

AMERICAN ASSOCIATION FOR RESPIRATORY CARE

Board of Directors Meeting

October 3, 2017 – Indianapolis, IN

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
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, 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 Grimboll, MA, RRT, AE-C, Past Speaker

Guests

Mike Madison, CSRC President
Georgianna Sergakis, PhD, RRT, 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 8:05am EDT.

SPECIAL REPRESENTATIVES REPORTS

International Council for Respiratory Care (ICRC)

Frank Salvatore moved to accept Recommendation 17-3-70.1 “That the Process and Criteria for Establishment, Maintenance and Withdrawal of Approval for International Affiliates be formally approved and included in the AARC Policy & Procedure Manual.”

Frank Salvatore moved to refer to the Executive Office to operationalize by January 15, 2018.

Motion carried

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

Motion carried

AD HOC COMMITTEE REPORTS

Ad Hoc Committee on Advanced RT Practices, Credentialing, and Education

Frank Salvatore moved to accept Recommendation 17-3-31.1 “That the AARC Board of Directors accept the *NPAPP Needs Assessment Key Findings* and the *AARC Needs Assessment Study Methods and Item Results* submitted to the AARC on August 17, 2017 by JBS International, Inc.”

Motion carried

FM 17-3-31.2 That the AARC Board of Directors charge the Ad Hoc Committee on Advanced RT Practices, Credentialing, and Education to develop the next level of needs assessment with JBS International, Inc. and report back thru e-vote by January 15, 2018 with scope and budget.

Motion carried

Ad Hoc Committee on Research Fund for Advancing Respiratory Care Profession

Deb Skees moved to accept Recommendation 17-3-30.1 “That the AARC BOD accept the top ranked proposal for funding for the 2017 AARC Vision Grant.”

Motion carried

Karen Schell abstained, colleague Cheryl Skinner

Frank Salvatore moved to accept the Ad Hoc Committee reports as presented.

Motion carried

OTHER REPORTS

The reports from ARCF, CoARC, and NBRC were reviewed.

Frank Salvatore moved to accept the other reports.

Motion carried

UNFINISHED BUSINESS

Natalie Napolitano moved to un-table Recommendation 17-2-1.3 (tabled from June meeting) “That the AARC Board of Directors establishes an RFP through the Vision Grant in 2018 to determine the impact of previously published AARC Clinical Practice Guidelines on patient care.”

Natalie Napolitano moved to make a friendly amendment to remove “...on patient care.” and to refer to the Executive Office to develop details related to the RFP.

Motion carried

CA.002 – Chartered Affiliate Requirements and Responsibilities
Frank Salvatore moved to call the question.

Motion carried

Frank Salvatore moved to refer to the Audit Sub-Committee.

Motion carried

RECESS

President Walsh recessed the meeting of the AARC Board of Directors at 9:30am EDT.

RECONVENE

President Walsh reconvened the meeting of the AARC Board of Directors at 9:50am EDT.

President Walsh introduced two students who came to observe the meeting.

FM.016 – Travel Expense Reimbursement

Frank Salvatore moved to accept the changes proposed.

Motion carried

FM 16-3-26.1 “That the Position Statement/Issue Paper Committee develop a resource for best practices to include licensure requirements for practice of the respiratory therapist as an ECMO specialist.”

Natalie Napolitano moved to keep it tabled until Spring 2018 meeting.

Motion carried

Grace Anne Dorney Koppel spoke with the Board of Directors about her involvement in pulmonary rehab and COPD Foundation.

Board members were asked to donate to the AARC Disaster Relief Fund.

FM 17-2-83.2 “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.”

Cheryl Hoerr will operationalize.

FM 17-2-83.3 “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.”

Georgianna Sergakis will operationalize.

FM 17-2-83.4 “To form an entry-level baccalaureate RT collaborative with key stakeholders (AARC, CoARC, CoBGRTE, NN2, NA2RC) to identify roadblocks and propose solutions.”

Brian Walsh to operationalize. Meeting scheduled for January 6, 2018

NEW BUSINESS

Policy Review

Policy FM.021 – Fiscal Management – Outstanding Affiliate Checks

Karen Schell moved to refer to the Executive Office the feasibility of offering direct deposit and to incorporate into Policy FM.021.

Motion carried

Policy FM.022 – Fiscal Management – Capital Purchase Approval

Sheri Tooley moved to accept with changes.

Motion carried

(See Attachment “A” for policies referenced above.)

Frank Salvatore announced that the Board collected \$545 for the AARC Disaster Relief Fund.

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 10:50am EDT.

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

Karen Schell
AARC Secretary/Treasurer

Date

Attachment “A”

CA.002 Chartered Affiliate Requirements and Responsibilities

FM.016 Travel Expense Reimbursement

FM.021 Outstanding Affiliate Checks

FM.022 Capital Purchase Approval

American Association for Respiratory Care Policy Statement

Page 1 of 1
Policy No.: CA.002

SECTION: Chartered Affiliates
SUBJECT: **Chartered Affiliate Requirements and Responsibilities**
EFFECTIVE DATE: December 14, 1999
DATE REVIEWED: **April 2012 (checklist and revisions by HOD Speaker with assistance from BOD Secretary due at Summer Forum 2012)**
DATE REVISED: April 2012

REFERENCES:

Policy Statement:

Chartered affiliates shall be responsible for providing necessary formal documentation required for Chartered Affiliate Membership in the AARC.

Policy Amplification:

1. Chartered Affiliates shall be required to provide the following written documentation to the AARC.
 - A. Proof of state and federal not for profit status.
 - B. Proof of Chartered Affiliate Treasurers and other checking account signatories being bonded.
2. The Affiliate Charter shall remain the property of the Association, and replacement or additional copies must be purchased at cost plus handling.
3. It shall be the responsibility of the Chartered Affiliates Committee to solicit and maintain documentation.

DEFINITIONS:

ATTACHMENTS:

American Association for Respiratory Care Policy Statement

Page 1 of 4
Policy No.: FM.016

SECTION: Fiscal Management
SUBJECT: **Travel Expense Reimbursement**
EFFECTIVE DATE: December 14, 1999
DATE REVIEWED: ~~December 2014~~ **October 2017**
DATE REVISED: ~~December 2014~~ **October 2017**
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, **directors, consultants** and authorized ~~Association members~~ **individuals conducting official AARC business**.
 - 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~~ **Report Form** with valid receipts attached.
 - B. Within ~~thirty (30)~~ **sixty (60)** days of when expenses are incurred **and/or within the same fiscal year. Expense reports submitted outside of these windows will not be reimbursed.**
3. Reimbursement for travel/transportation shall be as follows, with the provision of valid receipts:
 - A. Travel arranged through ~~High Point Travel~~ **an AARC-authorized travel agency no less than three weeks in advance of departure date. AARC Board of Directors and House of Delegate Officers are encouraged to utilize the travel agency for all travel to the Summer and Fall meetings.**

OR

 - B. 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. As a courtesy to the business traveler, the AARC will reimburse up to an additional \$100 (maximum) above the lowest available day~~

American Association for Respiratory Care Policy Statement

Page 2 of 4
Policy No.: FM.016

- fare to accommodate preferences for direct flights, more flexible travel times and/or preferred airlines. The business traveler is responsible for any costs in excess of \$100. If there is a difference to be paid, the travelers must purchase the ticket themselves and apply for reimbursement per policy. Reimbursement will be issued minus the difference.
- C. In the event the airline ticket is pre-purchased by the AARC or through the travel agency and the business traveler cancels their travel prior to the departure date, the AARC and/or travel agency will seek a full refund. If a full refund is not possible, but a partial refund is issued, it must be used for future AARC travel purposes.
 - D. The Executive Office will establish an airline threshold (in dollars) at the onset of each calendar year. For individuals opting to purchase their own airline tickets, they must first seek approval from a designated executive office staff member prior to purchase for any fares exceeding that threshold.
 - E. Airport parking and **least expensive** ground transportation
 - F. 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.
 - G. 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).
4. Reimbursement for lodging shall be as follows, with the provision of valid receipts:
- A. Lodging will be reimbursed at 100% (inclusive of room night and sales tax). AARC business travelers are asked to be fiscally responsible when selecting hotel brand.
 - B. Lowest possible rate for those nights required for Association business. Room/suite upgrades will not be reimbursed and will be paid at the expense of the business traveler.
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. **AARC business travelers are encouraged to take advantage of “early bird” registration fees if offered.**
6. Per diem shall be \$50 (effective 1/1/2015) ~~per day for those days required for Association business:~~ **paid in accordance with AARC policy.**
- A. Per diem is meant and expected to cover expenses other than actual travel and lodging (e.g. meals, ~~Internet~~ **gratuities**)
 - B. Personal expenses incurred while on official Association travel (~~e.g., entertainment, Internet, or laundry~~) shall not be eligible for reimbursement from the Association, ~~other than coverage with per diem.~~

American Association for Respiratory Care Policy Statement

Page 3 of 4
Policy No.: FM.016

- C. The AARC acknowledges that volunteers and employees traveling to conduct AARC business are often times leaders within their own institutions and have a commitment to their employer to stay “connected” at all times. As such, the AARC will reimburse for basic sleeping room Internet accessibility in hotels where it does not come complimentary.

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:
 - i. Regularly scheduled Board of Directors’ meetings
 - ii. Regularly scheduled Executive and Finance Committee meetings
 - iii. Regularly scheduled House of Delegates meetings (officers only)
 - iv. Travel for official Association representation to external organizations
 - v. AARC Program Committee (Program Committee Meeting & Congress)
 - vi. Section chairs at AARC Congress
 - vii. Sputum Bowl committee members at Congress
 - viii. In considerations that select AARC staff members and AARC President/Past-President are often times in attendance at corporate functions/receptions that include food, all authorized directors and executive staff members in possession of an AARC credit card will not receive per diem and instead will charge meal expenses to their credit card.

8. International travel shall be reimbursed at actual expense, with receipts required for any expense of ~~\$25.00~~ \$50.00 or more, to include the following:

- A. Coach class airfare
- B. Business class airfare will be authorized for all international flights exceeding 3,000 miles.
- C. Least expensive ground transportation
- D. Lodging
- E. Meals
- F. Internet ~~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 in accordance with this policy
- B. Monitored by the Finance Committee
- C. Subject to review by the independent auditors

American Association for Respiratory Care Policy Statement

Page 4 of 4
Policy No.: FM.016

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~~ **four** 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 four 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.~~ **Full registration**
 - iii. House of Delegates Officers --- **Full registration**

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

Page 1 of 1
Policy No.: FM.021

SECTION: **Fiscal Management**

SUBJECT: **Outstanding Affiliate Checks**

EFFECTIVE DATE: July 2007

DATE REVIEWED: April 2013

DATE REVISED: April 2013

REFERENCES:

Policy Statement

Periodically, but at least twice a year AARC shall perform the following procedure for old outstanding checks:

- Obtain the most recent list of all checks issued but still outstanding (i.e. not cleared the bank) for at least six months.
- Attempt to contact the Payee via mail or email to seek information and possible direction in terms of clearing and / or re-issuing the old check.
- Given better information is received, the original check shall be voided and be re-issued less a reasonable fee for handling the stop payment fee on the original check.
- If the payee is still unreachable after several attempts, records shall be maintained for the outstanding item and it shall disposed of as current law allows.

DEFINITIONS

ATTACHMENTS

American Association for Respiratory Care Policy Statement

Page 1 of 1
Policy No.: FM.022

SECTION: **Fiscal Management**
SUBJECT: **Capital Purchase Approval**
EFFECTIVE DATE: July 2007
DATE REVIEWED: ~~December 2014~~ **October 2017**
DATE REVISED: ~~December 2014~~ **October 2017**

REFERENCES:

Policy Statement

Capital expenditures are those spent on asset items exceeding ~~\$2,500~~ **\$5,000** and providing value for a year or more. In purchasing such, the following approval procedures shall be in effect:

- Any capital expenditure for ~~\$5,000~~ **\$10,000** or less may be purchased with the express approval of the AARC Executive Director. Such must be subsequently ratified by the AARC Board at the next available meeting.
- Any capital expenditure for more than ~~\$5,000~~ **\$10,000** must be presented to and approved by the AARC Board BEFORE funds are committed. Purchases cannot be split to avoid this approval level process.
- Capital purchases exceeding ~~\$5,000~~ **\$10,000** (but not more than ~~\$20,000~~ **\$40,000**) that are required due to emergency circumstances (i.e. air conditioning units) may be purchased with the approval of the AARC Executive Director and concurrence by the AARC President. Such also must be subsequently ratified by the AARC Board at the next available meeting.