

AMERICAN ASSOCIATION FOR RESPIRATORY CARE

Board of Directors Meeting

July 22, 2011- Vail, CO

Minutes

Attendance

Karen Stewart, MSc, RRT, FAARC, President
Tim Myers, BS, RRT-NPS, Past President
Susan Rinaldo-Gallo, MEd, RRT, FAARC, VP/Internal Affairs
George Gaebler, MEd, RRT, FAARC, VP/External Affairs
Linda Van Scoder, EdD, RRT, FAARC, Secretary-Treasurer
Bill Cohagen, BA, RRT, RCP, FAARC
Debbie Fox, MBA, RRT-NPS
Lynda Goodfellow, EdD, RRT, FAARC
Fred Hill, Jr., MA, RRT-NPS
Denise Johnson, BS, RRT
Keith Lamb, RRT
Doug McIntyre, MS, RRT, FAARC
Mike Runge, BS, RRT, FAARC
Frank Salvatore, MBA, RRT, FAARC
Greg Spratt, BS, RRT, CPFT
Cynthia White, BA, RRT-NPS, AE-C

Consultant

Tom Lamphere, RRT, RPFT, HOD Past Speaker
Dianne Lewis, MS, RRT, FAARC, President's Council President
Colleen Schabacker, BA, RRT, FAARC, Parliamentarian

Absent

Camden McLaughlin, BS, RRT, FAARC (excused)
Joseph Sokolowski, MD, BOMA Chair (excused)

Staff

Sam Giordano, MBA, RRT, FAARC, Executive Director
Tom Kallstrom, MBA, RRT, FAARC, Chief Operating Officer
Doug Laher, MBA, RRT, Associate Executive Director
Ray Masferrer, RRT, FAARC, Managing Editor, RESPIRATORY CARE
Bill Dubbs, MHA, MEd, RRT, Director of Education & Management
Cheryl West, MHA, Government Affairs Director
Anne Marie Hummel, Regulatory Affairs Director
Tony Lovio, CPA, Controller
Kris Kuykendall, Executive Administrative Assistant

CALL TO ORDER

President Karen Stewart called the meeting of the AARC Board of Directors to order at 8:29a.m. MDT, July 22, 2011. Secretary-Treasurer Linda Van Scoder called the roll and declared a quorum.

As a new Board member, Mike Runge gave disclosure, he had none.

AD HOC COMMITTEE REPORTS

Ad Hoc Committee to Recommend Bylaws Changes

This Ad Hoc Committee will give recommendations to the Bylaws Committee as follows - Add Physician Member category; look at Elections Committee composition; inclusion/exclusion of officers and directors of the Board; should the acid test be written into the Bylaws; BOMA - delete statement that BOMA must approve all medical matters, number of BOMA reps, set a cap, composition, and who appoints them; composition of Board of Directors, cap of 17 be set.

A discussion arose about the composition of the Board.

Ad Hoc Committee to Review Age Membership Discount

Tom Lamphere gave highlights of his report. He researched other associations that offered an age-related discount.

FM 11-2-28.1 George Gaebler moved “to create an ‘age-related membership discount’ at age 65 plus 20 years of continuous AARC membership”.

Motion carried

Tim Myers moved to refer to the Executive Office for investigation of pricing and feasibility.

Motion to refer carried

Frank Salvatore moved to accept the Ad Hoc Committee Reports as submitted.

Motion carried

RECESS

President Stewart called a recess of the AARC Board of Directors meeting at 10:10am MDT on Friday, July 22, 2011.

President Stewart gave a presentation at the House of Delegates meeting and Past President Tim Myers took over in her absence.

RECONVENE

Past President Tim Myers reconvened the meeting of the AARC Board of Directors at 10:49am MDT on Friday, July 22, 2011.

OTHER REPORTS

ARCF – First Giving will now process online donations to the Foundation

CoARC – President Stewart will follow up regarding Bylaws changes letter from the spring

NBRC – customer service concerns

Bill Cohagen moved to accept the agency updates as submitted.

