

AMERICAN ASSOCIATION FOR RESPIRATORY CARE

Board of Directors Meeting

June 29, 2017- Tucson, AZ

Minutes

Attendance

Brian Walsh, PhD, RRT-NPS, RRT-ACCS, AE-C, RPFT, FAARC, President
Frank Salvatore, RRT, MBA, FAARC, Past President
Sheri Tooley, BSRT, RRT-NPS, CPFT, AE-C, FAARC, VP External Affairs
Natalie Napolitano, MPH, RRT-NPS, AE-C, CTTS, FAARC, VP Internal Affairs
Karen Schell, DHSc, RRT-NPS, RRT-SDS, RPFT, RPSGT, AE-C, CTTS, Secretary/Treasurer
Ellen Becker, PhD, RRT-NPS, FAARC
Cheryl Hoerr, MBA, RRT, CPFT, FAARC
Doug McIntyre, MS, RRT, FAARC
Timothy Op't Holt, EdD, RRT, AE-C
Susan Rinaldo Gallo, MEd, RRT, CTTS, FAARC
Steve Sittig, BSRT, RRT-NPS, CPFT, AE-C
Deb Skees, MBA, RRT, CPFT
Pattie Stefans, BS, RRT
Lisa Trujillo, DHSc, RRT
John Wilgis, MBA, RRT

Consultants

Robert Aranson, MD, BOMA Chair
Dianne Lewis, MS, RRT, FAARC, President's Council President
Cam McLaughlin, BS, RRT, FAARC, Parliamentarian
Jakki Grimball, MA, RRT, AE-C, Past Speaker

Excused

Keith Lamb, RRT
John Lindsey, Jr., MEd, RRT-NPS, FAARC

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
Steve Nelson, MS, RRT, FAARC, Associate Executive Director
Shawna Strickland, PhD, RRT-NPS, AE-C, FAARC, Associate Executive Director
Anne Marie Hummel, Associate Executive Director
Kris Kuykendall, Executive Administrative Assistant

CALL TO ORDER

President Brian Walsh called the meeting of the AARC Board of Directors to order at 9:00am MST. Secretary-Treasurer Karen Schell called the roll and declared a quorum. A student was introduced who was observing the meeting.

SPECIAL COMMITTEE REPORTS

Position Statement Committee

Natalie Napolitano moved to accept Recommendation 17-2-26.1 “That the position statement entitled ‘Hazardous Materials Exposure’ (revised 11/2011) be retired.”

Motion carried

Natalie Napolitano moved to accept Recommendation 17-2-26.2 “That the position statement entitled ‘Verbal/Telephone Orders’ (revised 07/2014) be retired.”

Motion carried

Natalie Napolitano moved to accept Recommendation 17-2-26.3 “That the position statement entitled ‘Guidance Document on Scope of Practice’ (revised 11/2013) be retired.”

Motion carried

Natalie Napolitano moved to accept Recommendation 17-2-26.4 “That the guidance document entitled ‘Smallpox Guidance Document’ be retired.”

Motion carried

Frank Salvatore moved to accept the Special Committee reports as presented.

Motion carried

SPECIAL REPRESENTATIVES REPORTS

Sheri Tooley moved to accept the Special Representatives reports as reported.

Motion carried

AD HOC COMMITTEE REPORTS

Research Fund for Advancing Respiratory Care Profession

Sheri Tooley moved to accept Recommendation 17-2-30.1 “That AARC BOD approve the LOI to solicit proposals for Vision Grant: Educational level and the effects of quality and safety on patient care outcomes.”

Frank Salvatore moved to table until October 2017 Board meeting.

Frank Salvatore moved to un-table.

Original Motion carried

Natalie Napolitano moved to accept the Ad Hoc Committee reports as presented.

Motion carried

UNFINISHED BUSINESS

- Roundtable Policy Changes RT.001

Natalie Napolitano moved to accept the amended/new policy CC.001 AARC Connect Communities.

Motion carried

RECESS

President Walsh recessed the meeting of the AARC Board of Directors at 9:55am MST.

RECONVENE

Past President Salvatore reconvened the meeting of the AARC Board of Directors at 10:10am MST.

UNFINISHED BUSINESS CONTINUED

- Floor motion from October 2016 Board meeting - **FM 16-3-26.1** – “That the Position Statement/Issue Paper Committee develops a resource for best practices to include licensure requirements for practice of the respiratory therapist as an ECMO specialist.” Natalie Napolitano will contact Bradley Kuch for clarification - keep it tabled.

