

AMERICAN ASSOCIATION FOR RESPIRATORY CARE
Board of Directors Meeting
July 20, 2010 - Marco Island, Florida

Minutes

Attendance

Tim Myers, BS, RRT-NPS, President
Karen Stewart, MS, RRT, FAARC, President-elect
George Gaebler, MEd, RRT, FAARC, VP/Int. Affairs
Joseph Lewarski, BS, RRT, FAARC, VP/Ext. Affairs
Linda Van Scoder, EdD, RRT, FAARC, Secretary/Treasurer
Patricia Doorley, MS, RRT, FAARC
Debbie Fox, MBA, RRT-NPS
Lynda Goodfellow, EdD, RRT, FAARC
Michael Hewitt, RRT-NPS, FAARC, FCCM
Denise Johnson, BS, RRT
Douglas Laher, BSRT, RRT, MBA
Robert McCoy, RRT, FAARC
Doug McIntyre, MS, RRT, FAARC
Cam McLaughlin, BS, RRT, FAARC
Frank Salvatore, MBA, RRT, FAARC
Tony Stigall, MBA, RRT, RPSGT
James Taylor, PhD, RRT
Brian Walsh, RRT-NPS, RPFT

Guests

Tom Lamphere

Consultant

Dianne Lewis, MS, RRT, FAARC, President's Council President
Mike Runge, BS, RRT, FAARC, Acting Parliamentarian

Absent

Clifford Boehm, MD, RRT, BOMA Chair (Excused)
John Hiser, MEd, RRT, FAARC, Parliamentarian (Excused)
Toni Rodriguez, EdD, RRT, Past President (Excused)

Staff

Sam Giordano, MBA, RRT, FAARC, Executive Director
Tom Kallstrom, BS, RRT, AE-C, FAARC, Chief Operating Officer
Ray Masferrer, RRT, FAARC, Associate Executive Director
Steve Nelson, RRT, FAARC, Associate Executive Director
Cheryl West, State Government Affairs Director
Anne Marie Hummel, Regulatory Affairs Director
Miriam O'Day, Federal Government Affairs Director
Bill Dubbs, MHA, MEd, RRT, Director of Education & Management
Tony Lovio, Controller
Brenda DeMayo, Administrative Coordinator

CALL TO ORDER

President Tim Myers called the meeting of the AARC Board of Directors to order at 8:00 a.m. EDT, Monday, July 20, 2010. Secretary/Treasurer Linda Van Scoder called the roll and declared a quorum.

MEMBERSHIP COMMITTEE REPORT CONTINUED

Denise Johnson moved “To bring back to the table **Recommendation 10-2-24.1** ‘Begin a membership campaign beginning in August, 2010 and ending November 1, 2010 as outlined in charge #3 of the Membership Committee report’.”

Denise Johnson moved “To refer **Recommendation 10-2-24.1** to President-elect for financial impact on the 2011 budget.”

Motion to Refer Carried

POSITION STATEMENT COMMITTEE CONTINUED

George Gaebler moved to bring back to the table **Recommendation 10-2-26.1** “That the AARC BOD approve and publish the position statement entitled ‘Home Respiratory Care Services’.”

Michael Hewitt moved “To amend **Recommendation 10-2-26.1** of the Home Respiratory Care Services position statement as follows:

Delete the last paragraph which states:

Therefore, it is the position of the AARC that practitioners who are employed to provide home respiratory care possess the Certified Respiratory Therapist (CRT) or Registered Respiratory Therapist (RRT) credential awarded by the NBRC as well as state licensure or certification where applicable. ~~In addition, the AARC recognizes that for most clients continued access to home respiratory care is dependent on private insurance coverage along with state and federal reimbursement programs.~~

Replace with the following:

Although access to home respiratory care is limited at this time by reimbursement for services, it is the position of the AARC that Practitioners who are employed to provide home respiratory care possess the Certified Respiratory Therapist (CRT) or Registered Respiratory Therapist (RRT) credential awarded by the National Board for Respiratory Care, as well as state licensure or certification where applicable.

Motion Carried

Frank Salvatore moved to accept **FM 10-2-26.2** “To include all review and revision dates on each position statement from this point forward.”

Motion Carried - Policy

Karen Stewart moved to accept **FM 10-2-26.3** “That the Board request that the Position Statement Committee develop definitions for ‘respiratory care’, ‘respiratory therapy’, and ‘respiratory therapist’, and bring back to the December meeting.”

Motion Carried

ACCEPTANCE OF SPECIAL COMMITTEE REPORTS

George Gaebler moved “To accept the Special Committee reports as presented.”

Motion Carried

BYLAWS REPORT CONTINUED

George Gaebler moved “To bring back to the table **Recommendation 10-2-9.2** “That the AARC Board of Directors accept and approve the Florida Society for Respiratory Care proposed Bylaws revisions.”

George Gaebler moved “To amend the Florida bylaws pertaining to **Recommendation 10-2-9.2** as follows:

Under Section E: Student Member, substitute ‘NBRC-AARC recognized Agency’ with ‘nationally recognized agency’.”

Motion to Amend Carried – Mike Hewitt and Tony Stigall abstained.

Amended Motion Carried – Mike Hewitt and Tony Stigall abstained.

ACCEPTANCE OF STANDING COMMITTEE REPORTS

George Gaebler moved “To accept the Standing Committee reports.”

Motion Carried

ORGANIZATIONAL REPRESENTATIVE REPORTS

CLINICAL LABORATORY STANDARDS INSTITUTE REPORT

George Gaebler moved to accept **Recommendation 10-2-68a.1** “That the AARC BOD add a section on the AARC website and AARC Times specifically for newly published guidelines from partner organizations.”

Jim Taylor moved “To accept **Recommendation 10-2-68a.1** for information only.”

Motion Carried

NEONATAL RESUSCITATION REPORT

Joe Lewarski moved to accept **Recommendation 10-2-76.1** “That the AARC make a formal announcement to its members regarding the upcoming changes to the format of NRP (as referenced below) between the end of October 2010 and the beginning of February 2011.”

President Tim Myers ruled **Recommendation 10-2-76.1** out of order.

SIMULATION ALLIANCE SOCIETY REPORT

Joe Lewarski moved to accept **Recommendation 10-2-78.1** “Continue relations with Simulation Alliance and consider sending representatives(s) to the taxonomy conference if possible.”

George Gaebler moved “To refer **Recommendation 10-2-78.1** to the President-elect.”

Motion to Refer Carried

Joe Lewarski moved to accept **Recommendation 10-2-78.2** “Consider financial support of an AARC sponsored conference to establish consensus guidelines for simulator use during testing of mechanical ventilator performance.”

Joe Lewarski moved “To refer **Recommendation 10-2-78.2** back to President to discuss with Rob Chatburn.”

Motion to Refer Carried

ACCEPTANCE OF ORGANIZATIONAL REPRESENTATIVE REPORTS

Joe Lewarski moved “To accept the Organizational Representative reports as presented.”

Motion Carried

RECESS

President Tim Myers recessed the meeting of the AARC Board of Directors at 9:15 a.m. EDT, Tuesday, July 20, 2010.

RECONVENE

President-elect Karen Stewart reconvened the meeting of the AARC Board of Directors at 9:30 a.m. EDT, Tuesday, July 20, 2010.

ROUNDTABLE REPORTS

ASTHMA DISEASE MANAGEMENT ROUNDTABLE REPORT

George Gaebler moved to accept **Recommendation 10-2-42.1** “That the AARC BOD consider my contacting Roundtable members to notify them of AARC Connect in an effort to expand the Asthma Disease Management Roundtable.”

George Gaebler moved “To accept **Recommendation 10-2-42.1** for information only.”

Motion Carried

DISASTER RESPONSE ROUNDTABLE REPORT

George Gaebler moved to accept **Recommendation 10-2-39.1** “That the AARC BOD consider elevating the Disaster Response Roundtable to a Section to allow it to grow further.”

Motion Defeated

NEURORESPIRATORY ROUNDTABLE REPORT

George Gaebler moved to accept **Recommendation 10-2-40.1** “That the Neurorespiratory Roundtable Chair be allowed to begin the active process with Roundtable member volunteers of developing a detailed education program with the long range goal of a specialty certification within the AARC. Education options such as distance learning and online classes as well as CEU programs offered as part of the annual AARC Congress would all be explored, and to explore such possibilities with the appropriate members of AARC leadership.”

George Gaebler moved “To refer **Recommendation 10-2-40.1** to the President-elect.”

Motion to Refer Carried

TOBACCO FREE LIFESTYLES ROUNDTABLE REPORT

George Gaebler moved to accept **Recommendation 10-2-41.1** “That the AARC BOD recommend inclusion of a national ‘Tobacco Treatment Specialist’ credential (available in several forms) in future discussion of ‘2015 and Beyond’ material when specialty areas within the profession are considered or written about (such as Table 14 of ‘Competencies Needed by Graduate Respiratory Therapists in 2015 and Beyond’ in *RESPIRATORY CARE* 2010;55(5):601-616.”

George Gaebler moved “To accept **Recommendation 10-2-41.1** for information only.”

Motion Carried

ACCEPTANCE OF ROUNDTABLE REPORTS

George Gaebler moved “To accept the Roundtable reports as presented.”

Motion Carried

AD HOC COMMITTEE REPORTS

AD HOC COMMITTEE ON PINNACLE AWARD REPORT

George Gaebler moved to accept **Recommendation 10-2-34.1** “Recommend for adoption to the present qualifications to establish a 2nd tier for the QRCR program.”

George Gaebler moved “To postpone **Recommendation 10-2-34.1.**”

Motion to Postpone Carried

AD HOC COMMITTEE FOR REVISION OF THE POLICY FOR SURVEYS REPORT

George Gaebler moved to accept **Recommendation 10-2-33.1** “That the AARC BOD approve the below changes to Policy BOD.027 submitted by the Ad Hoc Committee for the Revision of the Policy for Surveys.”

American Association for Respiratory Care Policy Statement

Policy No.: BOD.027

SECTION: **Board of Directors**

SUBJECT: **Policy for Surveys Conducted by the Association**

EFFECTIVE DATE: March 2001

DATE REVIEWED: July 2008

DATE REVISED: July 2010

REFERENCES: CT.0688b Revised

Policy Statement:

1. All surveys of the AARC membership must be reviewed and approved by the Executive Committee before permission will be granted for conducting them.

Policy Amplification:

Definition of Surveys: For the purposes of this policy a survey is a document requesting data answers which may be used to comprehensively consider an area of subject matter for the purposes of gathering data where the analysis could be considered for publishing or corporate use.

Definition of Listserve Questionnaires: Any question or questions posed that would be considered personal information gathering for one's own use in their area of interest or practice.

1. Information requests occurring within AARC Section mail lists (Listservs) do not require board review provided that they adhere to the rules governing them.
See attachment A below

Survey Procedure

1. The requester must submit a copy of the survey plus communication stating the intent of the survey to the AARC President c/o the Executive Office, no less than 30 days prior to the requested distribution date. The President will distribute the material directly to the Executive Committee.

2. Prior to Executive Committee the Executive Director or designate will evaluate the survey based upon the following criteria:

- A. Overall appearance (e.g. clarity of layout, correction of typographical and other areas, etc).
- B. Have similar surveys have been done within the last 24 months?
- C. Clarity of questions and appropriateness of format.
- D. No redundancy of questions.
- E. Has the appropriate demographic information is requested.

- F. Has a survey been sent to the same population of AARC members during the last six months?
3. After Executive Committee review, the requester will be informed by the Executive Office of the Committee's decision. If revisions are needed, the requester shall submit the revisions to the AARC Secretary who will be authorized to approve or reject these revisions on behalf of the Executive Committee.
 4. **Approved Surveys will be done using web based survey systems or be forwarded only directly to requestor/author of survey and not using the AARC Listserve system.**

Attachment A

AARC Listserv Rules

General

1. Message content must be relevant to the intent of the electronic mail list.
2. The following are not permitted to be posted:
 - Advertisements or motions for products, services, job
 - Meetings and events not sponsored by AARC
 - Poems, jokes and other forms of personal expression, chain mail, virus warnings, etc.
 - Copyrighted material from a source other than the AARC
 - Inquiries and promotions related to products/services by consultants, manufacturers, marketing firms, and other similar entities outside of the AARC.
 - Discussions relating to pricing or cost of goods as this may be considered price fixing and is a federal offense.
3. The AARC reserves the right to remove anyone for any reason from the AARC electronic mailing list.

A. The includes the archival entries on the Listserve that pertain to a subject considered inappropriate or in violation of the Listserve guidelines.

The Exchange of Information:

1. AARC members may use the Listserv to exchange information between other Listserv subscribers.
2. Information shared on Listservs may be distributed and used in other AARC sponsored forums, but may not be utilized for commercial purposes outside the AARC.
3. When you post a question, or series of questions, be sure that you title it with a good, concise, explanatory title in the subject line to clearly differentiate the message from others being posted or responded to.
4. Regarding information requests posted by Listserv clients, the Section and Roundtable Chairs determine if the Listserv posting represents a survey that requires Executive Committee approval. The following guidelines can be utilized to differentiate Listserv

information requests from query requests.

4.1 Surveys often include the capturing of user specific information and hospital/department demographics for comparison reporting.

4.2 The creator of a survey may embed a separate link to ask specific questions so participants do not have the option to view other responses. If the creator of this type of inquiry tool has not expressly indicated results will be shared and accessible to all

Listserv participants, the Section Chair will refer the individual to the Executive Office as per Policy BOD 027.

5. The sender of the information request may instruct section participants to reply to the Listserv or reply directly to their personal email.

5.1 In the event responses are sent directly to the personal email of the individual who posted the information request, a summary of those responses should be posted so all

Listserv participants may share the information.

5.2 If your reply is simply a request to receive a copy of what someone has offered to share, or simply to agree with someone (such as: "Me too"), please do not reply to the entire group. Instead, send your response directly to the email address of the person who posted the message by clicking on your "Forward To" button, and typing in or cutting and pasting in the email address of the individual to whom you are responding.

Motion Carried - Policy

AD HOC COMMITTEE ON PINNACLE AWARD CONTINUED

George Gaebler moved to bring back to the table **Recommendation 10-2-34.1** "That the AARC recommend for adoption to the present qualifications to establish a 2nd tier for the QRRC program."

Motion Defeated

Linda Van Scoder moved to accept **FM 10-2-34.1** "To direct the President-elect to work with the Ad Hoc Committee on Pinnacle Award for revision of the QRRC for 2011."

Motion Carried

EXECUTIVE OFFICE REPORT CONTINUED

George Gaebler moved to accept **Recommendation 10-2-1.1** "That the Quality Respiratory Care Recognition Program (QRRC) add a requirement to the criterion stating that benchmarking be part of their quality improvement processes."

George Gaebler moved to amend **Recommendation 10-2-1.1** “To include that the QRCR add a requirement to the criterion stating that the benchmarking be part of their quality improvement process. Use a process that periodically compares performance of the hospital on efficiency and quality metrics with similar hospitals for the purpose of identifying and achieving best practice.”

Motion to Amend Carried

Amended Motion Carried

ACCEPTANCE OF SPECIAL COMMITTEE REPORTS

George Gaebler moved “To accept the Special Committee reports as presented.”

Motion Carried

OTHER REPORTS

Joe Lewarski moved “To accept the Other Reports as presented.”

Motion Carried

UNFINISHED BUSINESS

HOUSE OF DELEGATES RESOLUTIONS

Denise Johnson moved to accept **HR 94-10-02** “Resolved that the AARC issue a white paper or similar document on the importance of respiratory care education programs, which could be disseminated to state legislatures, local governments, governors or any other interested parties.”

George Gaebler moved “To refer **HR 94-10-02** to the President-elect.”

Motion to Refer Carried

George Gaebler moved to accept **HR 87-10-04** “Resolved that the AARC investigate seeking outside grants and or funding to fund the AARC Disaster Relief Fund.”

Motion Defeated – Doug MacIntyre abstained.

RECOMMENDATION TRACKING

President-elect Karen Stewart engaged members in determining the outcome of previous recommendations that have remained open to date.

RECESS

President-elect Karen Stewart recessed the meeting of the AARC Board of Directors at 11:10 a.m. EDT, Tuesday, July 20, 2010.

RECONVENE

President Tim Myers reconvened the meeting of the AARC Board of Directors at 11:30 a.m. EDT, Tuesday, July 20, 2010.

HEMOCARE SECTION REPORT

George Gaebler moved to bring back to the table **Recommendation 10-2-53.1** “That the AARC Board of Directors request that the NBRC investigate the need and potential for a specialty credential for respiratory therapists working in homecare. If it is determined that there is a need, that the specialty credential be developed as soon as possible to address the educational requirement for respiratory therapists working in home respiratory care.”

George Gaebler moved “To withdraw **Recommendation 10-2-53.1**.”

Motion to Withdraw Carried

ACCEPTANCE OF SPECIALTY SECTION REPORTS

George Gaebler moved “To approve the Specialty Section reports as presented.”

Motion Carried

NEW BUSINESS

Jim Taylor presented ideas on the use of Eluminate Technology (a meeting software) and partnering with AARC as a way of connecting various regions of Michigan.

Jim Taylor moved to accept **FM 10-2-1.3** “To accept that the Executive Office explore the feasibility of allowing chartered affiliates to utilize the Eluminate meeting systems software and to report back at the December BOD meeting.”

Motion Carried

AACC

Bill Dubbs reported on the American Association of Clinical Chemistry (AACC) module whereby an individual is identified to oversee all of the Point Of Care Testing (POCT) in the hospital. President Myers will work with Bill Dubbs to create a survey of the membership to determine interest.

APPOINTMENT RATIFICATIONS

President Tim Myers advised of the following Presidential appointments:

Garry Kauffman – Chair of Informatics Roundtable

Julianne Stickley Perretta – Chair of Simulation Roundtable

Brian Walsh - Primary Rep of American Heart Association

Christine Slocum – Secondary Rep of American Heart Association

Lisa Trujillo – Chair of International Medical Mission Roundtable

Mike Hewitt moved to accept **FM 10-2-4.1** “To ratify the above Presidential appointments.”

Motion Carried – Brian Walsh abstained.

President Tim Myers advised members that Melynn Wakeman resigned from the Diagnostic Section and Michael Tracy will act as the Interim Chair until the upcoming election.

DIAGNOSTIC SECTION INTERIM CHAIR APPOINTMENT

Frank Salvatore moved to accept **FM 10-2-51.1** “To ratify the appointment of Michael Tracy as Interim Chair of the Diagnostic Section.”

Motion Carried

EXECUTIVE OFFICE POSITION FILLED

President Tim Myers advised members that Doug Laher has accepted the position of Associate Executive Director at the Executive Office thereby creating an opening for the Management Section Chair on the Board of Directors which will be filled by Cheryl Hoer.

MANAGEMENT SECTION DIRECTOR APPOINTMENT

George Gaebler moved to accept **FM 10-2-54.1** “To ratify the appointment of Cheryl Hoerr as Management Section Director.”

Motion Carried

MEMBERSHIP DISCOUNTS FOR 65 AND OLDER

Brian Walsh moved to accept **FM 10-2-84.1** “That the President form an ad hoc committee to explore a discounted membership for members 65 and older and to report back to the BOD in December.”

Motion Carried

TREASURER’S MOTION

Secretary-Treasurer Linda Van Scoder moved to accept “That the expenses incurred at this meeting be reimbursed according to AARC Policy.”

Motion Carried

Joe Lewarski moved “To adjourn the meeting of the AARC Board of Directors.”

Motion Carried

ADJOURNMENT

President Tim Myers adjourned the meeting of the AARC Board of Directors at 12:10 p.m. EDT, Tuesday, July 20, 2010.