Motion carried

HOUSE RESOLUTIONS

Recommendation 11-2-6.2 “Resolve that the AARC copy the States Delegates on all routine correspondences to Affiliate Board members including but not limited to follow up on revenue sharing checks which have not been cashed.” (see Attachment “B”, revised Policy No. HOD.001)
Linda Van Scoder moved to accept the recommendation.

Motion carried

Doug McIntyre abstained.

Resolution 20-11-02 “Resolve that the AARC BOD re-evaluate the decision to discontinue the National Sputum Bowl. Furthermore this evaluation should include but not be limited to, exploring a change in program format along with all logistical and financial avenues in order to allow continuation of this honored tradition.”

Linda Van Scoder moved to accept the recommendation.

Motion carried

Frank Salvatore moved to accept for information only while allowing the new HOD Ad Hoc Committee to report back in November.

Motion carried

Resolution 00-11-03 “Be it resolved that the AARC formulate and distribute a position statement regarding the rising of free standing emergency rooms (FSER) and the need for Respiratory Therapist to be an integral part of the ER Team.”

Linda Van Scoder moved to accept the recommendation.

Motion carried

Linda Van Scoder moved to accept for information only and refer to position statement committee for consideration and development of an ambulatory respiratory care services position statement.

Motion carried

Resolution 05-11-04 “Be it resolved that the AARC strongly consider a full time executive office position to act as a Chartered Affiliate Liaison dedicated to working on a daily basis to support all chartered affiliates with strategic planning, business plan development, contract assistance training/development of board members, website assistance, and committee mentorship to improve efficiency and effectiveness, financial management/monitoring, and membership recruitment/retention.”

DEFEATED IN HOUSE

President Stewart returned from the House of Delegates and resumed her role at the Board of Directors meeting.

BYLAWS THAT ARE IN CONFLICT

George Gaebler suggested suspending or revoking the charter of any affiliate and giving conditions of participation when their Bylaws are in conflict with the AARC Bylaws.

On the last page of “1996-1998 AARC Restructuring Taskforce Overview of Actions that led up To Bylaws Changes” add, “Suspension of chartered affiliate status will occur until Bylaws are accepted by the AARC Board of Directors.” (See attachment “A”)

This suspension will begin once the Bylaws committee rejects the state’s Bylaws. The Committee will notify the Board of Directors of the rejection and then the Executive Committee will review and proceed with suspension/revocation.

Charge to Bylaws Committee – report which state’s Bylaws have been accepted or rejected to the Board of Directors.

President Stewart requested that the Ad Hoc Committee to Recommend Bylaws develops a policy for state bylaws that are in conflict with the AARC Bylaws.

President Stewart created an Ad Hoc Committee on Section and Roundtable Membership with Lynda Goodfellow and Mike Runge as co-chairs and members Keith Lamb, Bill Cohagen, Cyndi White, and Greg Spratt.

Linda Van Scoder moved to ratify this committee – President Stewart will create charges.

Motion carried

Chair Replacements

President Stewart appointed Susan Rinaldo Gallo as chair of Billing Codes Committee.

Frank Salvatore moved to ratify the appointment.

Motion carried

POLICY REVIEW

Policy No. BA.004 – Board of Medical Advisors – Travel Expenses

George Gaebler moved to accept changes.

Motion carried

Policy No. SS.001 – Specialty Sections – Specialty Section Operations

Policy No. SS.008 – Specialty Sections – Publications

Frank Salvatore moved to accept Specialty Sections Operations and Specialty Sections Publications to reflect new revision date.

Motion carried

Policy No. FM.016 - Travel Expense Reimbursement

George Gaebler made a motion to un-table the motion.

Motion carried

George Gaebler moved to approve the policy as amended.

Motion carried

Policy No. BOD.024 – AARC Disaster Relief Fund

Frank Salvatore moved to amend the policy to state that a member be in “good standing for 90 days before the disaster to be eligible to receive funds.”

Motion withdrawn

Bill Cohagen moved to change the wording to be in “good standing prior to the onset”.

Amended Motion carried

Policy No. CT.003 – Elections Committee – Nominations Process

George Gaebler moved to approve changes submitted. (See Attachment “A” of July 21 minutes)

Motion carried

(See Attachment “B” for the revised aforementioned policies.)

Miscellaneous

Karen Stewart thanked Trudy Watson for her work as AARC historian.

Treasurers Motion

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

Motion Carried

MOTION TO ADJOURN

Linda Van Scoder moved “To adjourn the meeting of the AARC Board of Directors.”

Motion Carried

ADJOURNMENT

President Karen Stewart adjourned the meeting of the AARC Board of Directors at 12:48pm MDT, Friday, July 22, 2011.

Attachment “A”

1996-1998 AARC Restructuring Taskforce Overview
Of Actions That Led Up To Bylaws Changes

1996-1998 AARC Restructuring Taskforce Overview of Actions that led up To Bylaws Changes

Taskforce made up of 3 Members from HOD (M. Runge, S. Mishoe and G. Gaebler) chosen by Speaker, Michael Thompson, 3 Members chosen by BOD P Dunne, J Walton and I think C. Partee) Chosen by Charlie Brooks, The three Ps, (C. Brooks, T Watson and K. George and AARC Historian (B. Weilacher.

Had several retreats where AARC hired BOD Structure Consultant Specialist, Had involvement of AARC Legal and others from AARC Office as needed.

Base assumptions were:

- That the BOD Makeup at the time didn't really represent the member ship especially at grass roots.
- BOD was not made up as most Professional or non-profits Boards were.
- Too many committees and especially that many should not be Standing Committees and listed as such in Bylaws.
- HOD had more responsibility eg. Approve Budget) than they should have according to normal business/law practice
- The BOD was somewhat inbred as all at large BOD members seemed to come from the HOD only.

After several retreats it became obvious that:

- Section Members should have a voice from the grass roots in the trenches so to speak.
- The number of At Large BOD Members was set at 9 because there were 9 sections with potential to have BOD seats.
- Number of directors needed would be divisible by 3, so terms would rotate off and on in equal numbers each year.
- Committee Structure would change and only appropriate committees would be standing as determined by bylaws.
- Executive Committee would change including two VPs and Secretary/Treasurer and 3 Ps.
- Presidents Council Rep. and Past-Speaker would be non-voting because they were not elected by the membership to the BOD.

Consideration that was heavily debated but removed before Bylaws were changed included:

- Board of directors Officers elected by the BOD only.

The amount of communication, debate and education provided to the BOD and HOD was immense. We had focus group activities in the HOD each meeting in 1996 and 1997 when I was the Speaker-Elect and then Speaker. Major sticking point issues were:

- Number of section members needed to have a BOD seat with concern about numbers electing a BOD member.

- The BOD electing the Officers for AARC
- The issue of power related to fiduciary responsibility BOD vs HOD was big deal.
- The debate was very heated at times

Attachment: An article written for the Section Newsletters about Transition to the new Bylaws

Section Membership: Each Voice Is Important

by George Gaebler, MS.Ed., RRT, Director, Respiratory Care and Cardiovascular Service Line; Administrator, University Hospital, Syracuse, NY

