

AMERICAN ASSOCIATION FOR RESPIRATORY CARE
Board of Directors Meeting
December 11, 2008 – Anaheim, California

Minutes

Attendance

Toni Rodriguez, EdD, RRT, President
Timothy Myers, BS, RRT-NPS, President-Elect
Michael Runge, BS, RRT, Past President
Ruth Krueger, MS, RRT, VP/Internal Affairs
Karen Stewart, MS, RRT, FAARC, VP/External Affairs
Susan Rinaldo Gallo, MEd, RRT, Acting Secretary-Treasurer Pro Tem
Terence Carey, MD, BOMA Chair
Patricia Doorley, MS, RRT, FAARC
Rick Ford, BS, RRT, FAARC
George Gaebler, MEd, RRT, FAARC
Michael Hewitt, RRT-NPS, FAARC, FCCM
Denise Johnson, BS, RRT
Joan Kohorst, MA, RRT-NPS
Jim Maguire, PhD
Robert McCoy, RRT, FAARC
James Taylor, MA, RRT
Linda Van Scoder, EdD, RRT
Brian Walsh, RRT-NPS, RPFT

Absent

Colleen Schabacker, BA, RRT, FAARC, Secretary/Treasurer (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, 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
Cheryl West, MHA, Director of Government Affairs
Miriam O'Day, Director of Legislative Affairs
Dale Griffiths, Business Development Director
Tony Lovio, Controller
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. PST, Thursday, December 11, 2008.

Acting Secretary-Treasurer Pro Tem Susan Rinaldo Gallo called the roll and declared a quorum.

ANNOUNCEMENTS

Sam Giordano announced that Dr. Forest Bird received the prestigious President's Citizens Medal which recognizes citizens who have performed deeds of service for United States citizens.

APPROVAL OF MINUTES

Ruth Krueger moved "To accept the minutes of the July 14, 2008 meeting of the AARC Board of Directors."

Motion Carried

Ruth Krueger moved "To accept the minutes of the July 15, 2008 meeting of the AARC Board of Directors."

Motion Carried

E-MOTION RATIFICATION

Susan Rinaldo Gallo moved "To ratify the following E-motion addressed by E-vote since July 15, 2008:

Recommendation 08-2-26.1 "That the newly developed position statement entitled 'Inhaled Medication Administration Schedules' be approved by the AARC BOD."

Motion Carried

PRESIDENT'S REPORT

President Rodriguez reported that her presidency was her most challenging experience, yet the most exciting having met fantastic people and having seen places she would never have otherwise seen. She stated her title will end but her passion will remain with her and she will fight to ensure the Association is where it needs to be and at the right time and place, and that the main goal is advocating for patients.

PRESIDENT-ELECT REPORT

President-elect Tim Myers reported that the 2009 budget was finalized and thanked the Executive Office staff involved in that process. He has been working diligently on his goals and committees for 2009. He traveled to Hawaii, and to Berlin to attend the European Respiratory Society (ERS) meeting where AARC's International program was promoted as well as the Journal. He sits on the American Heart Association Pediatric Subcommittee and attended their recent meeting. He participated in a conference call on the protocol issue and advised that CMS has stepped back somewhat about how protocols would need to be ordered and the timing involved.

EXECUTIVE OFFICE REPORT

Sam Giordano commented that AARC was given a seat on the Ambulatory Services PTAC Committee of the Joint Commission. The Association will now have representation on three PTACs beginning in 2009 (homecare, laboratory, and ambulatory services).

Sam Giordano met with Senators Mike Crapo (ID) and Blanche Lincoln (AR) which proved to be a positive meeting. The Asthma Prep course is now available as a distance learning program. The second 2015 Conference is scheduled for April. The first Conference manuscript was finalized and will be published in the March issue of *RESPIRATORY CARE*. Ed O'Neil who heads the University of San Francisco Center is the Conference Chair, with co-chairs Woody Kageler and Tom Barnes. Members of this group will begin to conference using the Eluminate system which allows for unlimited seats. Sam Giordano was appointed to the COPD Foundation Board and attended their first Board meeting in November. He traveled to Tennessee in November and worked with our lobbyist and the Tennessee legislature as well as the Chair of the Government Affairs Committee of the Society. They intend to introduce legislation at the same time AARC will be introducing its legislation. Sam stated that during previous recessions we would track the ability of the Association to recruit, however this economy may be different due to possible downsizing in hospitals. We aren't sure health care is going to be insulated from the economy, and therefore need to leverage that information and encourage practice that avoids unnecessary care. The AARC needs to diligently pursue the Part B initiative to allow for RTs to expand beyond the hospital.

Tom Kallstrom reported the Asthma Self Management Education (ASME) program has been beta tested and the program awarded its first certification last month. We became aware of a competing force who is assuming the same name, however we have copyright protection for this program. We've completed the free EPA course which will be available online in January. The last asthma prep course is scheduled during this meeting. Ari Arzu has been recruited to write the Aerosol Guide draft. Ms. Arzu is a highly respected individual in her area of expertise who works with Georgia State. The revision draft is targeted to be released by Easter of next year. The Mobile Spirometry Unit (MSU) will be set up outside of the convention center, as well as a booth where RTs will be screened.

HOUSE OF DELEGATES REPORT

Debbie Fox moved to accept **FM 08-3-6.1** “That the Emirates Society application for International Affiliate of the AARC be approved.”

Motion Carried Unanimously

EXECUTIVE OFFICE REFERRALS

Sam Giordano reported that **Recommendation 08-2-65.2** and **FM 08-2-01.2** have been implemented and are therefore closed.

George Gabler moved to bring back to the floor **HR 16-08.01** “Resolved that the AARC indicate on the current affiliate membership report whether an individual member has provided an e-mail address, whether they opt to share the address, and whether the address is active (no bounce back)” to the floor.”

Motion Defeated as this is not feasible at this time.

Susan Rinaldo Gallo moved to bring back to the floor **HR 44-08-02** “Resolved that the AARC CRCE application process and member transcript be modified to separately break out the hours devoted to specific course content categories to ensure the usefulness of the transcript in reporting to state licensure boards.”

Motion Defeated

Karen Stewart moved to bring back to the floor **Recommendation 08-2-56.1** “That the AARC develop a position statement on Respiratory Care Services in Long Term Care using the existing voluntary ORCR standards and the Tennessee Standards of Ventilator Care in Rehabilitation Facilities as a framework.”

Karen Stewart moved “To refer **Recommendation 08-2-56.1** to the Position Statement Committee for development utilizing information in Attachment B of the Executive Office Report.” (SEE ATTACHMENT “A”)

Motion to Refer Carried

RECESS

President Toni Rodriguez recessed the meeting of the AARC Board of Directors at 9:55 a.m. PST, Thursday, December 11, 2008.

RECONVENE

President-elect Timothy Myers reconvened the meeting of the AARC Board of Directors at 10:25 a.m. PST, Thursday, December 11, 2008.

BOARD OF MEDICAL ADVISORS (BOMA) REPORT

BOMA Chair Dr. Terence Carey reported the AAAAI will become a sponsor of AARC and represent BOMA with the appointment of Dr. Phil Korenblat to begin in 2009. Dr. Carey spoke with Col. Michael Morris who said there was not much progress with the military efforts recently.

Dr. Carey stated that the Board referred the following motion to BOMA for their suggestions which he shared with the BOD.

Recommendation 08-2-58.1 “That the AARC create a position statement on the use of respiratory therapists (at a minimum) being involved in the transport of a ventilated acute critically injured or ill child.”

Pat Doorley moved “To amend **Recommendation 08-2-58.1** as follows:

‘That the AARC create a position statement on the use of respiratory therapists (at a minimum) being involved in the transport of a ventilated acute critically injured or ill neonate, child or adult’.”

Pat Doorley moved “To refer the amended **Recommendation 08-2-58-1** to the Position Statement Committee for development.”

Motion to Refer Carried

PRESIDENT’S COUNCIL REPORT

President’s Council Chair, Dianne Lewis reported that the 2008 Life Membership award went to Susan Rinaldo Gallo, while the Honorary Membership was awarded to John Walsh.

She stated the Council is reviewing AARC’s awards policies and further stated in the future there will be no more than one Life and one Honorary member awarded each year excluding the Past President.

BYLAWS COMMITTEE REPORT

George Gaebler moved to accept **Recommendation 08-3-9.1** “That the AARC Board of Directors accept the Committee’s recommendation for approval of the Oregon State Society Bylaws.”

Motion Carried

Susan Rinaldo Gallo moved to accept **Recommendation 08-3-9.2** “That the AARC Board of Directors accept the Committee’s recommendation for approval of the New York State Society Bylaws.”

Motion Carried

Susan Rinaldo Gallo moved to accept **Recommendation 08-3-9.3** “That the AARC Board of Directors accept the Committee’s recommendation for approval of the Georgia State Society Bylaws.”

Motion Carried

George Gaebler moved to accept **Recommendation 08-3-9.4** “That the AARC Board of Directors accept the Committee’s recommendation for approval of the California State Society Bylaws.”

Motion Carried

EXECUTIVE COMMITTEE MEETING REPORT

President Toni Rodriguez reported that officers of the HOD were invited to attend the second half of the Executive Committee meeting to discuss the HOD’s position on polysom compared to the BOD’s position on same. She stated the Association would find it difficult to push for Part B without the House’s full support and understanding of the issues pertaining to polysom. The House Speaker will discuss this issue at the HOD meeting.

FINANCE COMMITTEE REPORT

Susan Rinaldo-Gallo reported that the Association’s finances are in good standing.

Mike Runge moved to accept **FM 08-3-12.1** “That the AARC BOD accept ratification of the expense of \$13,791.92 to replace two failed air conditioning units at the Executive Office.”

Motion Carried

Ruth Krueger moved to accept **FM 08-3-12.2** “That the AARC BOD accept ratification of the expense of \$1093.30 to replace a laptop used for MSU data collection.”

Motion Carried

Ruth Krueger moved to accept **FM 08-3-12.3** “To permanently include the payment of dues when funding individuals affected by disaster and that it be retroactive to cover those individuals who were excluded previously.”

Motion Carried

AUDIT SUBCOMMITTEE REPORT

George Gaebler moved to accept **Recommendation 08-3-13.1** “That the AARC BOD defeat **HR 04-07-23** as it is in direct conflict with what is now current practice for presentation of the AARC Budget to be presented and approved during Joint Session of the BOD and HOD.”

Ruth Krueger moved “To accept **Recommendation 08-3-13.1** for information only.”

Motion Carried

Mike Runge moved to bring back to the floor **HR 04-07-23** “Resolved that the House of Delegates will receive the proposed AARC budget on the first day of the HOD meeting in December. On the next day of the meeting, the HOD will vote regarding the proposed budget.”

Motion Defeated

INTERNATIONAL COMMITTEE REPORT

John Hiser reported that AARC’s International program currently comprises 21% of total (245) countries in its International Fellowship Program. This year’s Fellows are from Nigeria, Peru, Mexico, Norway, Hong Kong, and China. Each sponsor contributes \$5000 to fund international fellows. The Aerosol Delivery Device booklet has been a popular item. Podcasts are being utilized more often and soon will even implement Spanish podcasts.

POSITION STATEMENT COMMITTEE REPORT

Susan Rinaldo Gallo moved to accept **Recommendation 08-3-26.1** “Revise the position statement entitled ‘Verbal Orders’ to incorporate the changes identified.”
(SEE ATTACHMENT “B”)

Motion Carried

Karen Stewart moved to accept **Recommendation 08-3-26.2** “Revise the position statement entitled ‘Pulmonary Rehabilitation’ to incorporate the changes identified.”
(SEE ATTACHMENT “B”)

Motion Carried

Karen Stewart moved to accept **Recommendation 08-3-26.3** “Revise the position statement entitled ‘Competency Requirements for the Provision of Respiratory Therapy Services’ to incorporate the changes identified.” (SEE ATTACHMENT “B”)

Motion Carried

Karen Stewart moved to accept **Recommendation 08-3-26.4** “Revise the position statement entitled ‘Hazardous Materials Exposure’ to incorporate the changes identified.” (SEE ATTACHMENT “B”)

Motion Carried

Susan Rinaldo Gallo moved to accept **Recommendation 08-3-26.5** “Revise the ‘Respiratory Therapist Education’ position statement to incorporate the changes identified.” (SEE ATTACHMENT “B”)

Linda Van Scoder moved “To refer **Recommendation 08-3-26.5** back to the Position Statement Committee to revise references pertaining to levels of education” (SEE ATTACHMENT “B”)

Motion to Refer Carried

Susan Rinaldo Gallo moved to accept **Recommendation 08-3-26.6** “Retire the position statement entitled ‘The Role of the Respiratory Care Practitioner in the Provision of Respiratory Care Services in the Hospitals and Alternate Sites Scope of Practice’.” (SEE ATTACHMENT “B”)

Motion Carried

Karen Stewart moved to accept **Recommendation 08-3-26.7** “Revise the position statement entitled ‘Tobacco and Health’ to incorporate the changes identified.” (SEE ATTACHMENT “B”)

Motion Carried

Susan Rinaldo Gallo moved to accept **Recommendation 08-3-26.8** “Approve the Position Statement Review Schedule as presented, which is to be used by the Position Statement Committee to systematically review, revise or delete (as appropriate) all current AARC position statements.” (SEE ATTACHMENT “B”)

Motion Carried

SPECIAL COMMITTEE REPORT ACCEPTANCE

Pat Doorley moved “To accept the Special Committee reports as presented.”

