

AMERICAN ASSOCIATION FOR RESPIRATORY CARE
Board of Directors Meeting, San Antonio, Texas
December 3, 2009

Minutes

Attendance

Tim Myers, BS, RRT-NPS, President
Toni Rodriguez, EdD, RRT, Past President
George Gaebler, MEd, RRT, FAARC, VP/Internal Affairs
Karen Stewart, MS, 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
Ruth Krueger, RRT, MS, CHC
Douglas Laher, BSRT, RRT, MBA
John Lindsey, RRT
Robert McCoy, RRT, FAARC
Doug McIntyre, MS, RRT, FAARC
Frank Salvatore, MBA, RRT, FAARC
James Taylor, PhD, RRT
Michael Tracy, BA, RRT-NPS, CPFT
Brian Walsh, RRT-NPS, RPFT

Guests

Cam McLaughlin

Absent

Joseph Lewarski, BS, RRT, FAARC, VP/External Affairs (Excused)

Consultants

John Hiser, MEd, RRT, FAARC, Parliamentarian
Dianne Lewis, MS, RRT, FAARC, President/Presidents Council
Kent Christopher, MD, RRT FAARC, BOMA Chair

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
William Dubbs, MHA, MEd, RRT, Director of Education and Management
Anne Marie Hummel, Regulatory Affairs Director
Miriam O'Day, Federal Government Affairs Director
Cheryl West, State Government Affairs Director
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 8:05 a.m. CST, Thursday, December 3, 2009.

Secretary-Treasurer Karen Stewart called the roll and declared a quorum.

APPROVAL OF MINUTES

Toni Rodriguez moved “To accept the minutes of the July 20, 2009 meeting of the AARC Board of Directors as amended.”

Motion Carried

Toni Rodriguez moved “To accept the minutes of the July 21, 2009 meeting of the AARC Board of Directors.”

Motion Carried

E-MOTION RATIFICATION

Toni Rodriguez moved “To accept the following E-Motions discussed over the BOD Listserv since July, 2009.”

E-Motion 09-3-15.1 “That the 2010 AARC Summer Forum be held at the Marco Island Marriott over the dates of July 16-18.”

E-Motion 09-3-84.1 “That the AARC BOD consider initiating its process for the formation of a new Roundtable for Geriatrics which would then replace the Ad Hoc Committee on Geriatrics.”

E-Motion 09-3-9.1 “That the AARC BOD approve the Florida State Bylaws.”

E-Motion 09-3-9.2 “That the AARC BOD approve the Connecticut State Bylaws.”

E-Motion 09-3-9.3 “That the AARC BOD approve the Arkansas State Bylaws.”

Motion Carried

GENERAL REPORTS

PRESIDENT'S REPORT

President Tim Myers reported that the Association continues to work on getting RTs recognized under Medicare Part B. AARC is looking at ways disclosures are reported and updated and refining of conflict of interest. Membership, despite a poor economy, is still moving upward. The Association reported a membership of 49,557 as of the first of December. President Myers advised of the need to look at mechanisms to drive revenues. The Tennessee Board has developed a competency component on Scope of Practice for Polysomnography. On September 30, Dr. Kent Christopher, Sam Giordano and President Myers traveled to Chicago to meet with AASM leadership to discuss polysom issues. They compared scopes of practice between the two organizations as well as legislative advancements, and the new accreditation process of the American Academy of Sleep Medicine. Both organizations felt this meeting was a positive one and agreed that it would be prudent to meet once or twice a year to alleviate any misconceptions.

EXECUTIVE OFFICE REPORT

Sam Giordano stated the Association is still paying the Tennessee lobbyist due to the contractual obligations of monthly payments for one year, however his work with AARC is finished. The total amount spent on the lobbyist was \$72,000 while the revenue sharing for the Tennessee society would have amounted to about \$3,000. Economic pressures associated with this meeting are looking better than expected. However, we need to look at new opportunities and ways to supplement convention revenues yet still maintain our benefits to members. He reiterated that the Association needs to push for the patient's right to have access to respiratory therapists.

Tom Kallstrom reported on AARC's Ventilator Survey conducted for the Department of Health and Human Services. We had 25 states with 90% or better. Overall we had a 75% response rate for which HHS was pleased with the outcome. Results will be published in a peer-reviewed journal in the future. The COPD Educator Course finished its second beta test in Denver this fall and we'll convert it to an online course as we did with the Asthma course, and we will offer it to the states to co-market with AARC. This agreement allows them to receive 10% of the proceeds upfront. The current asthma course has doubled in the number of registrants this year with good pass rates. We are currently completing the budgetary process for the Fast Track Institute whose goal is to develop leaders and motivators of the profession.

Sam Giordano updated members on the 2015 and Beyond program stating we hope to publish results of the previous two conferences in May or June of 2010. This will also announce an invitation-only piece for the third conference which would possibly be planned around Summer Forum.

George Gaebler moved to accept **Recommendation 09-3-1.1** "That the AARC Board of Directors approves the revised 401K statement as presented below:

AARC 401K PLAN CODIFICATION

Periodically through the years, our 401K plan trustee, the Bank of Texas (BOT), files with the IRS, to comply with law, a variety of modifications and amendments to keep us legal. Then after that time, the IRS makes you summarize all that into a new plan document that codifies all the piecemeal changes up to that time. The last time we did this was in 2002. We are at that point again. Discussions with BOT indicate there are no a substantive plan changes (i.e. contributions, benefits, basic operations, etc.) or additional new costs to the plan from what you know of the plan today. This is essentially a housekeeping action.

Thus, the following needs adoption:

WHEREAS, the AARC (“Association”) currently maintains a tax-qualified plan known as the American Association for Respiratory Care Employees Retirement Plan (“the Plan”);

WHEREAS, in recent years Congress has enacted numerous laws affecting the Plan, which include EGTRRA.

WHEREAS, the Association, following consideration of the various EGTRRA (Economic Growth and Tax Relief Reconciliation Act of 2001) and certain subsequent provisions, desires to adopt an updated EGTRRA restated Plan document.

NOW THEREFORE, IN CONSIDERATION OF THE FOREGOING PREMISES, IT IS:

RESOLVED: that the Association amend its existing Plan by adopting the Bank of Oklahoma, N.A. Defined Contribution Prototype Plan and Trust as a restated plan and would generally be effective retroactive to the Plan Year beginning January 1, 2002 (with later effective dates as documented in Appendix A of the Adoption Agreement) to bring the Plan into compliance with regulatory requirements. To this end, the Executive Director is authorized and directed to execute the documents and take any other action deemed necessary or appropriate to maintain the Plan’s qualified status.

RESOLVED: that the Association is hereby directed to give proper and timely notice to all interested parties of the amendment to the Plan and is further directed to retain a copy of the Plan in the business office of the Association for inspection by participants under the Plan.

RESOLVED: that Bank of Texas, N.A. be designated as a nondiscretionary Trustee under Section 8.02(B) of the Plan.

RESOLVED: that the Association be confirmed to serve as the Plan Administrator as provided in Section 1.41 of the Plan.

RESOLVED FURTHER: that the Association be confirmed as the Named Fiduciary as provided in Section 1.36 of the Plan.”

Motion Carried

RECESS

President Tim Myers recessed the meeting of the AARC Board of Directors at 9:45 a.m. CST, Thursday, December 3, 2009.

RECONVENE

President Tim Myers reconvened the meeting of the AARC Board of Directors at 10:00 a.m. CST, Thursday, December 3, 2009.

HOUSE OF DELEGATES REPORT

HOD Speaker Cam McLaughlin stated all HOD members (not just HOD officers) will sign a conflict of interest statement. He stated they will work on a system of obtaining Conflict of Interest prior to names being placed on ballots.

STANDING COMMITTEE REPORTS

BYLAWS COMMITTEE REPORT

George Gaebler moved to accept **Recommendation 09-3-9.1** “That the AARC Board of Directors accept the AARC Bylaws Committee’s recommendation for approval of the Arizona Society for Respiratory Care’s bylaws.”

Motion Carried - 1 abstention

George Gaebler moved to accept **Recommendation 09-3-9.2** “That the AARC Board of Directors accept the AARC Bylaws Committee’s recommendation for approval of the Wisconsin Society for Respiratory Care’s bylaws.”

Motion Carried

FINANCE COMMITTEE REPORT

George Gaebler moved to accept **Recommendation 09-3-12.1** “That the AARC ratify replacement of a failed conference room projector at an expense of \$2,735.36.”

Motion Carried

George Gaebler moved to accept **Recommendation 09-3-12.2** “That the AARC ratify the replacement of one convention projector and one seminar projector at an expense of \$2,921.67.”

Motion Carried

SPECIALTY SECTION REPORTS

DIAGNOSTIC SECTION

George Gaebler moved to accept **Recommendation 09-3-51.1** “That the Board of Directors approve the use of the American Association for Clinical Chemistry (AACC) web-based certification program for laboratory Point of Care (POC) Coordinators. The program could be used as a mechanism for continuing education through the AARC.”

Michael Tracy moved “To refer **Recommendation 09-3-51.1** to George Gaebler to approach the section chair to determine if this is a CRCE approval request.”

Motion to Refer Carried

EDUCATION SECTION

George Gaebler moved to accept **Recommendation 09-3-52.1** “Request the program planning committee continue to offer a keynote type lecture at the Summer Forum in the education session from a retired or seasoned educator on their reflections in the classroom over the length of their career.”

Karen Stewart moved “To accept **Recommendation 09-3-52.1** for information only.”

Motion Carried

HOME CARE REPORT

Bob McCoy reported that many of the people who were previously in home care are now unemployed. Consequently, many DME suppliers are also out of business. Patients are going home from hospitals with equipment they may or may not be able to use correctly and with no access to respiratory therapists. He suggested soliciting all therapists to become part of the home care solution.

ACCEPTANCE OF SPECIALTY SECTION REPORTS

George Gaebler moved “To accept all specialty section reports as submitted.”

Motion Carried

ROUNDTABLE REPORTS

INFORMATICS ROUNDTABLE REPORT

George Gaebler moved to accept **Recommendation 09-3-47.1** “Inclusion of a web page within the AARC website that contains pertinent information about RTs with expertise in

various hospital information systems (45 roundtable participants have already provided this information.”

Karen Stewart moved “To refer **Recommendation 09-3-47.1** to the President.”

Motion to Refer Carried - President Myers will appoint an ad hoc committee to develop parameters and report back at the spring meeting. Doug Laher volunteered as well as George Gaebler.

MILITARY ROUNDTABLE REPORT

Dr. Forrest Bird will be honored this year with a flag ceremony using a flag that was previously flown in Afghanistan and Iraq. About 100 military people will be attending this meeting.

NEUROMUSCULAR ROUNDTABLE REPORT

George Gaebler moved to accept **Recommendation 09-3-40.1** “That the name of the Neuromuscular Roundtable be changed to the Neurorespiratory Roundtable as it more fully reflects the practice of our members.”

Motion Carried

ACCEPTANCE OF ROUNDTABLE REPORTS

George Gaebler moved to accept “That the Roundtable reports be accepted as presented.”

Motion Carried

RECESS

President Tim Myers recessed the meeting of the AARC Board of Directors at 11:55 a.m. CST, Thursday, December 3, 2009.

JOINT SESSION

President Tim Myers convened the Joint Session at 1:35 p.m. CST, Thursday, December 3, 2009.

Secretary-Treasurer Karen Stewart called the roll and declared a quorum.

BOARD OF MEDICAL ADVISORS REPORT

BOMA Chair, Dr. Kent Christopher advised that BOMA was privileged to have special reports given by the International Committee Chair, John Hiser and International Council Committee Chair, Jerome Sullivan to better inform members of the global reach of AARC. He advised that both he and the 2010 BOMA Chair, Dr. Cliff Boehm are respiratory therapists as well as MDs. He stated that 3 physicians will be honored this year by receiving plaques commemorating their over 20 years service on BOMA. Members helped in refining the White Paper on Protocols as directed by the AARC Board of Directors.

ELECTION COMMITTEE REPORT

John Steinmetz reported on Vijay Deshpande’s behalf regarding the election results as follows:

President Elect	George Gaebler	842 Votes	42%
	Karen Stewart	1,172 Votes	58%
Director at Large	Charles McArthur	485 Votes	24%
	Albert Moss	647 Votes	32%
	Frank Salvatore	862 Votes	43%

Michael Hewitt moved “To enter into Executive Session.”

Motion Carried

EXECUTIVE SESSION

President Tim Myers convened Executive Session at 1:50 p.m. CST, Thursday, December 3, 2009.”

Motion Carried

Michael Hewitt moved “To adjourn Executive Session.”

Motion Carried

EXECUTIVE SESSION ADJOURNED

President Myers adjourned Executive Session at 2:25 p.m. CST, Thursday, December 3, 2009.

JOINT SESSION CONTINUED

GOVERNMENT AFFAIRS REPORT

Director of Government Affairs, Cheryl West gave a brief update on state activities including the status of various polysom licensure initiatives. Director of Regulatory Affairs, Anne Marie Hummel reported on regulatory issues such as who can order RT services, outpatient rehab benefit, and the DOT rules for patients using oxygen equipment on planes. Director of Federal Legislative Affairs, Miriam O'Day reported on current legislation in the House and Senate that affect respiratory patients including the Part B RT initiative and COPD appropriations at the CDC.

AMERICAN RESPIRATORY CARE FOUNDATION (ARCF) REPORT

ARCF Chair Michael Amato updated members regarding the Foundation's activities. He thanked members for their monetary support and stated the Foundation continues to grow in spite of the hardships of the current economy.

Michael Hewitt moved "To adjourn the Joint Session."

Motion Carried

JOINT SESSION ADJOURNED

President Tim Myers adjourned the Joint Session at 3:00 p.m. CST, Thursday, December 3, 2009.

REGULAR SESSION

President Tim Myers reconvened the meeting of the AARC Board of Directors at 3:15 p.m. CST, Thursday, December 3, 2009.

GENERAL REPORTS ACCEPTANCE

Denise Johnson moved "To accept the general reports as submitted."

Motion Carried

2010 BUDGET APPROVAL

Ruth Krueger moved "To accept the AARC 2010 Budget."

Motion Carried

ACCEPTANCE OF STANDING COMMITTEE REPORTS

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

Motion Carried

BILLING CODES REPORT

George Gaebler moved to accept **Recommendation 09-3-18.1** “That the AARC add a site for Frequently Asked Questions pertinent to billing and coding on the coding resource page on the AARC website and advertise the link on the listserv.”

Motion Carried

CLINICAL PRACTICE GUIDELINES REPORT

George Gaebler moved to accept **Recommendation 09-3-19.1** “That the Committee has excused Ira Cheifetz from his duties as member of the Committee per his request effective September 4, 2009.”

Mike Tracy moved “To accept **Recommendation 09-3-19.1** for information only.”

Motion Carried

George Gaebler moved to accept **Recommendation 09-3-19.2** “That Steven Sittig RRT-NPS, FAARC has been appointed and ratified by Tim Myers as a new member of the Clinical Practice Guidelines Committee to replace Ira Cheifetz after the summer meeting.”

Mike Tracy moved “To accept **Recommendation 09-3-19.2** for information only.”

Motion Carried

MEMBERSHIP COMMITTEE

George Gaebler moved to accept **Recommendation 09-3-24.1** “That the AARC implement the ‘Value of Membership Calculator’ on the AARC website and promote it to both state affiliates and general membership.”

George Gaebler moved “To accept **Recommendation 09-3-24.1** for information only.”

Motion Carried

POSITION STATEMENT COMMITTEE REPORT

George Gaebler moved to accept **Recommendation 09-3-26.1** “That the AARC retire the position statement entitled ‘Age Appropriate Care of the Respiratory Patient’.” (See ATTACHMENT “A”)

Motion Carried

George Gaebler moved to accept **Recommendation 09-3-26.2** “That the AARC approve and publish the position statement entitled ‘Transport of the Mechanically Ventilated, Critically Injured, or Ill, Neonate, Child or Adult Patient’.” (See ATTACHMENT “A”)

Motion Carried

George Gaebler moved to accept **Recommendation 09-3-26.3** “That the AARC approve and publish the position statement entitled ‘Delivery of Respiratory Therapy Services in Long Term Care Facilities’.” (See ATTACHMENT “A”)

Motion Carried

George Gaebler moved to accept **Recommendation 09-3-26.4** “That the AARC BOD approve the Position Statement Review Schedule as presented.” See ATTACHMENT “A”

Motion Carried

AD HOC COMMITTEE REPORTS

AD HOC COMMITTEE ON CULTURAL DIVERSITY IN CARE MANAGEMENT REPORT

George Gaebler moved to accept **Recommendation 09-3-29.1** “That Mikki Thompson be reinstated to the Cultural Diversity in Care Management Committee.”

Karen Stewart moved “To accept **Recommendation 09-3-29.1** for information only.”

Motion Carried

ACCEPTANCE OF SPECIAL COMMITTEE REPORTS

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

Motion Carried

BOARD OF MEDICAL ADVISORS RECOMMENDATION

George Gaebler moved to accept **Recommendation 09-3-7.1** “That the AARC Board of Directors accept the attached revised version of the white paper entitled Guidelines for Respiratory Care Department Protocol Program Structure.” See **ATTACHMENT “B”**.

Motion Carried

RECESS

President Tim Myers recessed the meeting of the AARC Board of Directors at 4:30 p.m. CST, Thursday December 3, 2009.