As a past member of the AARC Taskforce for Organizational Restructuring, past speaker of the AARC House of Delegates, and current AARC Transition Committee member, I thought I might offer some thought-provoking insights about the role of the AARC Specialty Sections with respect to the Bylaws changes enacted by the Board of Directors (BOD). The ratification of these very significant Bylaws changes in late 1998 brings us to a point where membership in the Specialty Sections should be desired by all members of the AARC. One of our major objectives in restructuring the BOD membership was to streamline the connection of the profession to its members. The Bylaws now stipulate that the BOD shall “include “a Section Director from each Specialty Section of at least 1000 active members of the Association.” While the Bylaws are a living document, responsive to change by the membership, this new provision indicates a new commitment on the part of Association leaders to include greater diversity of opinion in the decision making process at the highest level of the organization. The new role of the section chairs places them at the apex of communications, where they can serve as a defined, direct voice for the specialty practitioners of any section meeting the 1000 member requirement. Never before have specialty section practitioners from the grassroots within respiratory care practice had such a clearly defined voice at the AARC Board level. This allows any specialty practitioner a clear path for communications directly to the BOD, unencumbered by the affiliate communications pathways that may unintentionally filter a message so that it loses significance or relevance to the original perspective of the section member. Likewise, it provides the Board with a clear message, direct from specialty practice grassroots members, about issues confronting them in their everyday practice. I am sure many AARC members and non-members alike have asked themselves how their voices can be heard, especially concerning their area of practice. Joining one or more of the AARC Specialty Sections is the solution, thanks to this new allowance in the AARC Bylaws. The future growth and direction of the profession depends on consistent input and feedback from AARC members. The Specialty Sections provide the best opportunity for that feedback. You could think of the sections as “mini-associations” representing specially focused practitioners across the breadth of the Association. Your membership in the section provides the opportunity to directly impact the activities and direction of the profession in a way never possible before this change occurred. Indeed, a simplified and multi-directional membership voice in the Association was a baseline assumption by the Taskforce for Organizational Restructuring. I invite all of you to seek out section membership in your chosen area of practice, pull others in to augment your collective voice, and help the profession move in the direction needed for the future. The emphasis on clinical activities in the Specialty Sections prompts the BOD to pause and listen to members who live the profession, teach the profession, and care for the profession. After all, our profession belongs to the folks in the trenches, and the future depends on your involvement and insight. All of the sections probably include members who were part of the HOD and BOD process that brought the Specialty Sections to prominence. I challenge them to step up and lead the transition process.

TALKING POINTS FOR SUMMER MEETING 2011

- Should the AARC BOD be smaller or does that potentially disenfranchise some groups as the profession grows for the future.
- It appears that the committee is leaning toward diminishing the number of at-large and section BOD seats to 6 each.
- If the number is changed should the number of section members to have a BOD seat change? Example: if the number stays at 1000 and 7 sections achieve that number in the future should we build automatic trigger in the Bylaws that the number now becomes 1100 or 1200? Or just the six largest as long as they are over 1000?
- Build in a physician membership category using associate membership requirements and D.O. or M.D.
- Whether we want the BOMA and/or Presidents Council chairs to have non-voting seats on the BOD.
- We need to address the job load for the 2 VP positions. We would be in favor of eliminating the Internal and External designations and letting the president decide how to divvy up the work load.
- We need to clean up the language on BOD ratification of committee appointments. We ran into an issue with this during the recent Elections committee screw up. The HOD controls most of those seats. Can the BOD really exert authority over who they choose? Entire committee feels past president should permanent member
- Should the acid test for affiliates Bylaws being in conflict be in the AARC Bylaws?
- Members of the AARC BOD should not be voting members of Affiliate BODs, Chartered Affiliate Staff. Credentialing or accreditation bodies are already addressed in Bylaws

Affiliate Bylaws in Conflict with AARC Bylaws (Policy)

- a. Affiliate bylaws will only be reviewed for compliance with AARC Bylaws. Errors in grammar, spelling, or internal inconsistencies will be the responsibility of the Chartered Affiliate. The Bylaws Committee may make recommendations regarding grammar, spelling, or internal inconsistencies but will not delay the approval process over such issues.
- b. Affiliate Bylaws will be considered in conflict with the AARC bylaws if non-AARC members are allowed to vote and/or hold a voting position on the Affiliate's Board of Directors.
- c. Affiliate Bylaws will be considered in conflict if Active members of the **AARC** are not automatically Active members of the **Chartered Affiliate**.
- d. If an affiliates Bylaws are in conflict with the AARC Bylaws the Bylaws Committee will notify the Affiliate that The AARC Board of Directors has not accepted the Affiliates Bylaws because they are in conflictReason stated..... Therefore the Affiliate will lose voting powers in the House of Delegates until the Bylaws are revised and accepted by the AARC Board of Directors. **Suspension of chartered affiliate status will occur until Bylaws are accepted by the AARC Board of Directors.**

If after a period of one year the Affiliates Bylaws are still not in compliance, the AARC Board will take action to begin to withhold Affiliate revenue sharing starting at one quarter of revenue sharing every six months.

This would be a three year process whereby revenue would dwindle to zero after three years of non-compliance.

Revised 7/2011

Attachment “B”

Policy No. HOD.001 – House of Delegates Correspondence
Policy No. BA.004 – Board of Medical Advisors – Travel Expenses
Policy No. SS.001 – Specialty Sections – Specialty Section Operations
Policy No. SS.008 – Specialty Sections – Publications
Policy No. FM.016 – Travel Expense Reimbursement
Policy No. BOD.024 – AARC Disaster Relief Fund

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Policy No.: HOD.001

SECTION: House of Delegates

SUBJECT: **Correspondence**

EFFECTIVE DATE: December 14, 1999

DATE REVIEWED: December 2009

DATE REVISED: **July 2011**

REFERENCES:

Policy Statement:

Correspondence and other information relevant to the function of the House of Delegates shall be appropriately routed.

Policy Amplification:

1. All correspondence pertinent to the function of the House of Delegates shall be sent to the Speaker of the House of Delegates.
 - A. The Speaker shall cause correspondence to be distributed appropriately to members of the House of Delegates.
2. All HOD Officers shall receive correspondence directed to the BOD and Board agenda books as approved by the President.
3. Newly elected House Officers shall receive a copy of the Association's Policy and Procedure Manual.
4. **The AARC will copy the States Delegates on all routine correspondences to Affiliate Board members including, but not limited to, follow up on revenue sharing checks which have not been cashed.**

DEFINITIONS:

ATTACHMENTS: AARC Conflict of Interest Statement (See Appendix)
AARC Tobacco Free Pledge (See Appendix)

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Policy No.: BA.004

SECTION: Board of Medical Advisors
SUBJECT: **Travel Expenses**
EFFECTIVE DATE: December 14, 1999
DATE REVIEWED: **July 2011**
DATE REVISED: July 2005
REFERENCES: AARC Policy FM.016 "Travel Expenses Reimbursement"

Policy Statement:

Travel expenses for members of the Board of Medical Advisors shall be shared by the Association and the physician sponsoring organization.

Policy Amplification:

1. The physician sponsoring organization should be responsible for travel expenses incurred by attendance at Board of Medical Advisors meetings held other than in conjunction with the International Congress.
2. The Association should be responsible for travel expenses incurred by attendance at the Board of Medical Advisors meeting held in conjunction with the International Congress.
3. The Association shall be responsible for travel expenses incurred by the Chairperson of the Board of Medical Advisors **attendance** at **all the spring** Board of Medical Advisors meetings.
4. **The Association shall be responsible for travel expenses incurred by the immediate Past Chair of the Board of Medical Advisors if this person is not a representative of a sponsoring organization.**
5. All travel expenses shall be reimbursed according to Association policy and procedure.

DEFINITIONS:

ATTACHMENTS:

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Policy No.: SS.001

SECTION: Specialty Sections
SUBJECT: **Specialty Section Operations**
EFFECTIVE DATE: December 14, 1999
DATE REVIEWED: **July 2011**
DATE REVISED: July 2008

REFERENCES:

Policy Statement:

The Section Chairperson is responsible for accomplishing the Section's goals and charges.

Policy Amplification:

The Section Chairperson is responsible for overseeing the following activities. A section Chairperson may seek the assistance of other section members to help with any projects.

1. Section Publications

- A. Solicit information pertinent to Section members and publishing four (4) Section Newsletters each year.
- B. Solicit information for inclusion in the monthly e-mail newsletters.

2. Section Program

- A. Assist the Association Program Committee as appropriate, with the preparation of a specialty program for the International Congress and Summer Forum.
- B. Make recommendations to the Association Program Committee and the Board of Directors regarding educational programs pertinent to the specialty area that may be considered for presentation to the Association membership.