FM17-2-83.1 Natalie Napolitano moved that the VP of External Affairs discuss with the ELSO rep to provide specific information as to the barriers and the states these are occurring in and so we can provide assistance up to and including a joint position statement with ELSO and suggested RT state licensure wording structures.

Motion carried

NEW BUSINESS

Policy Review

Policy FM.016 – Financial Management – Travel Expense Reimbursement
The Executive Office will revise the policy and send out as an E-vote.

Policy CA.002 – Chartered Affiliates – Chartered Affiliate Requirements and Responsibilities

Tim Op’t Holt moved to refer to the Executive Office for review and revisions.

Motion carried

Policy CA.003 – Chartered Affiliates – Chartered Affiliates Revenue Sharing Adjustments
Frank Salvatore moved to accept the revisions to Policy CA.003.

Motion carried

(See Attachment “A” for revised policies.)

UNFINISHED BUSINESS CONTINUED

Research Strategic Planning Group

Natalie Napolitano moved to accept **FM17-2-16.1** That the AARC make a formal recommendation to CoARC to establish higher minimal requirements related to Respiratory Therapy research education at all levels of Respiratory Care Education.

Motion carried

Natalie Napolitano moved to accept **FM17-2-16.2** That the AARC develop an EBM/Research boot camp or pre-course at the International Congress and/or Summer Forum which focuses on the development of Respiratory Therapy researchers.

Frank Salvatore moved to refer to the Program Committee for consideration in 2018.

Motion carried

Natalie Napolitano moved to accept **FM17-2-16.3** That the AARC develop a standing list of vetted Respiratory Therapy researchers who wish to present on the topic of research and research development.

Motion defeated

Sheri Tooley moved to accept **FM17-2-16.4** That the AARC develop a Research Fellowship to be awarded to one novice RRT researcher annually.

Sheri Tooley moved to withdraw this floor motion.

Motion carried

Sheri Tooley moved to accept **FM17-2-16.5** That the AARC assist in developing an Educational Research Development program for Respiratory Therapy Educators.

Frank Salvatore moved to accept for information only.

Motion carried

Deb Skees moved to accept **FM17-2-16.6** That the AARC develop a robust marketing plan for all AARC resources and AARC supported resources currently available to RT researchers.

Tim Op't Holt moved to accept for information only.

John Wilgis moved to call the question.

Motion carried

Motion to accept for information only carried.

Tim Op't Holt moved to accept **FM17-2-16.7** That the AARC develop a means of highlighting hospital/clinical-based RT research programs.

Susan Gallo moved to accept for information only.

Motion carried

RECESS

President Walsh recessed the meeting of the AARC Board of Directors at 11:45am MST.

RECONVENE

President Walsh reconvened the meeting of the AARC Board of Directors at 12:07pm MST.

UNFINISHED BUSINESS CONTINUED

President Walsh led a discussion about the BS entry into respiratory therapy. Dr. Aranson offered BOMA's full support and said BOMA would be happy to prepare a statement of support.

FM17-2-83.2 Ellen Becker moved to identify managers who found a way to convince their Human Resources departments to hire only BS graduates and to share with other managers how to make these changes through AARC initiatives.

Motion carried

FM17-2-83.3 Ellen Becker moved to identify at least 6 associate degree program directors in Category IV (CoARC report) and develop best practices to help them move to Category III.

Motion carried

FM17-2-83.4 Ellen Becker moved to form an entry-level baccalaureate RT collaborative with key stakeholders (AARC, CoARC, CoBGRTE, NN2, NA2RC) to identify roadblocks and propose solutions.

Motion carried

RECESS

President Walsh recessed the meeting of the AARC Board of Directors at 1:20pm MST.

RECONVENE

President Walsh reconvened the meeting of the AARC Board of Directors at 1:35pm MST.

International Committee

FM17-2-23.4 Natalie Napolitano moved that the AARC International Committee formalize the Policy for "Establishing an International Affiliate in the AARC" to be placed in the AARC policy and procedures manual. This policy should include the process for working with international affiliates that do not maintain their minimum number of members. Draft policy should be available to the BOD for review for the Spring 2018 meeting.

Motion carried

FM17-2-23.5 Natalie Napolitano moved that the AARC place a line item in the Budget beginning 2018 to support two fellows to assist in the international section of the vision/mission of the AARC.

Motion carried

Ad Hoc Committee on Research Fund for Advancing Respiratory Care Profession

FM17-2-30.2 Natalie Napolitano moved that the AARC vision grant committee suggest that any proposals for the current grant cycle, with the goal to prove the worth and value of the respiratory therapist, also collect and analyze data on the education level of the providers performing the service.

Motion carried

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 Walsh adjourned the meeting of the AARC Board of Directors at 1:50pm MST

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

Karen Schell
AARC Secretary/Treasurer

Date

Attachment “A”

Policy No. CC.001 – AARC Communitires – AARConnect Communities
Policy No. CA.003 – Chartered Affiliates – Revenue Sharing Adjustments

American Association for Respiratory Care Policy Statement

Page 1 of 1
Policy No.: CC.001

SECTION: AARC Communities

SUBJECT: AARConnect Communities

EFFECTIVE DATE: August 22, 2001

DATE REVIEWED: June 2017

DATE REVISED: June 2017

REFERENCES:

Policy Statement:

1. Communities are formally organized groups of AARC members focused on specific topics of common interest and can either be public or private access.
 - a. Public access communities have no restrictions and can be joined by any member of the AARC.
 - b. Private access communities are those that a member must have special permission, such as an appointment or require additional fee for participation such as section membership.
2. A minimum of 25 members may propose a Community by completing the attached *Communities Proposal Form* and submitting it to the AARC Executive Office.
 - a. Exception: state boards may request private communities even if there are less than 25 potential members.
3. All communities must maintain a key contact. This provides the community a volunteer as well as provide the Executive Office a point of contact for questions about the group over time
4. The AARC Executive Office will communicate this request to the AARC membership using the appropriate methods and solicit interest in participation.
5. The AARC may elect to dissolve a Community at any time due to lack of interest. In such case, the AARC will post an announcement on AARConnect stating the reason(s) for the dissolution of the Community, and the community will cease 30 days after the announcement. Lack of interest examples include, but are not limited to:
 - a. The Community has three consecutive months with no posts.
 - b. The Community is no longer serving the original purpose for development.
 - c. The Community grows large enough to become a section, formally requests the AARC Board investigate interest and feasibility, and is approved by the AARC Board to transition into a recognized specialty section.

American Association for Respiratory Care

Communities Proposal Form

Please read the AARC Communities Policy before completing this form.

Definition – *Communities are formally organized members of the AARC focused on significant topics of common interest, and who feel other groups within the organization are not addressing their special interest.*

Your Name _____

AARC Member # _____ E-Mail _____

Employer _____

City _____ State _____

Suggested name for proposed Community _____

List reasons you and others feel justify the establishment of the Communities:

Before your proposal is submitted, at least 24 other AARC members must concur with you. E-mails to you will be accepted in lieu of their signatures.

Name _____ email _____ AARC Member # _____

Your Signature _____ Date _____

I agree to serve as the key contact for this community. If at any point I am unable to serve in this role, I agree to notify the AARC and assist in recruiting an appropriate key contact as my replacement.

Please Send via US Mail to:

**President, American Association for Respiratory Care
 9425 N. MacArthur Blvd #100
 Irving, TX 75063**

American Association for Respiratory Care Policy Statement

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Policy No.: CA.003

SECTION: Chartered Affiliates
SUBJECT: **Chartered Affiliates Revenue Sharing Adjustments**
EFFECTIVE DATE: December 14, 1999
DATE REVIEWED: **June 2017**
DATE REVISED: ~~July 2005~~ **June 2017**
REFERENCES: AARC-Chartered Affiliate Revenue Sharing Agreement.

Policy Statement:

The AARC Executive Director shall be authorized to withhold Chartered Affiliate revenue sharing on the basis of past due state debts and documented violations of the AARC-Chartered Affiliate Revenue Sharing Agreement.

Policy Amplification:

1. The AARC Executive Director shall be authorized to withhold amounts owed the AARC by the Chartered Affiliate which are past due by 90 days.
 - A. The Executive Director shall deduct the amount past due from the next revenue sharing payment made to that affiliate.
 - B. In the event that the past due amount exceeds the revenue sharing payment, the amount still owed shall be deducted from the subsequent revenue sharing payments until outstanding debts are fully paid.
2. **Failure to sign the Revenue Sharing agreement will result in suspension of revenue sharing to the Chartered Affiliate until a Revenue Sharing agreement has been filed with the Executive Office.**
3. The AARC Executive Director shall be authorized to withhold Chartered Affiliate revenue sharing on the basis of documented violation of the AARC-Chartered Affiliate Revenue Sharing Agreement.

DEFINITIONS:
ATTACHMENTS: