

AMERICAN ASSOCIATION FOR RESPIRATORY CARE

Board of Directors Meeting

Thursday, November 7, 2019. New Orleans, Louisiana

Minutes

Attendance

Karen Schell, DHSc, RRT-NPS, RRT-SDS, RPFT, RPSGT, AE-C, CTTS, President
Brian Walsh, PhD, RRT-NPS, RRT-ACCS, AE-C, RPFT, FAARC, Past President
Sheri Tooley, BSRT, RRT-NPS, CPFT, AE-C, FAARC, VP External Affairs
Cheryl Hoerr, MBA, RRT, CPFT, FAARC, VP Internal Affairs
Lynda Goodfellow, EdD, RRT, FAARC, Secretary/Treasurer
Kim Bennion, MHS, RRT
Dana Evans, MHA, RRT-NPS, FAARC
Susan Rinaldo-Gallo, MEd, RRT, CTTS, FAARC
Jakki Grimbball, MA, RRT, AE-C, FAARC
Carl Hinkson, MS, RRT-NPS, FAARC
John Lindsey, Jr., MEd, RRT-NPS, FAARC
Timothy Op't Holt, EdD, RRT, AE-C, FAARC
Georgianna Sergakis, PhD, RRT, FAARC
Steve Sittig, BSRT, RRT-NPS, FAARC
Lisa Trujillo, DHSc, RRT
John Wilgis, MBA, RRT
Kari Woodruff, BSRC, RRT-NPS, FAARC

Absent

Dr. Neil MacIntyre, MD, FAARC, BOMA Chair

Consultants

Ellen Becker, PhD, RRT-NPS, FAARC, Parliamentarian
Dianne Lewis, MS, RRT, FAARC, President's Council President
Keith Siegel, MBA, RRT, CPFT, Past Speaker

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
Shawna Strickland, PhD, CAE, RRT-NPS, RRT-ACCS, AE-C, FAARC, Associate Executive Director
Anne Marie Hummel, Associate Executive Director
Jena Weeter, Executive Assistant to Executive Director
Ada Morton, Senior Accountant
Ray Arambula, Director of IT

CALL TO ORDER

President Karen Schell called the meeting of the AARC Board of Directors to order at 9:06 a.m. CST.
Secretary/Treasurer Lynda Goodfellow called the roll and declared a quorum.

STUDENT VISITORS

President Schell asked the student guests to introduce themselves. As part of introductions, President Schell asked the guests to share with the board what prompted them to pursue their careers in the respiratory field.

APPROVAL OF MINUTES

Lynda Goodfellow moved to approve the minutes of the July 23, 2019 meeting of the AARC Board of Directors.

Motion carried

Lynda moved to approve the minutes of the July 24, 2019 meeting of the AARC Board of Directors.

Motion carried

CONSENT AGENDA

Lynda Goodfellow made a motion to suspend the rules and allow a consent agenda.

Motion carried

President Schell asked Board members if they wish to move any consent agenda items to the regular agenda for further discussion.

President Schell granted that the Bylaws, Executive, Finance, Diversity, Fellowship, Advocacy and Government Affairs, IPEC, Program Committee, Elections Committee, Post Acute Care, CoARC, and NBRC reports would be removed from the Consent Agenda.

Sheri moved to accept the Consent Agenda as modified.

Motion carried

GENERAL REPORTS

President

President Schell gave highlights of her submitted report and included updates.

Past President

Past President Brian Walsh had nothing to report.

Executive Office

Tom Kallstrom gave highlights of his written submitted report and reviewed the Executive Office referrals from the last Board of Directors meeting. Tom called special attention to our new legal representation and resources.

President's Council

Dianne Lewis covered a few brief key points from her report.

House of Delegates

Brian Walsh moved to bring **Recommendation 19-3-6.1** "Resolve, that in order to optimize communication, writers of HOD resolutions which are passed (or their co-sponsor designee) continue to represent the resolution before the AARC Board of Directors during its consideration." to the floor.

Motion carried

Lynda Goodfellow made a **Friendly Amendment** for **Recommendation 19-3-6.1** to include the guidelines to specify that the HOD representative return to the House prior to the BOD conducting a discussion and vote on the proposed resolution.

Motion Carried for friendly amendment

RECESS

President Schell called a recess of the AARC Board of Directors meeting at 10:04a.m. CST.

RECONVENE

President Schell reconvened the meeting of the AARC Board of Directors at 10:17a.m. CST.

PULLED CONSENT AGENDA REPORTS

STANDING COMMITTEE REPORTS

Bylaws Committee:

Lynda Goodfellow moved to accept **Recommendation 19-3-9.1** “That the AARC Board of Directors find that the California Society for Respiratory Care Bylaws are not in conflict with the AARC Bylaws. (See attachment “California - AARC Chartered Affiliate Review 9.29.19”)”

Motion carried

Lynda Goodfellow moved to accept **Recommendation 19-3-9.2** “That the AARC Board of Directors find that the Oregon Society for Respiratory Care Bylaws are not in conflict with the AARC Bylaws. (See attachment “Oregon - AARC Chartered Affiliate Review 9.29.19”)”

Motion carried

Lynda Goodfellow moved to accept **Recommendation 19-3-9.3** “That the AARC Board of Directors find that the Wisconsin Society for Respiratory Care Bylaws are not in conflict with the AARC Bylaws. (See attachment “Wisconsin - AARC Chartered Affiliate Review 9.29.19”)”

Motion carried

Lynda Goodfellow moved to accept **Recommendation 19-3-9.4** “That the AARC Board of Directors find that the Louisiana Society for Respiratory Care Bylaws are not in conflict with the AARC Bylaws. (See attachment “Louisiana - AARC Chartered Affiliate Review 09.29.19”)”

Motion carried

Finance Committee

Lynda Goodfellow moved to accept the 2020 Budget as presented.

Motion Carried

Lynda Goodfellow moved to accept the 2020 Capital Budget as presented.

Motion Carried

SPECIAL COMMITTEE REPORTS

Diversity and Inclusion Committee

Sheri Tooley introduced **Recommendation 19-3-19.1** “We recommend to the Board to change the name of the Diversity Committee to the Diversity and Inclusion Committee.”

Motion Carried

Fellowship Committee

Cheryl Hoerr moved to bring **Recommendation 19-3-20.1** “The AARC Board of Directors approve the attached revisions of Policy CT.009 to reflect changes to the program to allow for better alignment of the committee when making choices for AARC Fellow-elects.” to the floor.

Motion Defeated

Floor Motion 19-3-20.3 Jakki Grimball made a motion to send **Recommendation 19-3-20.1** back to the Fellowship Committee to work with the Executive Office to promote further discussion regarding the implementation of new guidelines and criteria for the selection process of FAARC recipients.

Motion Carried-Referred back to the Fellowship Committee

Then Cheryl Hoerr moved to accept **Presidential Recommendation 19-3-20.2** “The committee requests the addition of one new member from academia to be placed on the committee. It is within the policy (Chair and up to six members) and we would like to continue the plan to ensure continuity.”

Motion Carried

NEW STUDENT INTRODUCTIONS

President Schell asked the student guests to introduce themselves. As part of introductions, President Schell asked the guests to share with the board what prompted them to pursue their careers in the respiratory field.

GENERAL REPORTS CONTINUED

Advocacy and Government Affairs

Sheri Tooley moved to bring **Recommendation 19-3-2.1** “That the Position Statement Committee update the statement on e-cigarettes. The last review was November 2015. Since that time, AARC has gone on record supporting the ban of non-tobacco flavored e-cigarettes, including mint and menthol, and raising the age to purchase tobacco to 21. According to the Campaign for Tobacco Free Kids, there is conclusive evidence that flavors play a critical role in youth initiation and continued use of tobacco products and our current statement does not address this issue.” to the floor.

Motion Carried

SPECIAL COMMITTEES (CONTINUED)

Position Statement Committee

Lynda Goodfellow moved to bring **Recommendation 19-3-26.1** “That the position statement entitled “Health Promotion and Disease Prevention” (1985) with noted revisions (language to be removed appears as strikethrough and language to be inserted appears as **bold and underlined**) be approved.” to the floor.

Motion Carried

SPECIALTY SECTIONS

Post Acute Care Committee

Sheri Tooley brought **Recommendation 19-3-57.1** “Section name revision: Ambulatory and Post-Acute Care Section” to the floor.

Motion Carried

Lynda Goodfellow moved to close out Specialty Section reports.

Motion Carried

SPECIAL REPRESENTATIVES

IPEC

Sheri Tooley introduced **Recommendation 19-3-63.1** “Create announcements, graphics, or flyers, advertising USPHS IPEC Award encouraging RT-inclusive teams to prepare and submit applications.”