3. Section Recognition

- A. Recognize exemplary contributions to, or participation in Section activities by, Section members via the Specialty Section Practitioner of the Year Award Program.

4. Each Specialty Section may have other project groups as necessary to complete additional specific charges from the President.

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Policy No.: SS.001

5. All Specialty Section members engaged in these functions shall be selected by the Specialty Section Chairperson from among the Section's members; however, it is the section chairperson's responsibility to ensure the work is complete.

6. Committees

If a group of section members will work together on an on-going basis then, in accordance with AARC Bylaws, the Section Chairperson must request that the AARC President appoint them to a committee. The activities of such duly appointed section committees, along with the names of the committee members, shall appear in the section's activity reports to the Board of Directors. The Section Chairperson shall publish a list of Specialty Section committees in the Section publications to encourage Section member participation.

DEFINITIONS:

ATTACHMENTS:

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Policy No.: SS.008

SECTION: Specialty Sections

SUBJECT: **Publications**

EFFECTIVE DATE: December 14, 1999

DATE REVIEWED: **July 2011**

DATE REVISED: March 2008

REFERENCES:

Policy Statement:

Specialty Sections shall publish the activities, goals, objectives and projects pertinent to its membership.

Policy Amplification:

1. Each Specialty Section shall publish four (4) quarterly bulletins annually.
2. The President shall direct the Section to provide copy for publication for other Association Publications or other appropriate publications as requested by Section Membership Association Membership, Board of Directors, House of Delegates, and the Executive Office.

DEFINITIONS:

ATTACHMENTS:

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Policy No.: FM.016

SECTION: Fiscal Management
SUBJECT: **Travel Expense Reimbursement**
EFFECTIVE DATE: December 14, 1999
DATE REVIEWED: **July 2011**
DATE REVISED: December 2008
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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Policy No.: FM.016

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 (effective 1/1/09) 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)
 - B. Personal expenses incurred while on official Association travel (e.g., entertainment, telephone, 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 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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Policy No.: FM.016

- 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 three 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:

American Association for Respiratory Care Policy Statement

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Policy No. :BOD.024

SECTION: Board of Directors

SUBJECT: **AARC Disaster Relief Fund**

EFFECTIVE DATE:

DATE REVIEWED: ~~September 2005~~-July 22, 2011

DATE REVISED: December 2010

REFERENCES:

Policy Statement: The AARC president may activate the Disaster Relief fund for AARC members in the event of a federally declared disaster.

Policy Amplification:

1. In the event of a federally **and state** declared disaster the President will notify the appropriate State Affiliate President(s) notifying them of Disaster Relief Fund activation.
2. The Executive Office will provide Disaster Relief Forms to the State Affiliate President(s) as well as requesting AARC members.
3. The Application review process will be conducted as follows:
 - a. Members of good standing in the AARC ~~at the time~~ **prior to the onset** of the disaster are eligible for a grant.
 - b. The member fills out an application for assistance and sends that form directly to the AARC; where membership status is verified.
 - c. The AARC President will send the member's application to the appropriate State Affiliate President for verification that the member is in an affected area and sustained property loss or damage.
 - d. The State Affiliate President submits their approval or disapproval of the application to the AARC Executive Office in writing. The Executive Office will inform the member of the status of their application (i.e. cut a check or decline the application with documentation of reasons for the action).

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Policy No.: BOD.024

4. Members of good standing in the AARC ~~at the time prior to the onset~~ of the disaster are eligible for a grant. Funds will be allocated based on criteria set by the AARC President at the time of the disaster until all designated funds have been expended.
 - a. Funding will also include payment of membership dues.
5. The AARC President will authorize a call to all AARC Members for donations to the Disaster Relief Fund at any time it is deemed appropriate and/or necessary.
6. Records relating to the disbursement of Disaster Relief Funds will be available to any AARC member upon written request of their State Affiliate President.
7. The AARC President may consider activating the fund upon request of an affiliate president in the event of a state or local governmentally proclaimed state of emergency or disaster.

DEFINITIONS:

ATTACHMENTS: