

AMERICAN ASSOCIATION FOR RESPIRATORY CARE

Board of Directors Meeting

Friday, March 20, 2020 • Spring • Virtual E-Meeting

Minutes

ATTENDANCE

Directors

Karen Schell, DHSc, RRT-NPS, RRT-SDS, RPFT, RPSGT, AE-C, CTTS, President
Brian Walsh, PhD, RRT-NPS, RRT-ACCS, AE-C, RPFT, FAARC, Past President
Sheri Tooley, BSRT, RRT-NPS, CPFT, AE-C, FAARC, President-Elect
Cheryl Hoerr, MBA, RRT, CPFT, FAARC, VP Internal Affairs
Jakki Grimball, MA, RRT, AE-C, FAARC, VP External Affairs
Lynda Goodfellow, EdD, RRT, FAARC, Secretary/Treasurer
Kim Bennion, MsHS, RRT, CHC
Dana Evans, MHA, RRT-NPS, FAARC
Carl Hinkson, MS, RRT-NPS, FAARC
John Lindsey, Jr., MEd, RRT-NPS, FAARC
Timothy Op't Holt, EdD, RRT, AE-C, FAARC
Georgianna Sergakis, PhD, RRT, FAARC
Lisa Trujillo, DHSc, RRT, FAARC
Raymond Pisani, BS, RRT-NPS, RRT-ACCS, FAARC
Kerry McNiven, MS, RRT, FAARC
Bradley Kuch, MHA, RRT, RRT-NPS, FAARC
Kari Woodruff, BSRC, RRT-NPS, FAARC
Aaron Light, DHSc, RRT-ACCS, FAARC

Consultants

Ellen Becker, PhD, RRT-NPS, FAARC, Parliamentarian
Dianne Lewis, MS, RRT, FAARC, President's Council President,
Peter J. Papadakos, MD, FCCM, FAARC, BOMA Chair

House of Delegates Officers

Teri Miller M.Ed., RRT, Speaker of the House
Joseph Goss, MSJ, RRT, RRT-NPS, AE-C, FAARC, Speaker-Elect
Keith Siegel, MBA, RRT, CPFT, FAARC, Past Speaker
Jodi Jaeger, BS, RRT, RRT-NPS, Secretary
Jennifer Anderson, RRT, RRT-NPS, FAARC, Treasurer

Staff

Tom Kallstrom, MBA, RRT, FAARC, Executive Director
Tim Myers, MBA, RRT-NPS, FAARC, Chief Business Officer
Doug Laher, MBA, RRT, FAARC, Associate Executive Director
Shawna Strickland, PhD, CAE, RRT-NPS, RRT-ACCS, AE-C, FAARC, Associate Executive Director
Anne Marie Hummel, Associate Executive Director
Jena Weeter, Executive Assistant to Executive Director
Crystal Maldonado, ARCF Foundation and Grants Coordinator
Ray Arambula, Director of IT
Ada Morton, Senior Accountant

CALL TO ORDER

President Karen Schell called the meeting of the AARC Board of Directors to order at 8:00am CST.

Secretary/Treasurer Lynda Goodfellow called the roll and declared a quorum.

Jakki Grimball and Aaron Light were sworn into their respective positions on the Board of Directors by Parliamentarian, Ellen Becker.

VIRTUAL MEETING

President Schell went over a few instructions on how the virtual meeting would be conducted and asked members to be patient and forgiving with the new technology. She advised the board members that she was fully aware of the probable need for each to individually enter and exit the meeting as necessary, but emphasized the importance of keeping everyone aware when one had to step away.

Cheryl Hoer made a motion to approve to conduct the meeting virtually in lieu of face-to-face due to the current restrictions and precautionary measures currently being enforced regarding social distancing and travel. As a country, we are under a nationally declared state of emergency due to the outbreak of the COVID-19 pandemic.

Motion carried

APPROVAL OF MINUTES

Dana Evans moved to approve the minutes of the November 7, 2019 meeting of the AARC Board of Directors.