Motion Carried

STANDING COMMITTEE REPORT ACCEPTANCE

Ruth Krueger moved “To accept the Standing Committee reports as presented.”

Motion Carried

HEMOCARE SECTION REPORT

Ruth Krueger moved to accept **Recommendation 08-3-53.1** “That the AARC facilitate a physician review of the literature on long term oxygen therapy (LTOT) with recommendation on necessary research to create evidence based procedures for home oxygen therapy: Organize and present an educational conference to review literature on oxygen therapy and equipment currently available for LTOT with an update on evidence based research that is current and identify missing science for the use of equipment and procedures used in LTOT to create a roadmap for future LTOT research.”

Ruth Krueger withdrew **Recommendation 08-3-53.1**.

RECESS

President-elect Tim Myers recessed the meeting of the AARC Board of Directors at 12:15 p.m., Thursday, December 11, 2008.

JOINT SESSION

President Toni Rodriguez convened the Joint Session at 1:45 p.m., Thursday, December 11, 2008.

Acting Secretary-Treasurer Pro Tem Susan Rinaldo Gallo called the roll.

ELECTION REPORT

Howard Derrick reported on the election of AARC’s 2009 officers as follows:

Vice President/Internal Affairs	George Gaebler
Vice President/External Affairs	Joseph Lewarski
Secretary/Treasurer	Karen Stewart
Directors – One year term	John Lindsey Michael Tracey
Directors – Two year term	Patricia Doorley Denise Johnson James Taylor Michael Hewitt (Adult Acute Section) Robert McCoy (Home Care Section) Brian Walsh (Neonatal-Pediatric Section)
Directors – Three year term	Lynda Goodfellow (Education Section) Doug Laher (Management Section) Doug McIntyre Debbie Fox
Chair – Board of Medical Advisors	Dr. Kent Christopher
Chair – Presidents Council	Dianne Lewis
Past Speaker	Frank Salvatore
HOD Speaker	Cam McLaughlin
HOD Speaker-elect	Tom Lamphere
HOD Secretary	Dawn Rost
HOD Treasurer	Deb Skees

AMERICAN RESPIRATORY CARE FOUNDATION (ARCF) REPORT

Sam Giordano reported for the ARCF Chair Michael Amato. He stated the Foundation is hosting a fundraising event at this Congress. The ARCF provides funding for Journal Conferences and International Fellows. He stated the number of Fellows selected is determined by the number of city hosts and available funding.

STATE GOVERNMENT AFFAIRS REPORT

Cheryl West reported that Minnesota will go to full licensure while Hawaii and Alabama are working toward licensure. State governments generally are cutting back on health programs, but are raising taxes on cigarettes and other tobacco products. We continue to monitor state regulations and legislation to assure the integrity of the RT license.

REGULATORY AFFAIRS REPORT

AARC continues to work with government regulatory staff – most notably CMS. We have a number of ongoing issues including revision those RTs who would be appropriate to provide CORF services under Medicare, urging Medicare and Medicaid to establish “best practices” for ventilator care in nursing homes and disseminating our RT medication delivery position statement to appropriate agencies.

FEDERAL GOVERNMENT AFFAIRS REPORT

Miriam O’Day reported that AARC received commitments that our legislation will be re-introduced to both the House and Senate. Arkansas was instrumental in obtaining support from Senator Blanche Lincoln and Representative Mike Ross. We continue to work with pulmonary rehab stakeholders to assure that the implementation of the new pulmonary rehab benefit (January 1, 2010) goes smoothly. We are preparing for the PACT 2009 DC Hill Lobby Day (March 9-10) where we will push our legislative agenda mainly focused on the RT Initiatives bill.

Ruth Krueger moved “To enter into Executive Session.”

Motion Carried

EXECUTIVE SESSION

President Toni Rodriguez convened Executive Session at 2:30 p.m., PST, Thursday, December 11, 2008.

Mike Runge moved “To adjourn Executive Session of the AARC Board of Directors.”

Motion Carried

EXECUTIVE SESSION ADJOURNED

President Toni Rodriguez adjourned the Executive Session of the AARC Board of Directors at 3:05 p.m., PST, Thursday, December 11, 2008.”

RECONVENE REGULAR SESSION

President Toni Rodriguez reconvened the meeting of the AARC Board of Directors at 3:30 p.m. PST, Thursday, December 11, 2008.

