

AMERICAN ASSOCIATION FOR RESPIRATORY CARE

Board of Directors Meeting

March 12, 2017- Grapevine, TX

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, 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
Keith Lamb, RRT
John Lindsey, Jr., MEd, RRT-NPS, 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, FAARC
Deb Skees, MBA, RRT, CPFT
Pattie Stefans, BS, 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

Kerry McNiven, MS, RRT, HOD Secretary
Lisa Trujillo, DHSc, RRT

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
Shawna Strickland, PhD, RRT-NPS, AE-C, 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 Brian Walsh called the meeting of the AARC Board of Directors to order at 9:00am CDT. Secretary-Treasurer Karen Schell called the roll and declared a quorum.

Workgroups met before the Board meeting.

STANDING COMMITTEES REPORTS

Audit Subcommittee

Natalie Napolitano moved to accept Recommendation 17-1-13.1 “That the Board of Directors accept the auditor’s report as presented.”

Motion carried

Bylaws Committee

Natalie Napolitano moved to accept Recommendation 17-1-9.1 “That the AARC Board of Directors find that the Illinois Society for Respiratory Care Bylaws are not in conflict with the AARC Bylaws.”

Motion carried

Natalie Napolitano moved to accept Recommendation 17-1-9.2 “That the AARC Board of Directors find that the Nebraska Society for Respiratory Care Bylaws are not in conflict with the AARC Bylaws.”

Motion carried

Natalie Napolitano moved to accept Recommendation 17-1-9.3 “That the AARC Board of Directors find that the Idaho Society for Respiratory Care Bylaws are not in conflict with the AARC Bylaws.”

Motion carried

Natalie Napolitano moved to accept Recommendation 17-1-9.4 “ That the AARC Board of Directors find that the Kentucky Society for Respiratory Care Bylaws are not in conflict with the AARC Bylaws.”

Motion carried

Program Committee

Natalie Napolitano moved to accept Recommendation 17-1-15.1 “That the AARC Board of Directors approve the following members of the 2017 AARC Sputum Bowl Committee: Renee Wunderley – Committee Chair, Sherry Whiteman - Score Keeper, Rick Zahodnic - Practitioner Moderator, Angie Switzer - Student Moderator, Julie Boganwright – Timekeeper.”

Motion carried

Strategic Planning Committee

Natalie Napolitano moved to accept Recommendation 17-1-16.1 “The strategic planning committee has reviewed the AARC Strategic Plan and requests after sufficient review by the board that they adopt the changes made to the attached document.”

Motion carried

FM 17-1-16.2 Frank Salvatore moved to close out the membership and advocacy workgroups.
Motion carried

Sheri Tooley moved to accept the Standing Committee reports as presented.
Motion carried

SPECIALTY SECTION REPORTS

John Wilgis moved to accept the Specialty Section reports as presented.
Motion carried

SPECIAL COMMITTEE REPORTS

Membership Committee

Natalie Napolitano moved to accept **Recommendation 17-1-24.1** “That the AARC eliminate the free student membership program with appropriate notification of students and schools currently utilizing the program.”

Natalie Napolitano moved to amend the recommendation to take effect June 2018 and task the membership committee to work with the Executive Office on an execution plan.

Motion defeated

Susan Gallo moved to refer to the Membership Committee to work with the Executive Office to report back to the Board at the summer 2018 Board meeting on how to operationalize.

Motion carried

Position Statement/Issue Paper Committee

Natalie Napolitano moved to accept **Recommendation 17-1-26.1** “That the AARC Board of Directors agree to suspend the “60-day comment period from AARC membership” required by AARC BOD Policy CT.008 for Position Statements and Issue Papers that are recommended for retirement during 2017.”

Motion carried

State Government Affairs

FM17-1-21.1 Frank Salvatore moved that the Board approve the “State Affiliate Guidance Document Regarding RRT Entry to Licensure”.

Susan Gallo moved to call the question.

Motion carried

Original motion carried

Natalie Napolitano moved to accept the Special Committee reports as presented.

Motion carried

RECESS

President Walsh recessed the meeting of the AARC Board of Directors at 10:10am CDT.

RECONVENE

President Walsh reconvened the meeting of the AARC Board of Directors at 10:25am CDT.

Life Membership Nominee

Frank Salvatore moved to nominate Lynda Goodfellow– nominated by Dianne Lewis.

Motion carried

Honorary Member Nominee

Frank Salvatore moved to nominate Dr. Russ Acevedo – nominated by Sheri Tooley.

Motion carried

Legends of Respiratory Care Nominee

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

Motion carried

Frank Salvatore moved to nominate Margaret Traband - nominated by Sheri Tooley

Motion carried

Frank Salvatore moved to nominate Dr. Walter O'Donohue - nominated by Dianne Lewis

Motion carried

SPECIAL REPRESENTATIVES REPORTS

Chartered Affiliate Consultant

Sheri Tooley moved to accept Recommendation 17-1-67.1 “Expand the scope of services and financial support of the chartered affiliate consultant to support the chartered affiliates' business operations to ensure their continued viability.”

Frank Salvatore moved to refer to the Executive Office.

Motion carried

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

Motion carried

ROUNDTABLE REPORTS

The Roundtable policy will be reviewed under Unfinished Business.

Sheri Tooley moved to close out the Roundtable reports.

Motion carried

AD HOC COMMITTEE REPORTS

Research Fund for Advancing Respiratory Care Profession

Sheri Tooley moved to accept Recommendation 17-1-30.1 “That the AARC Board of Directors accept the renamed and revised research program guidelines so that the AARC sponsors research that examines relationships between clinical interventions by respiratory therapists and the outcomes of care.”

Motion carried

Karen Schell moved to accept the Ad Hoc Committee reports as presented.

Motion carried

Other Reports

The ARCF, COARC, and NBRC reports were reviewed.

Sheri Tooley moved to accept the “Other” reports as presented.

Motion carried

UNFINISHED BUSINESS

- 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.
- Roundtable Policy Changes RT.001
 - Natalie Napolitano moved to accept the revised policy RT.001.
 - John Wilgis moved to call the question
Motion carried
Original Motion defeated
 - Frank Salvatore moved to refer to the Executive Office to work with the president and report back at summer 2017 meeting.
Motion carried

NEW BUSINESS

- **Policy Review**

Policy No. CA.002 – Chartered Affiliates – Chartered Affiliate Requirements and Responsibilities

Executive Office (Tom Kallstrom) will speak with Garry Kauffman and provide revisions by April 3, 2017.

Policy No. CA.003 – Chartered Affiliates – Chartered Affiliates Revenue Sharing Adjustments

Executive Office (Tom Kallstrom) will speak with Garry Kauffman and provide revisions by April 3, 2017.

Policy No. SS.003 – Specialty Sections - Leadership

Natalie Napolitano moved to accept the four changes.

Motion carried

(See Attachment “A” for revised policy.)

ARCF AWARD NOMINEES

The Board brought forth the following nominees for the ARCF Awards in 2017:

Mitch Barron Clinical Excellence in Aerosol and Airway Clearance Therapies

Frank Salvatore moved to nominate Joe Rau – nominated by Dr. Aranson.

Motion carried

Forrest M Bird Lifetime Scientific Achievement Award

Frank Salvatore moved to nominate Jim Fink – nominated by Natalie Napolitano

Motion carried

RECESS

President Walsh recessed the meeting of the AARC Board of Directors at 12:00pm CDT.

RECONVENE

President Walsh reconvened the meeting of the AARC Board of Directors at 1:00pm CDT.

Charles H. Hudson Award for Cardiopulmonary Public Health

Frank Salvatore moved to nominate Congressman Greg Harper – nominated by Doug McIntyre.

Motion carried

Mike West, MBA, RRT Patient Education Award

Frank Salvatore moved to nominate Charity Clark – nominated by Karen Schell.

Motion carried

Thomas L. Petty, MD Invacare Award for Excellence in Home Respiratory Care
Frank Salvatore moved to nominate Kim Wiles – nominated by Sheri Tooley.

Motion carried

NEW BUSINESS CONTINUED

- Entry Level BSRT (Walsh)
 - President Walsh began a discussion regarding his recent editorial in RESPIRATORY CARE Journal and asked for the Board’s input regarding Bachelor’s Degree minimum for entry into respiratory care and when.
- AARC 70th Anniversary (Lewis)
 - Dianne Lewis gave an update of the involvement of the President’s Council for the upcoming celebration.

RECESS

President Walsh recessed the meeting of the AARC Board of Directors at 2:30pm CDT.

RECONVENE

President Walsh reconvened the meeting of the AARC Board of Directors at 2:40pm CDT.

NEW BUSINESS CONTINUED

- Engaging Associate Degree Programs in Facilitating Career Paths (Becker)
 - **FM17-1-84.1** Ellen Becker moved that #3 and #4 (under “Related to AARC”) and “Related to CoARC” and “Related to NN2/NN2RC” be referred to a Career Taskforce.
Motion carried
 - **FM 17-1-84.2** Ellen Becker moved that #1 (under “Related to AARC”) be referred to the Ad Hoc Committee on Research Fund for Advancing Respiratory Care Profession with a report due back at the Summer Forum 2017.
Motion carried
 - **FM 17-1-84.3** Ellen Becker moved that #2 (under “Related to AARC”) be referred to the Position Statement Committee.
Motion withdrawn
 - **FM17-1-84.4** Ellen Becker moved that the Position Statement revise the position statement on Continuing Education.
Motion withdrawn
- Adult Acute Care Section (Lamb)
 - **FM17-1-84.5** Keith Lamb moved that a plan be outlined to improve the relationship between the Society of Critical Care Medicine (SCCM) and the American Association for Respiratory Care (AARC).

- Frank Salvatore moved to refer to the Executive Office
Motion carried
 - California and the Bylaws Question (Siegel)
 - **FM 17-1-84.6** Frank Salvatore moved that the AARC Board of Directors, on behalf of the House of Delegates, put forth a question to the AARC Bylaws Committee – Does a delegate need to be an “active” member of the state affiliate they represent?
 - Needs to be a hand vote, with 2/3 majority – 17 voted yes
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 4:00pm CDT

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

Karen Schell
AARC Secretary/Treasurer

Date

Attachment “A”

Policy No. SS.003 – Specialty Sections - Leadership

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Policy No.: SS.003

SECTION: Specialty Sections

SUBJECT: **Leadership**

EFFECTIVE DATE: December 14, 1999

DATE REVIEWED: **March 2017**

DATE REVISED: **March 2017**

REFERENCES:

Policy Statement:

The Specialty section members, in a manner consistent with the Association Bylaws, shall elect Specialty Section Leadership

Policy Amplification:

1. Terms of office for Specialty Section Chairpersons-elect and Chairpersons shall commence at the end of the Association's Annual Meeting.
2. The **elected** Chairperson of a Specialty Section shall not serve more than **one two** consecutive terms in the same office.
3. In the event of the vacancy in the office of Specialty Section Chair, the Chair-elect, if one is serving at the time, shall serve the unexpired term of the Chair and his or her own three (3) year term.
 - A. If no Chair-elect is serving at the time of the vacancy, the President shall appoint a member of the Specialty Section to serve as Chairperson, subject to ratification by the Board of Directors.
 - B. A Chair-elect so appointed shall serve until the next scheduled **specialty section** election, or until a successor is elected by the Specialty Section Membership.
4. The Specialty Section Chair may be removed from office by a 2/3-majority vote of the Board of Directors upon refusal, neglect or inability to perform their duties, or any conduct deemed prejudicial to the Association.
 - A. Written notice of action by the Board of Directors shall come from the President

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- B. This written notice will be sent to the Chair and Chair-elect as formal notification that the office has been declared vacant.
5. The duties and responsibilities of Specialty Section Chairpersons shall include:
- A. Oversight of all Specialty Section activities
 - B. Assurance that Section activities are in compliance with Association Bylaws and policy
 - C. Submitting reports of Section activities to the AARC Board of Directors to be included in each meeting agenda book.
 - D. Submitting periodic or interim reports that may be required by the President or Board of Directors.
 - E. Serving as the primary spokesperson for the Section, through which Section members express opinions, ideas and concerns to the AARC Board of Directors
 - F. Submitting minutes of all Section business/membership meetings to the Executive Office liaison within thirty (30) days following the meeting.
 - 1. Copies of the minutes will also be sent to the VP/Internal Affairs.
 - G. Following guidelines established and approved by the Board of Directors for the specialty Sections.
 - H. Being responsible for the Section fulfilling the charges from the President and as outlined in Association policy.
 - I. Organizing the Section business/membership meeting of the Specialty Section to be held at the Annual International Congress and Summer Forum.
6. The Chairperson of the Specialty Sections that have at least 1000 active members on December 31 of the year of nominations/elections shall serve a concurrent three (3) year term as a Section Director on the Board of Directors.
7. The duties and responsibilities of the Specialty Section Chair-elect shall include:
- A. Assisting the Chairperson with facilitation the activities of the Section and assuring successful completion of its goals and charges
 - B. Assisting the Chairperson with organizing the Section business/membership meeting of the Specialty Section to be held at the Annual International Congress and Summer Forum.

DEFINITIONS:

ATTACHMENTS: