

Standing Committees

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Bylaws Committee
AARC Activity Report
WINTER BOD Meeting, 2007

Chair: Roy Wagner, RRT

Liaison: Ruth Krueger-Parkinson

Recommendation 1:

The AARC Board of Director's accept the Committees recommendation for approval of the following States Bylaws:

Justification:

The following States submitted State Bylaws changes to the AARC By-Laws Committee per policy. The AARC By-Laws Committee reviewed with due diligence the changes that each State submitted and determined that the changes were in compliance with the AARC Bylaws. Additionally the Committee reviewed each set of bylaws for compliance to AARC Bylaws litmus test:

Nebraska

Colorado

Maryland-DC

Virginia

Utah

Nevada

Recommendation 2:

Review attachment A which is a timeline for States to use as a guide for timely submission of their By-laws changes for Committee review and AARC BOD approval. Make any changes and approve for addition to the Chartered Affiliates Handbook in the By-Laws Section.

Justification:

Currently there is no way to determine the best timing for submission of Bylaws changes by State Boards for AARC Board approval. This timing is important not only for good communication, but also for the States to include the AARC approved changes on their ballots to the membership.

Summation of Committee Charges:

1. Review amendments proposed by the Board of Directors, House of Delegates or Chartered Affiliates and submit its recommendations to the proponent.

Plan: Monitor and document any proposed amendments

Action: Ongoing and will take actions as necessary.

2. Review Chartered Affiliate By-laws according to the established staggered schedule in which all are reviewed every five years for compliance with the AARC By-laws.
 - a. Affiliate By-laws will only be reviewed for compliance with AARC By-laws. Errors in grammar, spelling or internal inconsistencies will be the responsibility of the Chartered Affiliate. The By-laws Committee may make recommendations regarding grammar, spelling or internal inconsistencies but will not delay the approval process over such issues.
 - b. Affiliate By-laws will be considered in conflict with the AARC By-laws if non-AARC members are allowed to vote and/or hold a voting position on the Affiliate's Board of Directors.
 - c. Affiliate By-laws will be considered in conflict if Active members of the Chartered Affiliate are not Active members of the AARC.

Plan:

Action 1: Completed review of Alabama, Iowa, Pennsylvania, Georgia, and Michigan.

Action2: Per instructions from the AARC BOD the Committee will restructure the review and revise the schedule. This will be completed and presented to the BOD at their Summer 2007 meeting.

Completed

ATTACHMENT A:

Time Line for State By-Laws Revision by The AARC Board of Director' Review

Understanding that appropriate timing is important to the Chartered Affiliates in response to approval of their By-Law proposed changes by the AARC BOD the following guidelines for submission of change request should be used.

1. All bylaws revisions should be sent to the chair of the AARC Bylaws Committee in care of the AARC Executive Office.
2. The affiliate's bylaws revisions must be accompanied by a cover letter that describes the reasoning for the proposed revisions. This explanation should be sufficient for the AARC Bylaws Committee to understand the intent of the proposed changes. The cover letter should include the name and contact information of the individual in the chartered affiliate who can answer questions about the bylaws proposal.
3. The affiliate must provide a full copy of their bylaws with additions **underlined and bold** and with deletions appearing as ~~strikeouts~~.
4. The following is a guide for States to use to determine the best timing for their submission of By-Laws changes for AARC BOD approval.

The AARC BOD has scheduled meetings in winter, spring and summer. With this meeting schedule the following is a time line for use by the States to determine when it is best to submit proposed changes to coincide with their Board Meetings and elections.

TIME LINE FOR STATE AFFILIATES TO USE IN DETERMINING WHEN BYLAWS CHANGES NEED TO BE SUBMITTED FOR AARC BOD APPROVAL

SUBMITTED TO THE AARC EXECUTIVE OFFICE FROM THE STATE	SUBMITTED TO AND REVIEWED BY THE AARC BYLAWS COMMITTEE	SUBMITTED TO THE AARC BOD BY THE AARC BYLAWS COMMITTEE	AARC BOD MEETINGS	ANSWER BACK TO THE STATE CONTACT
BEFORE OCTOBER 1ST	TWENTY ONE DAYS FROM RECEIVED DAY	BY COMMITTEE REPORT DEADLINE SET FORTH BY AARC POLICY	WINTER (NOV/DEC)	FOURTEEN DAYS AFTER AARC BOD MEETING
BEFORE FEBRUARY 1ST	TWENTY ONE DAYS FROM RECEIVED DAY	BY COMMITTEE REPORT DEADLINE SET FORTH BY AARC POLICY	SPRING (MAR/APR)	FOURTEEN DAYS AFTER AARC BOD MEETING
BEFORE JUNE 1ST	TWENTY ONE DAYS FROM RECEIVED DAY	BY COMMITTEE REPORT DEADLINE SET FORTH BY AARC POLICY	SUMMER (JUNE/JULY)	FOURTEEN DAYS AFTER AARC BOD MEETING

Election Committee
AARC Activity Report
Fall, 2007

AARC Elections Committee

Camden McLaughlin, BS, RRT, CPFT, Chair

I am pleased to inform you that the certification of the counting of general election ballots for AARC Officers and Directors at Large and Specialty Section Chair-Elects was held on November 2, 2007. The following are certified and declared as elected:

OFFICERS

President-elect: Timothy R. Myers, BS, RRT-NPS

DIRECTORS AT LARGE

Denise Johnson, BS, RRT

Patricia Ann Doorley, MS, RRT, FAARC

James Wm Taylor, MA, RRT

SPECIALTY SECTIONS

Adult Acute Care: Michael J. Hewitt, RRT-NPS, RCP, FAARC

Diagnostics: Melynn K. Wakeman, BS, RRT, RPFT, RPSGT

Education: Lynda T. Goodfellow, EdD, AE-C, FAARC

Results were officially reported to the AARC President and Executive Office on November 6, 2007. Signed declarations of the election certification were completed and are held in the AARC Executive Offices.