Motion carried

Lynda Goodfellow moved to approve the minutes of the November 8, 2019 meeting of the AARC Board of Directors.

Motion carried

Dana Evans moved to approve the minutes of the November 12, 2019 meeting of the AARC Board of Directors.

Motion carried

CONSENT AGENDA

Jakki Grimball made a motion to suspend the rules and allow a consent agenda.

Motion carried

President Schell asked Board members if they wish to move any consent agenda items to the regular agenda for further discussion. She granted that the Program Committee, Elections Committee, AS to BS Conversion, Finance Committee, Bylaws, Strategic Planning Committee, Fellowship, Advocacy and Government Affairs Committee, Position Statement, Management Section, IPEC, Executive Committee, BS Entry to Practice, President's Council and Vision Grant Committee reports would be removed from the Consent Agenda.

Sheri Tooley moved to accept the Consent Agenda as modified.

Motion carried

E-MOTION ACCEPTANCE

The recent E-motions that were previously voted on prior to the Spring BOD meeting were brought forward for ratification.

Diversity and Inclusion

Kerry McNiven moved that **E-Vote 20-1-15.1**, the recommendation that Gabby Davis become the new chair of the Diversity and Inclusion Committee be brought forward for ratification.

Motion carried

BS Entry to Practice

Tim Op't Holt made a motion that **E-Vote 20-1-29.2**, the recommendation that Dr. Christy Kane be added as an additional member to the BS Entry to Practice Committee, be ratified by the BOD.

Motion carried

NRP

Kari Woodruff moved that **E-Vote 20-1-76.1**, that Teka Siebenaler be appointed as the new ARRC special representative for the Neonatal Resuscitation Program's Steering Committee (replacing John Gallagher), be ratified.

Motion carried

NBRC

Jakki Grimball made a motion that **E-Vote 20-1-81.1**, the NBRC's Board of Trustees requests the nomination and approval of Daniel Whitt and Amanda Roby to serve 4-year terms on their BOT as representatives of the AARC, be ratified by the Board.

Motion carried

PRESENTATION: MERRILL LYNCH

Nancy Bello and John Barrett with Merrill Lynch gave an overview of the Investment Report and the current state of the market in these current upset conditions.

PRESENTATION: LARRY WOLFISH

Larry Wolfish presented a brief refresher on the fiduciary responsibilities of being a member of the AARC Board of Directors. He touched upon topics such as conflicts of interest, duty of care, and duties of loyalty to the association.

RECESS

President Schell called a recess of the AARC Board of Directors meeting at 9:29am CST.

RECONVENE

President Schell reconvened the meeting of the AARC Board of Directors at 9:40am CST.

PULLED REPORTS

Elections Committee

Karen Schell provided a quick update on the committee's progress in revising and revamping the nominations process and policy in the elections of Board positions. They should have a draft of a rubric created and suggested revisions to the policy to share with the board at the upcoming summer meeting.

Bylaws Committee

Jakki Grimball introduced **Recommendation 20-1-9.1** "That the AARC Board of Directors find that the Illinois Society for Respiratory Care Bylaws are not in conflict with the AARC Bylaws. (See attachment "Illinois-AARC Chartered Affiliate Review 02.20.20" and cover letter). Tim Op't Holt moved to accept the recommendation.

Dana Evans abstained from voting due to currently being resident of the aforementioned state.

Motion carried

Jakki introduced **Recommendation 20-1-9.2** “That the AARC Board of Directors find that the Connecticut Society for Respiratory Care Bylaws are not in conflict with the AARC Bylaws. (See attachment “Connecticut-AARC Chartered Affiliate Review 02.20.20” and cover letter). Cheryl Hoerr moved to accept the recommendation.

Kerry McNiven abstained from voting due to currently being a resident of the aforementioned state.

Motion carried

Jakki introduced **Recommendation 20-1-9.3** “That the AARC Board of Directors find that the Massachusetts Society for Respiratory Care Bylaws are not in conflict with the AARC Bylaws. (See attachment “Massachusetts-AARC Chartered Affiliate Review 02.20.20” and cover letter) Kerry McNiven moved to accept the recommendation.

Motion carried

Jakki moved to accept **Recommendation 20-1-9.4** “That the AARC Board of Directors find that the Georgia Society for Respiratory Care Bylaws are not in conflict with the AARC Bylaws. (See attachment “Georgia-AARC Chartered Affiliate Review 02.20.20” and cover letter)

Motion carried

Executive Committee

President Karen Schell give an provided a brief overview and summary of the topics discussed the most recent meeting.

Strategic Planning Committee

Brian Walsh indicated that the committee had been busy developing a dashboard in order to show progress and statuses of the Horizon Goals. He stated that he should have some more details to share by the summer BOD meeting.

Finance Committee

Sheri Tooley made a motion to accept **Recommendation 20-1-1.1** “That the AARC Board of Directors approve the release of \$7,500 in capital funding to complete the Administrative Suite/Board Room remodel.

Motion carried

Sheri Tooley moved to approve **Recommendation 20-1-1.2** “That the AARC Board of Directors approve the release of \$50,00 in capital improvement monies for the renovation of the Employee Breakroom/Kitchen at the AARC Executive Office.”

Motion carried

PRESENTATION: HOWARD, LLP

Tim Pike with Howard, LLP gave a brief informative short in regard to the recent financial audit performed at Executive Office of AARC. He provided a positive summary of the resulting audit report.

PRESENTATION: CRD ASSOCIATES

Anne Marie and our CRD lobbyists updated the Board on actions Congress is taking through supplemental funding packages to address COVID-19 and initiatives AARC has taken to widen the recognition of RTs by encouraging Congress and the Administration to include them as

telehealth practitioners. Anne Marie also discussed state issues where there has been an increase in bills to add additional oversight to professional and occupational licensing.

Finance Committee (continued)

Sherri Tooley moved to accept **Recommendation 20-1-1.3** “That the AARC Board of Directors retrospectively approve the purchase of Microsoft software and server licenses for existing servers located in AARC offices. Cost is \$10,508.95 and will be depreciated for 3 years. Annual operating budget cost is \$3,503 for 2020, 2021 and 2022.”

Motion carried

RECESS

President Schell called a recess of the AARC Board of Directors meeting at 10:58am CST.

RECONVENE

President Schell reconvened the meeting of the AARC Board of Directors at 11:11am CST.

PULLED REPORTS (CONTINUED)

Program Committee

Cheryl Hoerr introduced **Recommendation 20-1-15.1**. “The committee recommends that recommendations for future meeting sites come directly from the Executive Office to the Board for discussion and approval.”

Motion carried

Cheryl also moved to accept **Recommendation 20-1-15.2**. The committee recommends the following for the Sputum Bowl committee for 2020:

- Tom Lamphere BS, RRT-ACCS, RPFT, FAARC - Chair
- Sherry Whitman MS, RRT - Score Keeper / Time Keeper
- Angie Switzer BSRC, RRT-NPS - Moderator
- Dennis Guillot PhD, RRT, FAARC - Chair Elect
- Steve Mosakowski MBA, RRT, FAARC - Score Keeper / Time Keeper

Motion carried

Fellowship Committee

Cheryl Hoerr made a motion to reconsider and accept **Recommendation 19-3-20.1** “The committee asks the Board to reconsider the recommendation with the new revisions of attached Policy CT.009 (including the attachment entitled AARC Fellowship Committee – Nominee Rubric) to reflect changes to the program to allow for better alignment of the committee when making choices for AARC Fellow-elects.”

Motion carried

Advocacy and Government Affairs Committee

Cheryl moved to accept **Recommendation 20-1-21.1** “Since we’ve broadened our advocacy program to include four issues which encompasses six bills, please consider changing objective number 1 for the year to be as corrected below.

