: none"> Tina said that she is working to put together a list of all of the managers in the state. She is having issues finding names and contact info of managers outside of hospitals like home health agencies. Working with Dr. Croft to get contact with all of the managers
		Action Items: need support to assist with updating contact information for DME managers
	<p>NCARE Tim King</p>	<p>Secretary's Notes: No report</p>
		Action Items:
19	<p>HOSA Chair: Tim King Kelsey Harrison Charlene Hunley Mariellen McDonald Kiersten Carson Angel Smith Andrew Almond Trinity Maldonado Sarah Chambers</p>	<p>Secretary's Notes: Lisa Johnson stepped down for personal reasons. Tim King was appointed as chair. State Affiliate HOSA survey completed for NC</p>
		<p>Action Items: Meet with committee members to discuss goals and next steps.</p>
20	<p>Vendor Representative Rayna Medlin</p>	<p>Secretary's Notes: Rayna Medlin, Aerogen representative to become Vendor Representative</p>
		Action Items:

21	<p>Student Engagement Chair: Dustin Smith Candace Hill Trisha Miller Marcus Williford Marni Hutchins Amy Hall Debbie Booton</p>	<p>Secretary's Notes: Initial Goals: Increase student engagement/expand student opportunities Student Workshop, Sputum Bowl, Scavenger Hunt, Pre-recorded lectures <i>Introduce students to the value of being involved</i> <i>Prepare students to take leadership positions in the future</i> Future considerations: Mentorship program design to begin after symposium Further investment and growth in next year's symposium</p> <hr/> <p>Action Items: 1 member vacancy</p>
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Special Committee Reports

20	<p>Awards and Scholarships Chair: Kara Horn Christy Isenhour Marcus Williford Amber McVeigh Karen Blain</p>	<p>Secretary's Notes: This year we did have more nominations than we did last year, in total we received over 30 nominations. The new system using Forms worked so much better. It was all organized and in one place instead of receiving separate emails for each category. The only issue we are running into is if members on the committee are using their work email their organization's security settings prevent them from receiving emails from me. So, I had to transfer the data into an Excel sheet from my work email and send it to everyone then return to the Awards email to send everything over. Would it be easier to give members of committees their own email through the society? Below are the nominations results: Gale Gane Educator of The Year: total of 9 nominations were received in this category and the winner is Ashtyn Paff Practitioner of The Year- We received a total of 7 nominations in this category, the winner is Candace Gilbert Harvey Jacobs Leadership Award- We received 8 nominations in this category and the winner is Nikki Barrett Physician of the Year- We received 7 nominations in this category so that nomination will receive the award and it will be Dr. Aaron Blackshaw Garry Dukes Award- We did receive 2 nominations and the winner is Trisha Miller</p> <hr/> <p>Action Items:</p>
22	<p>Chartered Affiliate</p>	<p>Secretary's Notes: No Report</p>

	Chair: Sarah Chambers Connie Paladenech Lisa Cutshaw Kelly Bowers	Action Items:
23	OneDrive Chair: Wayne Trainor	Secretary's Notes: 10/09/2025 NCSRC Microsoft Account Wayne Trainor <ol style="list-style-type: none"> 1. Reminder to all committee chairs – please mentor your committee members or anyone that is taking over the chair position for your respective committee. <ol style="list-style-type: none"> a. Help them understand how the NCSRC uses Microsoft one drive and forms. b. Help them understand the process / reasoning for creating their new outlook email. 2. Purpose: <ol style="list-style-type: none"> a. Cloud Storage for Official Business <ol style="list-style-type: none"> i. <u>MAIN ACCOUNT - OneDrive</u> <ol style="list-style-type: none"> 1. TheNCSRC@outlook.com - managed by the Chair of the OneDrive Committee and Administrative Secretary (Trisha Miller) <ol style="list-style-type: none"> a. Houses various documents: <ol style="list-style-type: none"> i. Board Meetings Reports ii. By-laws & Standing Rules iii. Articles of Incorporation iv. Directory v. NCSRC “Shared Items” folder <ol style="list-style-type: none"> 1. This folder is shared with ALL officers, BOD’s, NCSRC Secretary, & Chair of OneDrive committee ii. <u>SECONDARY ACCOUNTS - FORMS</u> <ol style="list-style-type: none"> 1. Nominations - NCSRCnominations@outlook.com <ol style="list-style-type: none"> a. Managed by the Chair of the Nominations Committee

		<p>b. Houses the standing rule attachments specific to the Nomination process.</p> <p>2. Awards – NCSRCaccolades@outlook.com</p> <p>a. Managed by the Chair of the Awards & Scholarship Committee</p> <p>BOD Registration Instructions for the use of OneDrive:</p> <p>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.</p> <p>Video Explanation --> https://1drv.ms/v/s!ApNyeeKrPTAAiXPqVK3I-rDIKMeU</p> <p>Please complete the account registration and set your email up in the following fashion: Use your first initial followed by your last name "." (dot) ncsrc@outlook.com.</p> <p>Example: John Doe will be jdoe.ncsrc@outlook.com</p> <p>Once you have completed this process, please send an email to: theNCSRC@outlook.com , so that the main folder & files can be shared with you.</p> <p>***If you already have a Microsoft email account, instead of creating a new account, you can create an alias https://support.microsoft.com/en-us/office/add-or-remove-an-email-alias-in-outlook-com-459b1989-356d-40fa-a689-8f285b13f1f2</p> <p>Action Items:</p>
23	<p>Research (5) Chair: Sheila Ball Mike Gentile Pam Holly Andrew Miller</p>	<p>Secretary's Notes: No Report</p> <p>Action Items:</p>
24	<p>Strategic Planning</p>	<p>Secretary's Notes: No report</p>

	Jamy Chaluk Kim Clark	Action Items:
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Old Business: None to discuss.

New Business: None to discuss.

Motion to adjourn by Amber McVeigh and seconded by Dustin Smith. Meeting adjourned at 11:02