Of interest regarding second electronic AARC election:

Votenet received a list of 34,592 AARC eligible voters on September 20, 2007.

Elections opened online on October 1 and closed on November 1, 2007. Three paper ballots were returned and entered into Votenet.

Notification of AARC members of the E-Vote process:

September and October AARC Times.

Website posting September 20 for candidate information.

Voting site live October 1.

Email October 1, October 10, October 22, October 29.

News Now postings September 24, October 1, October 12, October 18, October 25, November 1.

(Elections Committee cont'd)

Voter turnout:

	<u>Eligible Voters</u>	<u>Voters</u>	<u>% Voters</u>
General Elections:	34,592	3,247	11%
Sections:			
Adult Acute Care	1,529	277	18%
Diagnostics	844	187	22%
Education	1,167	369	31%

Number who voted and percentage of voters for 2007 was slightly less than previous years; however, the E-Vote process for a first year was extremely successful in creating a seamless election process, preparation for future E-Voting, and significant decrease in man hours in the executive office.

Executive Committee

Finance Committee

Audit Subcommittee

AARC Activity Report
December 2007

Chair: Frank R. Salvatore, Jr., BS, RRT, FAARC
Lovio

AARC Staff: Tony

Recommendation #1: The AARC Board of Directors approves a plan to revise the budgetary information given during the executive session of the BOD and HOD during the winter meetings beginning in 2008. The budgetary information will be at a general level and not give detailed information regarding revenue or expenses associated with that line item. The budgetary view will be the equivalent of the current statements of activities with a year-to-year comparison like the report found in the AARC Financial Reports (*see attached document*).

Justification #1: With the changing business climate, the AARC must protect its interests and also avoid the appearances of conflict of interest. Specifically, the House of Delegates members, who have bylaw authority for approval of the AARC Budget, may have conflicts of interest that can bring the business practice of the AARC under scrutiny. The delegates of the House have a defined duality in their roles, which gives them insight into both the business practice of their state society and the AARC. Providing detailed information regarding the AARC budget could bring that duality to both into play. In order to protect the interests of the AARC, a high level budget should be prepared for the executive session which would alleviate in the opinion of the AARC auditors the conflict of interest. There does not need to be any by-law revision or revocation of the ability for the House to approve the budget if this recommendation is put into place.

Charges:

1. Monitor the financial affairs of the Association in cooperation with external independent auditors. – Ongoing.

I want to thank Ruth Kruger-Parkinson, Colleen Schabacker, Joe Horn, and John Walton for their work that was done this year. I would also like to thank Tony Lovio for his guidance to this committee.

Judicial Committee

AARC Activity Report
Winter 2007

Chair: Trish Blakely, RRT

Liaison: Ruth Krueger Parkinson, MS,RRT

Recommendations: There are no recommendations at this time.

Objectives:

1. Review membership challenges, or complaints against any member charged with any violation of the Association's Articles of Incorporation, Bylaws, standing rules, code of ethics, or other rules, regulations, policies or procedures adopted, or any conduct deemed detrimental to the Association.

Status: Two (2) complaints have been received.

Complaint # 1 was reviewed by the committee. The complaint was found to be "without substance" and was dismissed by the committee. All parties have been notified.

Complaint # 2 is in "preliminary investigation" by the Chair. No committee action has yet occurred.

2. Conduct all such reviews in accordance with established policies and procedures.

Status: All reviews have been conducted per policy and procedure and with the advice of AARC legal counsel.

3. Determine whether complaint requires further action.

Status: No further action required at present.

4. Understand the appeals process available to members.

Status: Process understood.

Program Committee

AARC Activities Report
Fall 2007

Chair: Mari Jones

Liaison: Ruth Krueger-Parkinson

Recommendation: **No recommendations**

Charges: To plan the 2007 Summer Forum to be held July, 2007 in Reno, Nevada and the AARC International Respiratory Congress to be held December 1-4, 2007 in Orlando, Florida.

Report/Updates: Three educational programs were presented during the AARC Summer Meetings in Reno on July 13-17: the Summer Forum, the Asthma Educator Certification Preparation Course, and the 40th RESPIRATORY CARE Journal Conference on Mechanical Ventilation in Mass Casualty Scenarios. Attendance was good for all presentations. Concerns after the meeting regarding the choice of Reno as a site emerged from the HOD. A survey of Summer Forum attendees several years ago was one of the reasons Reno was chosen. Those surveyed at that time did not think their employers would support their attendance at a meeting in Puerto Rico or Hawaii because of the perception that it would be more of a vacation rather than a business meeting. The program for the International Respiratory Congress is completed. We continue to work with the AARC Executive Office at looking to future sites for both, the Summer Forum and the Congress.

Please contact me if any additional information is needed. Thank you very much.

Strategic Planning Committee

AARC Activity
November, 2007

Chair: Mike Runge BS, RRT

Liaison: Ruth Krueger-Parkinson MS, RRT

Recommendation: None

Justification: N/A

1. Review the Strategic Plan of the Association and make recommendations to the Board for any needed revisions or adjustments in the plan at the Spring 2007/08 Board of Directors Meeting.
2. Recommend to the Board of Directors the future direction of the Association and the profession of Respiratory Care.

The Committee has reviewed the 2007AARC Goals and found them to be aligned with the Organization's Strategic Plan. There were no recommendations.

The committee will once again review the Strategic Plan for 2008 in accordance with President Rodriguez's goals for the upcoming year.