

# AMERICAN ASSOCIATION FOR RESPIRATORY CARE

Board of Directors Meeting  
March 28, 2008 - Irving, Texas

## Minutes

### Attendance

Toni Rodriguez, EdD, RRT, President  
Tim Myers, BS, RRT, NPS, President-Elect  
Michael Runge, BS, RRT, Past President  
Ruth Krueger Parkinson, MS, RRT, VP/Internal Affairs  
Karen Stewart, MS, RRT, FAARC, VP/External Affairs  
Colleen Schabacker, BA, RRT, FAARC, Secretary/Treasurer  
Terence Carey, MD, BOMA Chair  
Patricia Doorley, MS, RRT, FAARC  
Debbie Fox, MBA, RRT-NPS, Past Speaker  
Rick Ford, BS, RRT, FAARC  
George Gaebler, MEd, RRT, FAARC  
Michael Hewitt, RRT-NPS, FAARC  
Denise Johnson, BS, RRT  
Joan Kohorst, MA, RRT-NPS  
Robert McCoy, RRT, FAARC  
Susan Rinaldo Gallo, MEd, RRT  
James Taylor, RRT  
Linda Van Scoder, EdD, RRT  
Brian Walsh, RRT-NPS, RPFT

### Guests

Larry Wolfish  
Robert Ferguson  
William Sims  
Frank Salvatore  
Camden McLaughlin

### Absent

Jim Maguire, PhD (excused)  
Joe Horn, BS, RRT, HOD Treasurer (excused)  
Dawn Rost, BS, RRT-NPS, HOD Secretary (excused)

### Consultant

Dianne Lewis, MS, RRT, FAARC, President/Presidents Council  
John Hiser, MEd, RRT, FAARC, Parliamentarian

### Staff

Sam Giordano, MBA, RRT, FAARC, Executive Director  
Tom Kallstrom, RRT, Chief Operating Officer  
Ray Masferrer, RRT, FAARC, Associate Executive Director  
Steve Nelson, RRT, FAARC, Associate Executive Director  
Sherry Milligan, MEd, Associate Executive Director  
Cheryl West, MHA, Director of Government Affairs  
Miriam O'Day, Director of Legislative Affairs  
William Dubbs, MHA, MEd, RRT, Director of Education and Management  
Dale Griffiths, Business Development Director  
Brenda DeMayo, Administrative Coordinator

## **CALL TO ORDER**

President Toni Rodriguez called the meeting of the AARC Board of Directors to order at 8:10 a.m. CST, Friday, March 28, 2008.

Secretary-Treasurer Colleen Schabacker called the roll and declared a quorum.

## **OATH OF OFFICE**

Parliamentarian John Hiser administered the oath of office to the following newly appointed Board members:

Dianne Lewis, MS, RRT, FAARC  
James Taylor, RRT  
Susan Rinaldo Gallo, MEd, RRT  
Joan Kohorst, MA, RRT-NPS

President Toni Rodriguez asked the members of the Board to introduce themselves.

## **APPROVAL OF MINUTES**

Ruth Krueger Parkinson moved “To approve the minutes of the November 29, 2007 AARC Board of Directors meeting as corrected.”

### **Motion Carried**

Ruth Krueger Parkinson moved “To approve the minutes of the November 30, 2007 AARC Board of Directors meeting.”

### **Motion Carried**

Ruth Krueger Parkinson moved “To approve the minutes of the December 4, 2007 minutes of the AARC Board of Directors meeting as corrected.”

## **E-MOTION ACCEPTANCE**

Colleen Schabacker moved “To ratify the following E-Motion conducted over the Listserv since December 2007:

**08-1-11.1** “That the AARC Board approves the appointment of Susan Rinaldo-Gallo to fill a one-year term on the AARC Board of Directors that was vacated by Mari Jones.”

### **Motion Carried**

## **GENERAL REPORTS**

## **PRESIDENT'S REPORT**

President Toni Rodriguez highlighted her written report. She stated that Sam Giordano represented the AARC at the 31<sup>st</sup> Annual Meeting of NAMDRRC in San Francisco. NAMDRRC has committed to a letter of support for the Part B initiative. Ms. Rodriguez notified AARC's current representative to AAAAI that she was no longer the official AARC representative due to her failure to communicate AAAAI activity to the AARC Board of Directors. A new AARC representative still needs to be appointed.

## **PRESIDENT-ELECT REPORT**

President-elect Timothy Myers reported on his travels on behalf of the Association as well as the Foundation meeting that was held in February. He expressed his appreciation for Cheryl West, Miriam O'Day and Frank Salvatore for their work in orchestrating a top notch PACT meeting.

## **EXECUTIVE OFFICE REPORT**

COO, Tom Kallstrom advised members that there was an 8% increase in membership. The Bulk Coupon program is going well. This year's Corporate Partner meeting will be held in April with a record number of partners and attendees committed to participate. The Asthma Recognition program is in the beta testing stage to hopefully be released this summer. The Mobile Spirometry Unit (MSU) is actively going forward. AARC will again attend the High School Guidance Counselor Association meeting this year. The Reg Prep program has undertaken significant changes after partnering with the University of Texas Health Science Center, San Antonio. The Asthma Certification Prep course continues to move across the country. Mr. Kallstrom introduced Steve Nelson, AARC's new Associate Executive Director over IT.

Executive Director Sam Giordano asked Bill Dubbs to report on the recent 2015 and Beyond Conference that was held in Dallas on March 5th. Mr. Dubbs stated twenty different stakeholder organizations were in attendance, and the AARC is currently transcribing the proceedings of the conference. The Planning Committee consists of representatives from the Hospital Association, from two (2) and four (4) year colleges, various payers, and more. The co-chairs of the Conference were Charlie Durbin and John Walton.

Sam Giordano reported that Dr. Dean Hess assumed his position of Editor in Chief of the Journal in January 2008, and submissions for the Journal are growing. Finances of the Association are strong with the exception of investments which are constantly fluctuating. He advised members that aside from his IT oversight, Steve Nelson is also a NLHEP staff member and respiratory therapist. The COPD Coalition convened a strategic planning meeting recently in which they are taking a patient-centric stance.

## **RECESS**

President Toni Rodriguez recessed the meeting of the AARC Board of Directors at 9:00 a.m. CST, Friday, March 28, 2008.

## **RECONVENE**

President Toni Rodriguez reconvened the meeting of the AARC Board of Directors at 9:05 a.m. CST, Friday, March 28, 2008.

## **CORPORATE ATTORNEY REPORT**

AARC Corporate Attorney Larry Wolfish described the fiduciary responsibility of a board member of a not for profit organization. He stated the Association must operate in compliance with both state and federal laws. He stated members must exercise the duty of loyalty and care, and he discussed conflict of interest and its importance in the Association. He advised that the AARC is a 501(c) 6 organization, while the ARCF is a 501 (c) 3 organization.

James Taylor moved “To enter into Executive Session.”

## **Motion Carried**

## **EXECUTIVE SESSION**

President Toni Rodriguez convened Executive Session of the AARC Board of Directors at 9:20 a.m. CST, Friday, March 28, 2008.

Susan Rinaldo Gallo moved “To adjourn Executive Session.”

## **Motion Carried**

## **EXECUTIVE SESSION ADJOURNED**

President Toni Rodriguez adjourned the Executive Session of the AARC Board of Directors at 10:10 a.m. CST, Friday, March 28, 2008.

## **REGULAR SESSION**

## **RECESS**

President Toni Rodriguez recessed the meeting of the AARC Board of Directors at 10:10 a.m. CST, Friday, March 28, 2008.

**RECONVENE**

President Toni Rodriguez reconvened the meeting of the AARC Board of Directors at 10:20 a.m. CST, Friday, March 28, 2008.

**DIRECTOR LIABILITY**

Robert Ferguson, representing Wortham Insurance & Risk Management advised members of their insurance coverage as a Board member. He also provides auto/property/casualty insurance coverage. He stated that if a member is sued in his/her role as a Board member, the D & O policy would cover the exposure up to a \$2 million limit.

AARC also maintains a liability policy in case of injury, non-owned auto, and large liability suits. The property insurance covers the building, equipment, documents and other records. AARC also has flood insurance with certain limits.

**EXECUTIVE OFFICE CONTINUED**

Executive Director Sam Giordano reported on a new patient group called Blue Whale (a post polio group).

George Gaebler moved to accept **Recommendation 08-1-1.1** “That the AARC currently maintains a tax qualified plan known as the American Association for Respiratory Care Employees Retirement Plan (Plan) and wishes to amend the Plan by changing the definition of compensation to exclude overtime and bonuses for employer contribution purposes. Furthermore, the Executive Director shall be empowered to execute whatever documents are needed to implement this change.”

**Motion Carried**

Denise Johnson moved to accept **Recommendation 08-1-1.2** “That the AARC Board of Directors accept the below revision of Policy No. FM 017, Presidential Stipend:

**American Association for Respiratory Care  
Policy Statement**

Page 1 of 1  
Policy No.: FM.017

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SECTION: Fiscal Management  
SUBJECT: **Presidential Stipend**  
EFFECTIVE DATE: December 14, 1999

DATE REVIEWED:

DATE REVISED:

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REFERENCES:

***Policy Statement:***

The Association shall, in accordance with the following policy amplification, grant the sum of \$25,000 to the Association President's employer for each year in office.

***Policy Amplification:***

1. The intent of this stipend shall be:
  - A. As partial reimbursement for the loss incurred by the President's employer as a result of the President's commitments to the Association
  - B. To reduce the financial obstacles relevant to the President's employer during the President's term of office
  - C. To recognize the President's employer for supporting the President's commitment to the Association
2. This stipend shall be:
  - A. Included as a line item in the President's section of the Annual Budget
  - B. Paid on a quarterly basis

DEFINITIONS:

ATTACHMENTS:

**Motion Carried** – one abstention (Timothy Myers)

**AUDITOR'S REPORT**

William H. Sims from Salmon, Sims, Thomas Accountants and Consultants described AARC's financials for the first 2 months of 2008. Total assets were up this year. The Association has approximately 20 months worth of cash on hand. 2006 was a good year for investments, but 2007 saw a decline. Expenses increased 4 ½%. The unqualified

opinion of the auditing firm is that AARC's financial statements are fairly stated in a reasonable manner.

Colleen Schabacker moved "To accept the auditor's report."

**Motion Carried**

**EXECUTIVE OFFICE REFERRALS**

Linda Van Scoder moved to accept **Recommendation 07-3-23.1** "That the AARC consider developing an international web-based membership rate that is based upon the gross national income (GNI) of the country in which the member lives."

**Motion Defeated**

President Toni Rodriguez ruled **Recommendation 07-3-37.1** "That the AARC take on the business of certifying asthma education programs" out of order.

Linda Van Scoder moved to accept **HR 94-07-25** "Resolved that the AARC provide a discussion blog on the website for the purpose of posting relative and important information to submitted resolutions in advance of the HOD meetings."

Colleen Schabacker moved "To accept that the AARC BOD postpone consideration of **HR 94-07-25** until more information is determined by the Executive Office regarding the capabilities and current systems in place, and determine from the House if this is within their rules and regulations and report back at the summer meeting"

**Motion to Postpone Carried**

Linda Van Scoder moved "To accept **HR 94-06-19** "That the AARC develop the process for the chartered affiliates to have the option of online voting for state elections."

Timothy Myers moved "To postpone **HR 94-06-19** to allow time for the Executive Office to discuss with State Presidents at their upcoming meeting and report back at the Summer meeting."

**Motion to Postpone Carried**

**STATE GOVERNMENT AFFAIRS REPORT**

Director of Government Affairs, Cheryl West, updated members on issues related to Arizona that would have placed the RC Licensure Board under the Nursing Licensure Board. The legislation also contained provisions that would have deleted part of the RT scope of practice. Working with the AZ society, the bill was defeated. New Mexico

worked very hard to defeat a polysom bill in their state which was almost an exact duplicate of the bill that passed in Tennessee. Updates were also provided on state legislation that indirectly impacts the RT profession, including smoking cessation and asthma education state health programs. Updates on licensure efforts by various disciplines were also provided.

### **RECESS**

President Toni Rodriguez recessed the meeting of the AARC Board of Directors at 2:10 p.m. CST, Friday, March 28, 2008.

### **RECONVENE**

President-elect Timothy Myers reconvened the meeting of the AARC Board of Directors at 2:30 p.m. CST, Friday, March 28, 2008.

### **STATE GOVERNMENT AFFAIRS CONTINUED**

Cheryl West reminded members that Ann Marie Hummel was hired to handle the regulatory side of Government Affairs and will be at the Summer meeting for everyone to meet.

### **LEGISLATIVE AFFAIRS REPORT**

Miriam O'Day provided an update on Capitol Hill legislative efforts. She reported there were 275 appointments at the PACT meeting with 100 taking place in committees of jurisdiction. 12 members were added after the PACT meeting.

She presented an update on federal regulatory issues, including a recap of various Medicare DME regulatory changes. 165 members have signed on to the Pulmonary Rehabilitation initiative.

### **HOUSE OF DELEGATES REPORT**

House of Delegates Speaker Frank Salvatore highlighted his written report, and also stated that 76% of the country is represented on the 435 Plan.

### **BOARD OF MEDICAL ADVISORS REPORT**

BOMA Chair Dr. Terence Carey advised members that BOMA met with Col. Mike Morris, Brooke Army Medical Center., Fort Sam Houston, Texas, and from information gained at that meeting the military is working diligently to bring its RT training to the same standards as the private sector. He distributed Policy Number BA 002 that was referred to BOMA for feedback which will be discussed under New Business. BOMA suggested adding AAAAI to the list of parent organizations which comprise BOMA.



Dr. Carey advised that BOMA sent a letter to the Joint Commission opposing the new Joint Commission for Nursing Standards. As the Standard reads, if adopted, ancillary services such as pharmacy, physical therapy and respiratory therapy would be required to provide service under the coordination of the nurse executive. BOMA opposes any change in standards that would require respiratory therapists to work under nursing direction rather than medical direction.

Sam Giordano reminded the Board that in Arizona a bill was introduced that would have combined the Nursing and Respiratory Care Boards as well as diminish the RT scope of practice. It is possible that the move of the Joint Commission to revise their standards by singling out RTs is no coincidence. Bill Dubbs stated Bob Floro has provided assistance in addressing the Joint Commission issue.

### **PRESIDENTS COUNCIL REPORT**

Presidents Council President Dianne Lewis briefly advised members of the Life and Honorary Member criteria. She stated the President's Council appointed Bob Weilacher historian for the Presidents Council. He will develop a plan for preserving historical records.

### **STANDING COMMITTEES**

#### **BYLAWS COMMITTEE REPORT**

Ruth Krueger Parkinson moved to accept **Recommendation 08-1-9.1** "That the AARC Board of Directors accept the committee's recommendation for approval of the Massachusetts State Society bylaws."

Colleen Schabacker moved "To refer **Recommendation 08-1-9.1** back to Bylaws Committee for clarification on Section 6 Article 4, to clarify dues in line with AARC Policy, and Section 3 Article 4 asking them to include whether they are a member of the AARC, and that this be addressed by E-vote or at the Summer BOD meeting."

#### **Motion to Refer Carried**

#### **AUDIT SUBCOMMITTEE**

Mike Runge moved to accept **Recommendation 08-1-13.1** "That the AARC Board of Directors accept the 2007 Consolidated Financial Statement and Independent Auditor's Report."

#### **Motion Carried**

Vice President of Internal Affairs Ruth Krueger Parkinson moved “To accept the Standing Committee reports.”

**Motion Carried**

**RECESS**

President-elect Timothy Myers recessed the meeting of the AARC Board of Directors at 3:05 p.m. CST, Friday, March 28, 2008.

**RECONVENE**

President-elect Timothy Myers reconvened the meeting of the AARC Board of Directors at 3:20 p.m. CST, Friday, March 28, 2008.

**AD HOC COMMITTEE ON ETHICS REPORT**

Ruth Krueger Parkinson moved to accept **Recommendation 08-1-28.1** “That more time is needed to write an appropriate statement regarding AARC guidelines for ethical behavior during mass casualty events.”

Colleen Schabacker moved “To postpone **Recommendation 08-1-28.1** until the Committee can submit an outline and timeline by the Summer meeting.”

**Motion to Postpone Carried**

Ruth Krueger Parkinson moved to accept **Recommendation 08-1-28.2** “That the Ethics Committee continue to develop the Ethics Survey for respiratory care educators.”

Colleen Schabacker moved “To postpone **Recommendation 08-1-28.2** until a descriptive outline and workflow dates can be brought back to the board by the Summer meeting.”

**Motion to Postpone Carried**

**AD HOC COMMITTEE ON PROTOCOL IMPLEMENTATION REPORT**

Linda Van Scoder moved to accept **Recommendation 08-1-32.1** “That the AARC place the Powerpoint presentation entitled ‘AARC Barriers to Protocol Implementation Survey Results’ on the Protocol website for members to utilize.” (See ATTACHMENT “A”)

Colleen Schabacker moved “To refer **Recommendation 08-1-32.1** back to the Protocol Implementation Committee to correct typos, titles and script, with help from Rick Ford, and to ultimately post on the website with audio or a written script.”

**Motion to Refer Carried**

Patricia Doorley moved to accept **Recommendation 08-1-32.2** “That the AARC accept the results of the surveys (See ATTACHMENT “A”) and allow the committee to utilize them in the marketing plan to be presented at the next BOD meeting.”

**Motion Carried**

**AD HOC COMMITTEE ON VENTILATORS REPORT**

Sam Giordano advised members that the ventilator groups have undergone representative changes and that the new group leaders of the Ad Hoc Ventilator Committees are Nick Kuhnley (Logistics); John Wilgis (Capability & Capacity); and Steve Sittig (Human Resources).

**POSITION STATEMENT COMMITTEE REPORT**

Linda Van Scoder moved to accept **Recommendation 08-1-26.1** “That the position statement entitled ‘Cultural Diversity’ be revised to incorporate the changes identified in ATTACHMENT “B” with text to be deleted appearing with ~~striketrough~~ and text to be added appearing with underline.”

**Motion Carried**

Vice President of Internal Affairs Ruth Krueger Parkinson moved “To accept the Special Committee reports as submitted.”

**Motion Carried**

**RECESS**

President-elect Timothy Myers recessed the meeting of the AARC Board of Directors at 4:25 p.m. CST, Friday, March 28, 2008.

**RECONVENE**

President Toni Rodriguez reconvened the meeting of the AARC Board of Directors at 4:35 p.m. CST, Friday, March 28, 2008.

**HONORARY AND LIFE MEMBERSHIP NOMINATIONS**

President Toni Rodriguez called for members to submit their nominations for the AARC Life Membership award and the AARC Honorary Membership Award. Results of the Board votes are as follows:

***Life Membership Award***

Rick Ford (Nominated by Karen Stewart)

***Honorary Membership Award***

John Walsh (Nominated by Susan Rinaldo Gallo)

Colleen Schabacker moved “To destroy the ballots.”

**Motion Carried**

Colleen Schabacker moved “To recess the meeting of the AARC Board of Directors.”

**Motion Carried**

**RECESS**

President Toni Rodriguez recessed the meeting of the AARC Board of Directors at 4:45 p.m. CST, Friday, March 28, 2008.