2009 BUDGET APPROVAL

Linda Van Scoder moved to accept **FM 08-3-12.4** “To accept the 2009 AARC Budget.”

Motion Carried

THANK YOU LETTERS

Mike Hewitt moved to accept **FM 08-3-4.1** “That the Board approve sending thank you letters to the organizations who supported AARC’s Part B legislative initiative (ATS, ACCP, COPD Foundation and Alpha-1.”

Motion Carried

SPECIALTY SECTION REPORTS ACCEPTANCE

Karen Stewart moved “To accept the Specialty Section reports as presented.”

Motion Carried

NEUROMUSCULAR ROUNDTABLE REPORT

Susan Rinaldo Gallo moved to accept **Recommendation 08-3-42.1** “That the AARC BOD develop an educational resource center on the AARC Neuromuscular Roundtable website including 1.) PDFs of key reference journal articles; 2.) Neuromuscular respiratory care protocols for diagnostic and respiratory care; 3.) A digest for previous neuromuscular respiratory forums, provide a forum for Listserv member needs, partner with the AARC in developing roundtable membership and integrate homecare disaster response protocol now being developed by the American College of Chest Physicians Homecare Steering Committee.”

Tim Myers moved “To refer **Recommendation 08-3-42.1** to the Executive Office for feasibility and cost analysis.”

Tim Myers withdrew the motion to refer **Recommendation 08-3-42.1**.

Denise Johnson moved “To refer **Recommendation 08-3-42.1** back to the Neuromuscular Roundtable Chair and ask him to clarify his intent by developing an action plan of the desired outcome.”

Motion to Refer Carried - Ruth Krueger will convey the Board’s sentiment to the incoming Chair.

HOUSE OF DELEGATES REPORT

Speaker of the House Frank Salvatore reported on the new budget presentation that admittedly needs tweaking to satisfy members. He thanked the Board for its continued

dialogue with the HOD. He advised that the House granted the committee an extension on **HR 22-08-04** until December 2009.

Ruth Krueger moved to accept **Recommendation 08-3-21.1** “That the AARC BOD remove the quarterly electronic newsletter from the charges of the Federal Government Affairs Committee.”

Linda Van Scoder moved “To refer **Recommendation 08-3-21.1** to the President-elect.”

Motion to Refer Carried

Ruth Krueger moved to accept **Recommendation 08-3-21.2** “That the AARC BOD remove the charge directing the Committee to submit reports through the Government Affairs staff liaison.”

Linda Van Scoder moved “To refer **Recommendation 08-3-21.2** to the President-elect.”

Motion to Refer Carried

GENERAL REPORTS ACCEPTANCE

Mike Runge moved “To accept the General Reports as presented.”

Motion Carried

CONSUMER REPORT

Sam Giordano advised members of a \$33,000 grant from Phillips Respironics to help defray costs to develop a guidance document to be completed in 2009 on Aerosol Delivery Devices.

POLICY REVISION

AD HOC COMMITTEE ON ROUNDTABLE POLICY REPORT - Policy

George Gaebler reported that most roundtables are fairly active, with minimal maintenance, and topics were determined to be relevant. He advised the Committee’s recommendation is to add **5a through d** (below) to Roundtable Policy No. RT-001:

5a If the Listserv has three consecutive months with no posts the Roundtable Chair and AARC Board liaison will be notified of the lack of communication.

5b The Roundtable Chair will post a query to see if the Roundtable needs to continue or has served its useful life and should be dissolved to its Listserv members.

5c If the Listserv replies indicate a desire to continue, then the 3-month probationary sequence will commence.

5d If the Listserv has no posts during the three-month probationary period, the roundtable shall be dissolved.

Mike Runge moved to accept **FM 08-3-36.1** “That the AARC BOD accept the proposed policy changes (above) to AARC Policy RT-001 on Roundtables.”

Motion Carried

DISSOLVED COMMITTEE

Denise Johnson moved to accept **FM 08-3-36.2** “To dissolve the Ad Hoc Committee on Roundtable Liaison Policy.”

Motion Carried

ROUNDTABLE REPORTS STATUS

The Board recommended to the President-elect and the newly elected Vice President for internal affairs that beginning in 2009 with each of the Roundtable reports the BOD liaisons are expected to give a verbal report on the status and activities of that Roundtable.

ROUNDTABLE REPORTS ACCEPTANCE

Susan Rinaldo Gallo moved “To accept the Roundtable reports as presented.”

Motion Carried

RECESS

President Toni Rodriguez recessed the meeting of the AARC Board of Directors at 4:40 p.m. PST Thursday, December 11, 2008.