1. Find ways to gain support for the ~~Telehealth bill (Pilot Project bill and other bills as dictated by the annual legislative program~~ AARC Legislative Agenda from various grass-roots supporters and organizations.”

Motion carried

Vision Grant Committee

Sheri Tooley made a motion to bring **Recommendation 20-1-22.1** “That the AARC BOD approve the attached Vision Grant 2020 Request for Proposals.” to the floor.

Motion carried

Position Statement Committee

Cheryl Hoerr moved to accept **Recommendation 20-1-26.1** “That the position statement entitled “Health Promotion and Disease Prevention” (1985) with noted revisions (language to be removed appears as strikethrough and language to be inserted appears as bold and underlined) be approved.” (see attachment)

Motion carried

Kerry McNiven made a **Friendly Amendment** for **Recommendation 20-1-26.1** to be accepted for its substance; however, there are a number of typos and grammatical errors that need to be corrected prior to finalization.

Motion carried

Cheryl moved to accept **Recommendation 20-1-26.2**. That the position statement entitled “Electronic Cigarettes” (2014) with noted revisions (language to be removed appears as strikethrough and language to be inserted appears as bold and underlined) be approved. (see attachment)

Motion carried

Kerry McNiven made a **Friendly Amendment** for **Recommendation 20-1-26.2** to be accepted for its substance; however, there are a number of typos and grammatical errors that need to be corrected prior to finalization.

Motion carried

Cheryl moved to accept **Recommendation 20-1-26.3**. That the position statement entitled “Statement of Continuing Education” (2000) with noted revisions (language to be removed appears as strikethrough and language to be inserted appears as bold and underlined) be approved. (see attachment)

Motion carried

Kerry McNiven made a **Friendly Amendment** for **Recommendation 20-1-26.3** to be accepted for its substance; however, there are a number of typos and grammatical errors that need to be corrected prior to finalization.

Motion carried

Cheryl moved to accept **Recommendation 20-1-26.4**. That the position statement entitled “Tobacco Use Control and Inhaled Controlled Substances” (1991) with noted revisions (language to be removed appears as strikethrough and language to be inserted appears as bold and underlined) be approved. (see attachment)

Motion carried

Jakki Grimball made a **Friendly Amendment** for **Recommendation 20-1-26.4** to be accepted for its substance; however, there are a number of typos and grammatical errors that need to be corrected prior to finalization.

Motion carried

Cheryl moved to accept **Recommendation 20-1-26.5**. That the position statement entitled “Definition of Respiratory Care” (1999) with noted revisions (language to be removed appears as strikethrough and language to be inserted appears as bold and underlined) be approved. (see attachment)

Motion carried

Jakki Grimball made a **Friendly Amendment** for **Recommendation 20-1-26.5** to be accepted for its substance; however, there are a number of typos and grammatical errors that need to be corrected prior to finalization.

Motion carried

Cheryl moved to accept **Recommendation 20-1-26.6**. That the position statement entitled “Licensure of Respiratory Care Personnel” be re-approved as is. (see attachment)

Motion Carried

Cheryl moved to accept **Recommendation 20-1-26.7**. That the position statement entitled “Respiratory Therapists Education” (1998) with noted revisions (language to be removed appears as strikethrough and language to be inserted appears as bold and underlined) be approved. (see attachment)

Motion carried

Kerry McNiven made a **Friendly Amendment** for **Recommendation 20-1-26.7** to be accepted for its substance; however, there are a number of typos and grammatical errors that need to be corrected prior to finalization.

Motion carried

BS Entry to Practice

Jakki Grimball made a motion to accept **Recommendation 20-1-29.1**. “Requests the Executive Office, on the behalf of the AARC, work with Liaison International to create an online platform that will facilitate the application process for admission to respiratory therapy educational programs in the US under the name of Respiratory Therapy Centralized Application Service or “RTCAS”.”

Motion carried

Management Section

Jakki Grimball moved to accept **Recommendation 20-1-55.1** “The Management Section recommends the AARC approve changing the name of the Management Section to the Leadership & Management Section.”

Motion carried

IPEC

Jakki Grimball moved to accept **Recommendation 20-1-63.1** “Request that the AARC BOD approve the development of an IPE/IPCP (co-developed with IPEC members) Preceptor Training Module that can be added to the Clinical PEP”

Motion carried

CLOSING OF CONSENT AGENDA

Raymond Pisani made a motion to close the consent agenda reports.

Motion Carried

GENERAL REPORTS

President

President Schell gave brief highlights of her submitted report and included updates.

Past President

Past President Brian Walsh had nothing to report.

Executive Office

Tom Kallstrom only spoke briefly on key points of his already comprehensive written submitted report. He called special attention to the increasing membership numbers and then gave a quick overview of the major shifts in event planning and media focus that has come with the pandemic.

HOD

Speaker of the House, Terri Miller had nothing to add to her submitted report.

President's Council

Dianne Lewis announced that the newest recipient of the Jimmy A Young award was Terry Volsko. She encouraged members to bring forth nominations for the Lifetime and Honorary Awards.

Chery Hoerr moved to accept the General Reports as presented.

Motion Carried

Board of Medical Advisors (BOMA)

Dr. Peter Papadakos gave a brief update in reference to his submitted report. He made sure to inform the Board how appreciative he was of their profession and how valuable their specialty was to healthcare. He offered BOMA's dedicated and loyal assistance wherever they may be needed.

Kerry McNiven made a motion to accept the Board of Medical Advisors report as it was presented.

Motion Carried

RECESS

President Schell called a recess of the AARC Board of Directors meeting at 12:24pm CST.

RECONVENE

President Schell reconvened the meeting of the AARC Board of Directors at 1:00pm CST

AUDIT SUBCOMMITTEE

Lynda Goodfellow made a motion to approve the audit report as reported to the Finance Committee.

Motion carried

CLOSING REPORTS

Cheryl Hoerr moved to accept the Standing Committee Reports as presented.

Motion Carried

Cheryl moved to accept the Special Committee Reports as presented.

Motion Carried

Sheri Tooley moved to accept the Specialty Section reports as presented.

Motion Carried

Jakki Grimball moved to accept the Special Representative reports presented.

Motion Carried

Cheryl Hoerr moved to accept the Other Reports as presented.

Motion Carried

UNFINISHED BUSINESS

Chartered Affiliates

Terri Miller gave an update on the status of the reporting in of the chartered affiliates. She informed the BOD that the House had recommended to delay the checklist for a year due to some unforeseen delays due to the current COVID19 pandemic.

Award Nominations

The board discussed some possible nominee candidates for the 2020 Congress Awards Ceremony. President Karen Schell extended the time for submitting nomination suggestions out until April 18th.

Disaster Relief Policy

President Schell lead a discussion surrounding the current process and practices of the Disaster Relief fund program. She informed the board that she planned to meet with Terri Miller to revise the policy and processes in order to maximize the purpose and benefits of the program to our members in need of financial assistance.

President Schell then reviewed/clarified a few additional “Unfinished Business” items on the Board of Directors agenda.

NEW BUSINESS

Karen Schell went over a few announcements and items worthy of mentioning to the board.

ESTABLISHING OUTCOMES

The Board of Directors members broke out into discussion groups and then reconvened for a brief recap discussion.

TREASURERS MOTION

Lynda Goodfellow moved “That expenses incurred at this meeting be reimbursed according to AARC policy.”

Motion Carried

MOTION TO ADJOURN

Cheryl Hoerr moved “To adjourn the meeting of the AARC Board of Directors.”

Motion Carried

ADJOURNMENT

President Schell adjourned the meeting of the AARC Board of Directors at 2:49pm CST.

Meeting minutes approved by AARC Board of Directors as attested to by:

Lynda Goodfellow
AARC Secretary/Treasurer

Date