

AMERICAN ASSOCIATION FOR RESPIRATORY CARE

Board of Directors Meeting

April 10, 2016- Arlington, VA

Minutes

Attendance

Frank Salvatore, RRT, MBA, FAARC, President
Brian Walsh, MBA, RRT-NPS, FAARC, President-elect
George Gaebler, MSED, RRT, FAARC, Past President
Cynthia White, MSc, RRT-NPS, AE-C, CPFT, FAARC, VP External Affairs
Lynda Goodfellow, EdD, RRT, FAARC, VP Internal Affairs
Karen Schell, DHSc, RRT-NPS, RPFT, RPSGT, AE-C, CTTS, Secretary/Treasurer
Timothy Op't Holt, EdD, RRT, AE-C
Lisa Trujillo, DHSc, RRT
Doug McIntyre, MS, RRT, FAARC
John Lindsey, Jr., MEd, RRT-NPS, FAARC
Deb Skees, MBA, RRT, CPFT
Pattie Stefans, BS, RRT
Cheryl Hoerr, MBA, RRT, CPFT, FAARC
Keith Lamb, BS, RRT-ACCS, FCCM
Natalie Napolitano, MPH, RRT-NPS, FAARC
Ellen Becker, PhD, RRT-NPS, FAARC
Kimberly Wiles, BS, RRT, CPFT

Excused

Bill Lamb, BS, RRT, CPFT, FAARC

Consultants

Mike Runge, BS, RRT, FAARC Parliamentarian
Dianne Lewis, MS, RRT, FAARC, President's Council President
Jakki Grimball, RRT, AE-C, PAHM, HOD Speaker
Keith Siegel, BS, RRT, CPFT, Speaker-elect
John Wilgis, MBA, RRT, Past Speaker
Curt Merriman, BA, RRT, CPFT, HOD Treasurer
Kerry McNiven, MS, RRT, HOD Secretary
Terence Carey, MD, BOMA Chair

Staff

Tom Kallstrom, MBA, RRT, FAARC, Executive Director
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
Cheryl West, MHA, Director of Government Affairs
Anne Marie Hummel, Director Regulatory Affairs
Kris Kuykendall, Executive Administrative Assistant

CALL TO ORDER

President Frank Salvatore called the meeting of the AARC Board of Directors to order at 9:00am EDT. Secretary-Treasurer Karen Schell called the roll and declared a quorum.

President Salvatore asked the Executive Office staff to leave the room.

Life Membership Nominee

Tim Op't Holt moved to nominate Colleen Schabacker – nominated by Dianne Lewis.

Motion carried

Honorary Member Nominee

Tim Op't Holt moved to nominate Anne Marie Hummel – nominated by Cyndi White.

Motion carried

ARCF AWARD NOMINEES

The Board brought forth the following nominees for the ARCF Awards in 2016:

Charles H. Hudson Award for Cardiopulmonary Public Health

Cyndi White moved to nominate Greg Harper – nominated by Natalie Napolitano.

Motion carried

Forrest M Bird Lifetime Scientific Achievement Award

Karen Schell moved to nominate Jim Fink – nominated by Natalie Napolitano

Motion carried

Thomas L. Petty, MD Invacare Award for Excellence in Home Respiratory Care

Tim Op't Holt moved to nominate Nick MacMillan – nominated by Kim Wiles

Motion carried

Mike West, MBA, RRT Patient Education Award

Karen Schell moved to nominate Crystal Craddock – nominated by Ellen Becker

Motion carried

Legends of Respiratory Care Nominee

Karen Schell moved to nominate Jim Whitacre - nominated by Dianne Lewis.

Motion carried

Karen Schell moved to nominate Ray Masferrer - nominated by Dianne Lewis.

Motion carried

Karen Schell moved to nominate Vijay Deshpande - nominated by Lynda Goodfellow.

Motion carried

Karen Schell moved to nominate John Hiser - nominated by Frank Salvatore.

Motion carried

Karen Schell moved to nominate Dr. Albert Aranson - nominated by Frank Salvatore.

Motion carried

All ballots were destroyed.

Other Reports

ARCF

Tom Kallstrom gave highlights of the written submitted ARCF report. The fundraiser in Tampa generated \$38,000. There will be another fundraiser in San Antonio. Teleflex has committed to donating \$50,000 next year.

The COARC and NBRC reports were reviewed.

Karen Schell moved to accept the “Other” reports as presented.

Motion carried

UNFINISHED BUSINESS

CoARC/CoBGRTE – President Salvatore gave an update. There will be a meeting with CoBGRTE and AARC Executive Committee at Summer Forum in June.

RECESS

President Salvatore recessed the meeting of the AARC Board of Directors at 10:40am EDT.

RECONVENE

President Salvatore reconvened the meeting of the AARC Board of Directors at 10:55am EDT.

UNFINISHED BUSINESS (continued)

Taskforce on Competencies for Entry into Respiratory Therapy Practice

Tom Kallstrom gave an update. There have been many conference calls and the work is about halfway complete. Lynda Goodfellow and Kim Wiles volunteered to be a part of this Taskforce. A report from this group will be submitted for the June Board meeting.

Strategic Workgroups

Each workgroup gave an update of their work since the last Board meeting.

Lynda Goodfellow moved to un-table **FM16-1-26.8**.

Motion carried

Karen Schell moved to approve the Safe Initiation and Management of Mechanical Ventilation AARC/UHC White Paper.

Motion carried

(See email from Frank Salvatore April 10, 2016, subject: AARC UHC White Paper Changes.)

The Executive Office (Shawna Strickland) will share the changes with the Joint Taskforce and then send to the Board for final approval via e-vote.

FM 16-1-27.1 Karen Schell moved that the Executive Office investigates the cost of scanning documents for the Virtual Museum. Once complete the funds will be requested from ARCF.

Motion carried

Natalie Napolitano moved that the ARCF release, in the form of a grant, the remaining funds to AARC.

Motion carried

Lynda Goodfellow moved to accept the Special Committee reports.

Motion carried

NEW BUSINESS

Policy Review

Policy No. BOD.002 – Board of Directors – Board of Directors Liaisons to Committees, Taskforces, Focus Groups, Panels, and Special Representatives

Karen Schell moved to review and make changes and report back in June 2016.

Motion carried

Policy No. BOD.008 – Board of Directors – Joint Session with House of Delegates

Karen Schell moved to change review date.

Motion carried

Policy No. BOD.013 – Board of Directors – Professional Attire

Karen Schell moved to change review date.

Motion carried

Policy No. RT.001 – Roundtables – Roundtables

President Salvatore and President-elect Walsh will review and make changes.

(See Attachment “A” for revised policies.)

Steve Nelson presented the Board with a document entitled “Evaluation and Upgrade of Association Management Software (AMS) Database”. The Board accepted the document for

information only. The Executive Office will come up with pricing and implementation and present to the Board at the Summer meeting.

Treasurers Motion

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

Motion Carried

MOTION TO ADJOURN

Karen Schell moved “To adjourn the meeting of the AARC Board of Directors.”

Motion Carried

ADJOURNMENT

President Salvatore adjourned the meeting of the AARC Board of Directors at 12:50pm EDT

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

Karen Schell
AARC Secretary/Treasurer

Date

Attachment “A”

Policy No. BOD.008 – Board of Directors – Joint Session with House of Delegates

Policy No. BOD.013 – Board of Directors – Professional Attire

American Association for Respiratory Care Policy Statement

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Policy No.: BOD.008

SECTION: Board of Directors
SUBJECT: **Joint Session with House of Delegates**
EFFECTIVE DATE: December 14, 1999
DATE REVIEWED: **April 10, 2016**
DATE REVISED: July 2005

REFERENCES:

Policy Statement:

Joint Session of the Board of Directors with the House of Delegates shall be planned and conducted by the President.

Policy Amplification:

1. The President, in consultation with the Speaker of the House of Delegates, shall determine those items to be addressed in joint session prior to each summer and fall meeting.
2. The Annual Budget shall be addressed in joint session at the fall meeting.
3. Other items which will facilitate functioning of the Association should also be presented in joint session.
 - A. The Board of Directors may or may not vote on items presented in joint session, in accordance with direction from the President.

American Association for Respiratory Care Policy Statement

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Policy No.: BOD.013

SECTION: Board of Directors

SUBJECT: **Professional Attire**

EFFECTIVE DATE: December 14, 1999

DATE REVIEWED: **April 9, 2016**

DATE REVISED: July 2012

REFERENCES:

Policy Statement:

All Officers, Directors, and guests shall adhere to appropriate attire requirements when attending business meetings and social gatherings.

Policy Amplification:

1. Unless otherwise determined by the President, the following dress is required at meetings:
 - a. Business casual dress at the Finance and Executive Committee meetings at the Summer Board of Directors meeting and the second day of the Spring Board of Directors meeting.
 - b. Business attire shall be worn at the Winter Board of Directors meeting and social gatherings sponsored by other organizations and the first day of the Spring Board of Directors meeting.

This requirement shall also apply to invited guests.

2. Attire worn to receptions and other social gatherings sponsored by other professional organizations (i.e. NBRC) shall be identified by the sponsoring group, unless otherwise defined by the President.