Motion Carried

Sheri Tooley then presented **Recommendation 19-3-63.2** “Survey AARC membership regarding current interprofessional education and collaborative practice efforts and highlight them in AARC Times or other official media communication”

Motion Carried

GENERAL REPORTS (CONTINUED)

Advocacy and Government Affairs

Sheri Tooley moved to bring **Recommendation 19-3-2.1** “That the Position Statement Committee update the statement on e-cigarettes. The last review was November 2015. Since that time, AARC has gone on record supporting the ban of non-tobacco flavored e-cigarettes, including mint and menthol, and raising the age to purchase tobacco to 21. According to the Campaign for Tobacco Free Kids, there is conclusive evidence that flavors play a critical role in youth initiation and continued use of tobacco products and our current statement does not address this issue.” to the floor.

Motion Carried and referred to the Position Statement Committee for Review

RECESS

President Schell called a recess of the AARC Board of Directors meeting at 11:02a.m. CST.

RECONVENE

President Schell reconvened the meeting of the AARC Board of Directors at 11:08a.m. CST.

STANDING COMMITTEE REPORTS

Program Committee

Doug Laher gave an update on the current projects and initiatives that the committee is working on.

Jakki Grimball moved to bring **Recommendation 19-2-15.2** That the AARC Board of Directors approve Nashville, TN as the host city for AARC Congress 2023 back to the floor.

Motion Carried

Susan Rinaldo-Gallo moved to close out Standing Committee reports.

Motion Carried

SPECIAL COMMITTEES (CONTINUED)

Position Statement Committee

Cheryl Hoerr then moved that the Board consider **Floor Motion 19-3-26.2** “The Board charges the Position Statement Committee to review all AARC Position Statements related to tobacco and other non-prescribed or controlled substances and prioritize updates by the end of 2019“

Motion Carried and referred to the Position Statement Committee for Review

Kari Woodruff moved to close out the Special Committee Reports.

RECESS

President Schell called a recess of the AARC Board of Directors meeting at 11:50a.m. CST.

JOINT SESSION

Joint Session was called to order at 1:34 pm CST. Lynda Goodfellow called roll and declared a quorum.

Anne Marie Hummel provided updates to her written submitted report on Advocacy & Government Affairs.

Karen Schell called the HOD and the BOD into Executive Session at 2:02pm CST.

At 2:15pm CST Karen Schell called the HOD and BOD out of Executive Session.

Ed Borza gave a brief report on key items from the Elections Committee.

Dennis Guillot performed a second reading of the Bylaws.

President Schell opened up the floor for a Town Hall style session. It focused on the following:

Recruiting new members to the AARC

Public relations/information related to forms of media advertisement

Joe Goss presented the HOD Delegate of the Year award to Julie Jackson.

The Outstanding Affiliate Contributor Award was given to Earnestine “Mikki” Thompson.

President Schell adjourned Joint Session at 3:08pm CST.

RECONVENE

President Schell reconvened the meeting of the AARC Board of Directors at 3:19pm CST.

STUDENT VISITORS

President Schell asked the student guests to introduce themselves. As part of introductions, President Schell asked the guests to share with the board what prompted them to pursue their careers in the respiratory field.

GENERAL REPORTS CONTINUED

Advocacy and Government Affairs

Lynda Goodfellow then moved that the Board reconsider **Recommendation 19-3-2.1** “That the Position Statement Committee update the statement on e-cigarettes. The last review was November 2015. Since that time, AARC has gone on record supporting the ban of non-tobacco flavored e-cigarettes, including

mint and menthol, and raising the age to purchase tobacco to 21. According to the Campaign for Tobacco Free Kids, there is conclusive evidence that flavors play a critical role in youth initiation and continued use of tobacco products and our current statement does not address this issue.”

Motion Carried to Refer to the Position Statement Committee for further evaluation

POLICY REVIEW

CA.009 Chartered Affiliate Leadership Boot Camp Assistance Program

Sheri Tooley moved to accept the new policy as presented.

Motion Carried

CT.003 Elections Committee-Nomination Process

Revisions to this policy were not ready to be presented to the board at the time of this meeting

Motion Postponed

CA.005 Chartered Affiliate Travel Policy

Lynda Goodfellow moved to accept the changes as presented

Motion Carried

E-MOTION ACCEPTANCE

Lynda read the recent E-motions that were previously voted on prior to the Congress BOD meeting

Advanced RT Practices, Credentialing and Education Committee

E 19-3-31.1 The committee requests support and approval of the attached APRT scope of practice.

Voting Tally: 13 yes, 0 no

Lynda moved to ratify the E-Motion.

Motion Carried

SECOND READING OF THE BYLAWS

Sheri Tooley moved to accept **Recommendation 19-2-9.4**, a proposed amendment to the AARC Bylaws

1. Delete current Article II, Sections 1 which reads:

Section 1. Mission and Vision

The American Association for Respiratory Care (AARC) will continue to be the leading national and international professional association for respiratory care. The AARC will encourage and promote professional excellence, advance the science and practice of respiratory care, and serve as an advocate for patients, their families, the public, the profession and the respiratory therapist.

2. Replace Article II, Sections 1 Mission and Vision Statement to:

Mission: The AARC is the foremost profession association promoting respiratory therapists.

Vision: The AARC advances professional excellence and science in the practice of respiratory therapy, serving the profession, patients, caregivers and the public.

Motion Carried

BREAK OUT GROUPS

The BOD numbered off and broke up into four workgroups who had brainstorming discussions surrounding the following worksheet that was given out: *AARC BOD Working group Activity: Use a Logic Model to Create an Implementation Framework for BS-RRT 2030*

ADJOURNMENT

President Schell adjourned the AARC Board of Directors meeting at 4:52 p.m. CST

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

Lynda Goodfellow
AARC Secretary/Treasurer

Date

AMERICAN ASSOCIATION FOR RESPIRATORY CARE
Board of Directors Meeting

Friday, November 8, 2019. New Orleans, Louisiana

Minutes

Attendance

Karen Schell, DHSc, RRT-NPS, RRT-SDS, RPFT, RPSGT, AE-C, CTTS, President
Brian Walsh, PhD, RRT-NPS, RRT-ACCS, AE-C, RPFT, FAARC, Past President
Sheri Tooley, BSRT, RRT-NPS, CPFT, AE-C, FAARC, VP External Affairs
Cheryl Hoerr, MBA, RRT, CPFT, FAARC, VP Internal Affairs
Lynda Goodfellow, EdD, RRT, FAARC, Secretary/Treasurer
Kim Bennion, MHS, RRT, FAARC
Dana Evans, MHA, RRT-NPS, FAARC
Susan Rinaldo-Gallo, MEd, RRT, CTTS, FAARC
Jakki Grimball, MA, RRT, AE-C, FAARC
Carl Hinkson, MS, RRT-NPS, FAARC
John Lindsey, Jr., MEd, RRT-NPS, FAARC
Timothy Op't Holt, EdD, RRT, AE-C, FAARC
Georgianna Sergakis, PhD, RRT, FAARC
Steve Sittig, BSRT, RRT-NPS, FAARC
Lisa Trujillo, DHSc, RRT, FAARC
John Wilgis, MBA, RRT
Kari Woodruff, BSRC, RRT-NPS, FAARC

Consultants

Ellen Becker, PhD, RRT-NPS, FAARC, Parliamentarian
Dianne Lewis, MS, RRT, FAARC, President's Council President,
Neil MacIntyre, MD, FAARC, BOMA Chair
Keith Siegel, MBA, RRT, CPFT, FAARC, Past Speaker

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
Shawna Strickland, PhD, CAE, RRT-NPS, RRT-ACCS, AE-C, FAARC, Associate Executive Director
Anne Marie Hummel, Associate Executive Director
Jena Weeter, Executive Assistant to Executive Director

CALL TO ORDER

President Karen Schell called the meeting of the AARC Board of Directors to order at 8:00 a.m. CST.

Secretary/Treasurer Lynda Goodfellow called the roll and declared a quorum.

STUDENT VISITORS

President Schell asked the student guests to introduce themselves. As part of introductions, President Schell asked the guests to share with the board what prompted them to pursue their careers in the respiratory field.

NBRC

NBRC Executive Director Lori Tinkler and NBRC President Kathy Fedor gave highlights of their written report and answered questions from Board members.

INTERNS

Doug Laher introduced the student interns that had been selected to attend AARC's Fall Congress session and participate and help at several special events and functions.

RECESS

President Schell called a recess of the AARC Board of Directors meeting at 8:36a.m. CST.

RECONVENE

President Schell reconvened the meeting of the AARC Board of Directors at 8:43a.m. CST.

WORKGROUPS

Georgianna Sergakis reviewed the results of the workgroup breakout sessions that had occurred the previous day.

RECESS

President Schell called a recess of the AARC Board of Directors meeting at 9:04a.m. CST.

RECONVENE

President Schell reconvened the meeting of the AARC Board of Directors at 9:15a.m. CST.

WORKGROUPS

Each person on the board was given 30 seconds to express thoughts and contribute ideas to a collaborative discussion.

PRESENTATION: CoARC

CoARC Representative Shane Keene presented the CoARC report and answered questions from the AARC Board of Directors.

Sheri Tooley moved to accept the Other Reports as presented.

Motion Carried

RECESS

President Schell called a recess of the AARC Board of Directors meeting at 10:08am CST.

RECONVENE

President Schell reconvened the meeting of the AARC Board of Directors at 10:21am CST.

STUDENT VISITORS

President Schell asked the student guests to introduce themselves. As part of introductions, President Schell asked the guests to share with the board what prompted them to pursue their careers in the respiratory field.

GENERAL REPORTS (CONTINUED)

BOARD OF MEDICAL ADVISORS (BOMA)

Dr. Neil MacIntyre referred members to his submitted report. He addressed questions from the Board.

Sheri Tooley moved to accept the General Reports as presented.

Motion Carried

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Lynda Goodfellow provided a brief update on the progress/status of the new Executive Director evaluation.

PRESENTATION: LEADERSHIP

Joe Army, the CEO of Vapotherm, gave a motivating lecture on the key elements of successful leadership in the respiratory field. He emphasized the importance of continually educating and developing their skills.

PRESENTATION: COPD AWARENESS

Veteran journalist, Ted Koppel, led another motivating talk to help further awareness of COPD.

STUDENT VISITORS

The students were asked to give feedback regarding on what they had experienced so far with this year's Congress and their attendance at a portion of the Board meeting.

REVIEW OF ACTION ITEMS

Lynda Goodfellow reviewed action items from the past 2 days.

TREASURERS MOTIONS

Lynda Goodfellow moved "That expenses incurred at this meeting be reimbursed according to AARC policy."

Motion Carried

MOTION TO ADJOURN

Lynda Goodfellow moved "To adjourn the meeting of the AARC Board of Directors."

Motion Carried

ADJOURNMENT

President Schell adjourned the meeting of the AARC Board of Directors at 12:21pm CST.

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

Lynda Goodfellow
AARC Secretary/Treasurer

Date

Attachments “A and B”

Attachment A- CA.009 Chartered Affiliate Leadership Boot Camp Assistance Program -New
Attachment B- CA.005 Chartered Affiliate Travel Policy

**American Association for Respiratory Care
Policy Statement**

Page 1 of 2
Policy No.: **CA.009**

SECTION: **Chartered Affiliates**

SUBJECT: **Chartered Affiliate Leadership Boot Camp Assistance Program**

EFFECTIVE DATE: January 2020

DATE REVIEWED:

DATE REVISED:

REFERENCES:

Policy Statement: The AARC Leadership Boot Camp was established to educate and mentor state affiliate leaders to run an effective state affiliate. State affiliates needing financial assistance to attend the Boot Camp may apply for funds through the AARC. Funds will be disbursed in accordance with this policy.

Policy Amplification: This policy sets forth the eligibility requirements for state affiliates requesting financial assistance to attend the Leadership Boot Camp meetings. A review panel composed of at least 3 Director-at-Large members selected by the AARC President will be tasked with reviewing and making recommendations for application requests. The Executive Office will determine any fund distribution.

Eligibility:

1. Only affiliates with less than \$20,000 in assets will be considered for assistance.
2. State Affiliates who request assistance will be required to show compliance with federal tax filing regulations by uploading a copy of the affiliate's most recent 990 tax form (within 2 calendar years) in the online application.
3. Affiliates will be required to state which leader plans to attend and what goals they hope to achieve by attending.

Criteria:

1. All funding will generally be a percentage of total expenses up to a maximum dollar amount (typically, but not always, 50% of estimated expenses up to a maximum of \$750). It will be the responsibility of the Chartered Affiliate to fund the remainder of the dollar amount.
2. Those affiliates with the lowest financial assets will be prioritized.
3. Additional consideration may be given to states who meet certain criteria. However, meeting these conditions are not required for funding, nor does meeting these guarantee funding.
 - a. Potential attendees from affiliates who have not attended the event in the previous 3 years.
 - b. Potential attendees who have never attended the event.
 - c. Potential attendees from affiliates whose entire current leadership is composed of member who have never attended the event.
 - d. Potential attendees from AARC identified affiliates that require guidance or assistance with core affiliate functions such as fiscal responsibility, board governance, significant membership decreases, meetings, etc.

Page 2 of 2
Policy No.: **CA.009**

Rules:

1. The AARC Executive Office along with the AARC President will set the funding level for each budget year.
2. Only one (1) member of an affiliate's leadership will be funded.
3. The AARC Executive Office will open the application to request assistance and announce to state affiliate Presidents and Delegates at least ninety (90) days prior to the Leadership Boot Camp with an application deadline of at least seventy-five (75) days prior to the boot camp.
4. The review panel will be assigned affiliate(s) to verify all information and clarify any application questions. Updates will be re-collated by the Executive Office and redistributed for final discussion.
5. The review panel by majority vote will recommend approval of requests for funding assistance.
6. The review panel will report their recommendations (approval, denial, undecided due to tie) to the AARC Executive Office for final approval.
7. Final notification of the AARC's funding decision will be made to all applicants no later than fifty (50) days prior to the Leadership Boot Camp meeting.
8. Approved funding for expenses will be reimbursed after attendance at the event. If the approved attendee or approved substitute do not attend the event, reimbursement is not guaranteed. Special consideration will be applied to extraordinary situations such as weather, natural disasters, etc.

American Association for Respiratory Care Policy Statement

Page 1 of 2
Policy No.: CA.005

SECTION: Chartered Affiliate
SUBJECT: **Chartered Affiliate Travel Grant**
EFFECTIVE DATE: December 2003
DATE REVIEWED: April 2013
DATE REVISED: July 2007

Policy Statement:

The chartered Affiliate Travel Fund is to assist affiliates in paying for the travel expenses of AARC officers or executive office staff invited to affiliate meetings to speak about AARC issues. This travel fund will also assist affiliates in paying for the travel expenses of a designated Chartered Affiliate Consultant when an affiliate requests for such services.

Policy Amplification:

1. A grant will not be issued which duplicates funding provided by another sponsor or sponsors.
 2. A grant will only be approved for one (1) AARC sponsored speaker to attend one meeting for that state affiliate annually.
 3. All grants must be approved at least 30 days prior to the event.
 4. AARC-sponsored speakers cannot receive an honorarium for their talks.
2. Authority:
- a. The AARC President must approve all Affiliate Travel Fund grants.
 - b. The AARC Executive Director must approve any executive office staff travel.
3. Grant request procedure:
- a. The Affiliate President completes the on-line grant request.
 - b. All grants to assist affiliates in paying for the travel expenses of AARC officers or executive office staff will be approved by the AARC President. If the grant is approved, the President will forward the request to the AARC Executive Office.
 - c. For grants to assist the Chartered Affiliate Consultant, the President will consult with the State Affiliate submitting the grant to determine the appropriateness of the request. If the grant is approved, the President will determine the amount of assistance and send the approved request to the AARC Executive Office.

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- d. All grants will generally be a percentage of total expenses up to a maximum dollar amount. (typically, but not always, 50% of expense up to \$750).

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American Association for Respiratory Care Policy Statement

Page 2 of 2
Policy No.: CA.005

- e. The AARC Executive Office will advise the Affiliate President of the approved grant.
- f. The affiliate should acknowledge that it is receiving support from the AARC in its printed materials.

4. Responsibility for expenses:

- a. The affiliate will be responsible for paying all travel expenses.
 - 1. Airfare: The AARC can make flight arrangements and bill the affiliate.
 - 2. Ground Transportation: The affiliate must provide any necessary transportation between the airport, hotel, and meeting site, and is responsible for the cost of airport transportation or parking in the officer's or staff member's hometown.
 - 3. Hotel: The affiliate must provide the hotel room and taxes.

4. Per Diem: AARC officers and staff are entitled to \$50 per day to cover meals and incidentals.

- b. Any expenses paid by the AARC will be reconciled and deducted from the grant. Any money owed to the AARC should be paid within 60 days of conference completion.

5. Payment of the grant: Copies of affiliate paid invoices should be sent to the AARC Executive Office to reconcile grant costs.

6. Expenses (car rental, per diem, airfare, etc.) will be reimbursed in accordance with AARC policy.

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