

AMERICAN ASSOCIATION FOR RESPIRATORY CARE

Board of Directors Meeting

December 8, 2014- Las Vegas, NV

Minutes

Attendance

George Gaebler, MEd, RRT, FAARC, President
Frank Salvatore, MBA, RRT, FAARC, President-elect
Karen Stewart, MSc, RRT, FAARC, Past-President
Colleen Schabacker, BA, RRT, FAARC, VP External Affairs
Brian Walsh, MBA, RRT-NPS, RPFT, FAARC, VP Internal Affairs
Linda Van Scoder, EdD, RRT, FAARC, Secretary/Treasurer
Bill Cohagen, MBA, RRT, RCP, FAARC
Lynda Goodfellow, EdD, RRT, FAARC
Bill Lamb, BS, RRT, CPFT, FAARC
Doug McIntyre, MS, RRT, FAARC
Natalie Napolitano, MPH, RRT-NPS, FAARC
Karen Schell, DHSc, RRT-NPS, RPFT, RPSGT, AE-C, CTTS
Sheri Tooley, BSRT, RRT-NPS, CPFT, AE-C, FAARC
Cynthia White, MSc, RRT-NPS, FAARC
Gary Wickman, BA, RRT, FAARC
Kim Wiles, BS, RRT, CPFT

Consultants

Mike Runge, BS, RRT, FAARC Parliamentarian
Dianne Lewis, MS, RRT, FAARC, President's Council President
John Steinmetz, MBA, RRT, Past Speaker
Peter Papadakos, MD, BOMA Chair
Ellen Becker, PhD, RRT-NPS, FAARC (sitting in for Joe Sorbello)

Excused

Joe Sorbello, MEd, RRT
Keith Lamb, RRT

Guests

Tom Smalling, PhD, RRT, RPFT, RPSGT, FAARC, CoARC Executive Director
Kathy Rye, EdD, RRT, FAARC, CoARC President

Staff

Tom Kallstrom, MBA, RRT, FAARC, Executive Director/CEO
Doug Laher, MBA, RRT, FAARC, Associate Executive Director
Tim Myers, MBA, RRT-NPS, FAARC, Associate Executive Director
Steve Nelson, MS, RRT, FAARC, Associate Executive Director
Shawna Strickland, PhD, RRT-NPS, AE-C, FAARC, Associate Executive Director
Cheryl West, MHA, Director of Government Affairs
Anne Marie Hummel, Director of Regulatory Affairs
Kris Kuykendall, Executive Administrative Assistant

CALL TO ORDER

President George Gaebler called the meeting of the AARC Board of Directors to order at 8:07am PST, Monday, December 8, 2014. Secretary-Treasurer Linda Van Scoder called the roll and declared a quorum.

GENERAL REPORTS

BOARD OF MEDICAL ADVISORS (BOMA)

Dr. Peter Papadakos, Chair of BOMA, gave an update of the recent activities of BOMA. Several new doctors have joined BOMA this year.

Mary Hart and one of her students were introduced to the Board.

Dr. Papadakos informed the Board he was on the Canadian Society Board and would like to offer a \$1,000 poster prize for a student to attend AARC Congress next year. President Gaebler thanked Dr. Papadakos for his generous offer.

HOUSE OF DELEGATES

Deb Skees updated the Board on the recent activities of the House of Delegates. She informed the Board that HOD Resolution 78-14-8 was passed.

Linda Van Scoder moved to accept HR 78-14-8 "Resolve that the AARC Executive Office with the help of the Past Speaker update the HOD Resolutions tracking grid on the Delegates Home page within 60 days after the last HOD meeting. Updates are to be posted within 60 days anytime there is a change in status made by either the BOD, HOD or EO for all open HOD originated resolutions."

Motion carried

Karen Schell moved "To accept the General reports as presented."

Motion carried

Sherry Milligan informed the Board of a new member level, named "Senior Member", for age 65 or older and retired or who do not want CRCE credits for only \$25/year, digital membership only. Members may receive a print membership for an additional \$23. Lifetime membership is also being offered for retired members for a one-time fee of \$200, digital only, no CRCE.

There is also a new program for early renewal for students. Students will be billed 6 months before they graduate offering a deep discount of only \$70 for a 2 year membership.

An auto-pay option is also being investigated with the ability to divide membership fee into 3 payments.

RECESS

George Gaebler recessed the meeting of the AARC Board of Directors at 8:55am PST Monday, December 8, 2014.

RECONVENE

George Gaebler reconvened the meeting of the AARC Board of Directors at 9:14am PST Monday, December 8, 2014.

OTHER REPORTS (ARCF, CoARC, NBRC)

Tom Smalling and Kathy Rye from CoARC gave highlights of the written CoARC report. CoARC declined the AARC’s request to place a moratorium on accreditation of new associate degree respiratory care programs. Kathy Rye stated that with implementation of the new TMC exam CoARC is beginning to collect data for RRT pass rates.

Linda Van Scoder moved to accept the ARCF, CoARC, and NBRC reports.

Motion carried

AD HOC COMMITTEE REPORTS

Ad Hoc Committee on 2015 & Beyond

Brian Walsh moved to accept Recommendation 14-3-32.1 “That the AARC BOD review and discuss the Issue Brief on Clinical Simulation as prepared by sub-committee #2, found under Appendix A of the final AARC 2015 report.”

Lynda Goodfellow moved to refer to President-elect.

Motion carried

Brian Walsh moved to accept Recommendation 14-3-32.2 “That the AARC BOD review and approve the Model Articulation Agreement developed by sub-committee #3 found under Appendix C of the final AARC 2015 report.”

Motion carried

Brian Walsh moved to accept Recommendation 14-3-32.3 “That the AARC BOD review and approve the Clinical Ladder Tool Kit developed by sub-committee #4 found under Appendix D of the AARC 2015 final report.”

Linda Van Scoder moved to refer to President-elect.

Motion carried

Ad Hoc Committee on Virtual Museum Development

Brian Walsh moved to accept Recommendation 14-3-28.1 “That the policy for the Legends of Respiratory Care Recognition Program be approved.”

Motion carried

Brian Walsh moved to accept the Ad Hoc Committee reports as presented.

Motion Carried

NEW BUSINESS

FM 14-3-1.1 Brian Walsh moved that the AARC create an electronic conflicts of interest system that is updated yearly, and published with each Board Book.

Linda Van Scoder moved to refer to President-elect.

Motion carried

POLICY REVIEW

Policy No. RT.001 – Roundtables - Roundtables

Bill Cohagen moved to accept as amended.

Motion carried

Policy No. FM.016 – Fiscal Management – Travel Expense Reimbursement

Karen Stewart moved to accept as amended with date change and add \$50 per diem and remove “telephone” and replace with “Internet”.

Motion carried

Policy No. FM.022 – Fiscal Management – Capital Purchase Approval

Colleen Schabacker moved to accept as amended with date change and change \$500 to \$2,500.

Motion carried

(See Attachment “A” for all amended policies)

RECESS

George Gaebler recessed the meeting of the AARC Board of Directors at 11:10am PST Monday, December 8, 2014.

RECONVENE

George Gaebler reconvened the meeting of the AARC Board of Directors at 11:18am PST Monday, December 8, 2014.

UNFINISHED BUSINESS

FRCSC Presentation

Jerome Sullivan and Hassan Alorainy gave a presentation regarding FRCSC (Fundamental Respiratory Care Support Course).

FM 14-3-1.2 Frank Salvatore moved to refer the FRCSC plan to Executive Office to review and report back at April 2015 BOD meeting.

Motion carried

Treasurers Motion

Linda Van Scoder moved “That expenses incurred at this meeting be reimbursed according to AARC policy.”

Motion carried

Bill Cohagen moved “To adjourn the meeting of the AARC Board of Directors.”

Motion carried

ADJOURNMENT

President George Gaebler adjourned the meeting of the AARC Board of Directors at 12:03pm PST, Monday, December, 8, 2014.

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

Karen Schell
AARC Secretary/Treasurer

Date

Attachment “A”

Policy

RT.001 – Roundtables - Roundtables

FM.016 – Fiscal Management – Travel Expense Reimbursement

FM.022 – Fiscal Management – Capital Purchase Approval

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Policy No.: RT.001

SECTION: Roundtables
SUBJECT: **Roundtables**
EFFECTIVE DATE: August 22, 2001
DATE REVIEWED: December 2014
DATE REVISED: December 2014

REFERENCES:

Policy Statement:

1. Roundtables are **informally** organized members of the AARC focused on **specific** topics of common interest.
2. A minimum of **25** members may propose a Roundtable by completing the attached *Roundtable Proposal Form* and submitting it to the AARC **Executive Office**.
3. The AARC **Executive Office** will communicate this request to the AARC membership using the appropriate methods and solicit their interest.
4. If the Executive Office determines that at least 50 members are interested in joining:
 - a. A Roundtable **within AARConnect community (listserv) will be established**.
 - b. All AARC members will be contacted and informed of the new Roundtable.
 - c. **The AARC President will appoint a section chair or BOD member liaison to monitor the activities of the roundtable and report as needed to the Board.**
5. The Board of Directors may elect to dissolve a Roundtable at any time. In such case, the liaison will post an announcement in the Listserv stating the reason(s) for the dissolution of the Roundtable, and the Listserv will cease 30 days after the announcement. Examples of dissolvent include, but are not limited to:
 - a. If the Roundtable has three consecutive months with no posts the AARC Board liaison will be notified of the lack of communication.
 - b. If the Roundtable is no longer serving the original purpose for development.
 - c. If the Roundtable grows large enough to become a section.
6. Through the Board liaison, the Roundtable is charged to:
 - a. Promote and advance the interests of the Roundtable among its members;
 - b. Work with the Board to advance the interests of the Roundtable through AARC resources other than the Listserv;
 - c. Encourage Roundtable members to submit program proposals to the AARC Program Committee;
 - d. Determine if the Roundtable growth meets the bylaws criteria for becoming an AARC Specialty Section.

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Policy No.: FM.016

SECTION: Fiscal Management
SUBJECT: **Travel Expense Reimbursement**
EFFECTIVE DATE: December 14, 1999
DATE REVIEWED: ~~April 2012~~ December 2014
DATE REVISED: ~~April 2012~~ December 2014
REFERENCES: TR: 0397- 1997

Policy Statement:

Expenses incurred for all official Association travel shall be reported, recorded, and reimbursed in accordance with Association policy.

Policy Amplification:

1. Association policy for Travel Expense Reimbursement shall apply to all Association employees and authorized Association members.
 - A. Travel expense reimbursement shall not be provided for representatives to external organizations unless approved in advance by the President with subsequent review by the Finance Committee and ratification by the Board of Directors.
2. All persons requesting reimbursement for expenses incurred for Association business shall report those expenses:
 - A. Using an approved Expense Voucher with valid receipts attached
 - B. Within thirty (30) days of when expenses are incurred
3. Reimbursement for travel shall be as follows, with the provision of valid receipts:
 - A. Travel arranged through High Point Travel three weeks in advance of departure date.

OR

Round-trip, coach class airfare or lowest day airfare available. Because the AARC strives to get the lowest airfares in order to maximize our travel dollars, all air travel must be booked no later than three weeks from the anticipated date of departure. Please forward airline travel itineraries to the AARC Executive Office before booking your flight.
 - B. Airport parking and ground transportation
 - C. Other methods of transportation (rail, automobile, bus, road tolls, parking), singularly or in any combination, shall be reimbursed at a total rate not to exceed the lowest day airfare available.
 - D. Automobile travel shall be paid at the current Internal Revenue Service (IRS) rate that is in effect at the time of the annual budget process (usually October of each year).

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4. Reimbursement for lodging shall be as follows, with the provision of valid receipts:
 - A. Lowest possible rate for those nights required for Association business.
5. Reimbursement for registration fees shall be as follows, with the provision of valid receipts:
 - A. When necessary, advertised registration or admittance fees to programs attended on Association business shall be reimbursed at the fee stated on the program announcement.
6. Per diem shall be ~~\$40~~ \$50 (effective ~~1/1/09~~ 1/1/2015) per day for those days required for Association business:
 - A. Per diem is meant and expected to cover expenses other than actual travel and lodging (e.g. meals, ~~phone calls~~ Internet)
 - B. Personal expenses incurred while on official Association travel (e.g., entertainment, ~~telephone~~ Internet, or laundry) shall not be eligible for reimbursement from the Association, other than coverage with per diem.
7. Advance payment of per diem shall be made in compliance with Association travel reporting requirements and only with advance written approval from:
 - A. The President for the voluntary sector of the Association
 - B. The Executive Director for Association employees
 - C. Exceptions to the above requirements for advance per diem shall be:
 1. Regularly scheduled Board of Directors' meetings
 2. Regularly scheduled Executive and Finance Committee meetings
 3. Travel for official Association representation to external organizations
8. International travel shall be reimbursed at actual expense, with receipts required for any expense of \$25.00 or more, to include the following:
 - A. Business class airfare
 - B. Ground transportation
 - C. Lodging
 - D. Meals
 - E. ~~Telephone~~ Internet and facsimile
9. Expenses incurred by the President incidental to executing the duties and responsibilities of that office shall be:
 - A. Paid by the Association

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- B. Monitored by the Finance Committee
 - C. Subject to review by the independent auditors
10. All individuals traveling at Association expense shall notify the Executive Office in advance of the intended travel.
- A. The Executive Office may act as the Association’s travel agent and schedule advance transportation and lodging.
 - B. The Executive Office may direct individuals to purchase tickets on their own.
 - C. The Executive Office may review and approve the travel plans made by the individuals
11. All public transportation (e.g., airfare, bus fare) not purchased through the Association’s designated travel agency shall be reimbursed at a fee up to, but not exceeding, the fee that would have been charged by the Association’s travel agency.
12. Board meeting expenses
- A. Travel, lodging and meal expenses for the Spring and Summer meetings will be reimbursed for all officers and directors using the criteria established above.
 - B. At the Fall meeting held in conjunction with the annual AARC convention, the following special policies will apply to directors that are either incoming or outgoing that year:
 - i. Incoming director required to attend New board meeting only (usually last day of convention)
 - 1. Airfare reimbursed according to the policy point 3 above.
 - 2. Lodging and per diem reimbursed according to the policy points 4 & 5 above, respectively, for two nights only.
 - ii. Outgoing directors
 - 1. Airfare reimbursed according to the policy point 3 above.
 - 2. Lodging and per diem reimbursed according to the policy points 4 & 5 above, respectively, for up to a maximum of four nights.
 - C. Convention registration---While all directors and officers are encouraged to seek payment for such from their employer, the AARC will pay for such registration as follows:
 - i. Current and outgoing directors---full registration
 - ii. Incoming directors---not entitled to registration reimbursement.

DEFINITIONS: “Valid receipt” includes original receipts from the travel/other provider. Reproductions of receipts shall not be accepted.

ATTACHMENTS:

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Policy No.: FM 022

SECTION: **Fiscal Management**
SUBJECT: **Capital Purchase Approval**
EFFECTIVE DATE: July 2007
DATE REVIEWED: **December 2014**
DATE REVISED: **December 2014**

REFERENCES:

Policy Statement

Capital expenditures are those spent on asset items exceeding \$2,500 and providing value for a year or more. In purchasing such, the following approval procedures shall be in effect:

- Any capital expenditure for \$5,000 or less may be purchased with the express approval of the AARC Executive Director. Such must be subsequently ratified by the AARC Board at the next available meeting.
- Any capital expenditure for more than \$5,000 must be presented to and approved by the AARC Board BEFORE funds are committed. Purchases cannot be split to avoid this approval level process.
- Capital purchases exceeding \$5,000 (but not more than \$20,000) that are required due to emergency circumstances (i.e. air conditioning units) may be purchased with the approval of the AARC Executive Director and concurrence by the AARC President. Such also must be subsequently ratified by the AARC Board at the next available meeting.