AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
Board of Directors Meeting  
Grapevine, Texas, April 23, 2010

**Minutes**

**Attendance**
Tim Myers, BS, RRT-NPS, President  
Karen Stewart, MS, RRT, FAARC, President-elect  
Toni Rodriguez, EdD, RRT, Past President  
George Gaebler, MSEd, RRT, FAARC, VP/Int. Affairs  
Joseph Lewarski, BS, RRT, FAARC, VP/Ext. Affairs  
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**
Bill Lamb  
Sherry Peters  
Tom Lamphere  
Kent Christopher  
Debra Skees  
Tom Smalling  
Larry Wolfish  
Bill Sims  
Frank Sloan  
Casey Conway  
Rick Lear

**Consultant**
Dianne Lewis, MS, RRT, FAARC, President’s Council President  
John Hiser, MEd, RRT, FAARC, Parliamentarian

**Absent**
Clifford Boehm, MD, RRT, BOMA Chair (Excused)  
Linda Van Scoder, EdD, RRT, FAARC, Secretary/Treasurer (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  
Sherry Milligan, MBA, 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  
Dale Griffiths, Business Development 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 8:10 a.m. CST, Friday, April 23, 2010. Secretary/Treasurer Pro Tem Toni Rodriguez called the roll and declared a quorum.

DISCLOSURE

President Tim Myers reminded members of the importance of disclosure and potential for conflict of interest. Stating disclosures will become standard procedure during the Welcome and Introduction portion of every Board meeting.

WELCOME AND INTRODUCTIONS

Members introduced themselves and stated their disclosures as follows:

Karen Stewart – WVSRC Member
Toni Rodriguez – CoARC
Robert McCoy – Homecare
Tom Lamphere – CoARC
Sam Giordano – COPD Coalition, ARCF, NLHEP

OATH OF OFFICE

Parliamentarian John Hiser administered the oath of office to Dianne Lewis, MS, RRT, FAARC who is also the President of AARC’s Presidents Council in 2010.

APPROVAL OF MINUTES

Karen Stewart moved “To approve the minutes of the December 3, 2009 meeting of the AARC Board of Directors as amended.”

Motion Carried

Karen Stewart moved “To approve the minutes of the December 4, 2009 meeting of the AARC Board of Directors as amended.”

Motion Carried

Karen Stewart moved “To approve the minutes of the December 8, 2009 meeting of the AARC Board of Directors as amended.”

Motion Carried
E-MOTION RATIFICATION

Karen Stewart moved “To ratify the E-Motions discussed over the Board Listserv since January, 2010 as follows:

10-1-81.1 “That the AARC Board ratify the appointment of David Vines to be an AARC representative to the National Board for Respiratory Care (NBRC).”

10-1-80.1 “That the AARC Board ratify the appointment of Diane Flatland to CoARC.”

10-1-80.2 “That the AARC Board approve the CoARC Standards.”

Motion Carried

GENERAL REPORTS

PRESIDENT’S REPORT

President Tim Myers highlighted his written report emphasizing that AARC reached an all-time high of 50,000 members this year. AARC allocated the Tennessee Society $3,900 in revenue sharing funding from 2008. President Myers highlighted progress in his 2009/10 goals. Documents were distributed regarding polysom, one of which was the Scope of Practice for Sleep Polysomnographic Technologists which was approved by the American Academy of Sleep Medicine (See ATTACHMENT “A”). Sam Giordano and President Myers will be meeting with the AASM soon after this meeting with the goal of both AARC and AASM finding common ground and to prevent RTs from being forced to obtain additional accreditation.

RECESS

President Tim Myers recessed the meeting of the AARC Board of Directors at 9:30 a.m. CST, Friday, April 23, 2010.

RECONVENE

President Tim Myers reconvened the meeting of the AARC Board of Directors at 9:50 a.m. CST, Friday, April 23, 2010.
CORPORATE LEGAL COUNSEL REPORT

Larry Wolfish reported on the fiduciary duty of the Director of a Board which includes duty of loyalty and duty of care. He reiterated the importance of conflict of interest which, if abused, can potentially lead to prosecution.

AUDITOR’S REPORT

Bill Sims, with the Salmon Sims Thomas Accountants and Consultants reported that as of 12/31/09 AARC’s cash is up and liabilities are down, and that the Association has $15.6 million in net assets. While revenues were down in certain areas, the AARC had a net increase in net assets in 2009 of $2.6 million, mainly due to stock market gains.

BOARD OF MEDICAL ADVISORS (BOMA) REPORT

Kent Christopher, MD reported in Chairman Dr. Cliff Boehm’s absence. He reported on the longevity of three BOMA members who were recognized this past year as follows:

Dr. Paul Selecky – 28 years
Dr. Jeff Vender – 25 years
Dr. William Bernhard – 20 years

He also advised that they are always looking for individuals to not only represent BOMA, but who are also available to represent BOMA on the state level.

Karen Stewart moved to accept **FM 10-1-7.1** “That the AARC BOD establish a position on BOMA to represent the military.”

Motion Carried

AARC INVESTMENT REPORT

President of Sloan Wealth Management, Frank Sloan, introduced his associates Casey Conway and Rick Lear. He reported that AARC’s portfolio is up 36% in 2009 and 7.3% so far in 2010. Mr. Sloan stated the Association’s portfolio is positioned well. He believes the Fed will raise interest rates, although not soon. However, the present portfolio should be able to withstand a rise considering current allocations, and he believes the Association would not suffer any major value loss.

COMMITTEE ON ACCREDITATION OF RESPIRATORY CARE (COARC) REPORT

CoARC Executive Director Tom Smalling reported they have 21 100-Level programs, 359 200-Level programs, and 9 Polysom add-ons along with 16 satellite campuses, 6
evening formats, and 1 international satellite located in Riyadh, SA. The CoARC Board approved a rate increase on certain accreditation services. 130 people are registered for CoARC’s newest webinar. CoARC will celebrate 40 years of providing accreditation services to the profession this year.

RECESS

President Tim Myers recessed the meeting of the AARC Board of Directors at 12:05 p.m. CST, Friday, April 23, 2010.

RECONVENE

President-elect Karen Stewart reconvened the meeting of the AARC Board of Directors at 1:35 p.m. CST, Friday, April 23, 2010.

EXECUTIVE OFFICE REPORT

Sam Giordano reported on the activities of the COPD Coalition adding that they are currently undertaking a new series of webcasts. A CONCERT project meeting is scheduled in New Orleans during the ATS meeting, for which Mr. Giordano will give a presentation. The World Health Organization approached the AARC as a result of the government ventilator project AARC spearheaded asking AARC to collaborate with them on a pandemic management project in third world countries.

Chief Operating Officer Tom Kallstrom reported that the asthma course is doing well and AARC is promoting this to hospitals as well. He advised that States are responding favorably to signing the co-market agreement. The COPD Education course will go online in May, and States have the option of sharing in the revenue of this program as well. Peak Performance USA is moving forward. The National Vent Survey paper has been written and will be submitted to JAMA. AARC wants to position RTs to be VAP experts and those taking the course will receive a certificate. Watch for our Best Practices program which will be a web project using protocols that will be unveiled soon.

Sam Giordano was invited to make a presentation to the Gulf Thoracic Society in Abu Dhabi this past March. He met with their Executive Committee and advised them of the activities AARC is engaged in, and they’ve requested assistance from AARC in helping their students find accredited respiratory programs in the U.S. They also want AARC to send speakers to their upcoming meetings. Mr. Giordano was also invited to Riyadh’s National Guard meeting the end of May where he will meet with the Ministry of Health. He believes we should tap into the international market as there are unlimited individuals who could be AARC members.

Toni Rodriguez moved to accept Recommendation 10-1-1.1 “That up to $30,000 be approved for the replacement of six HVAC units.”

Motion Carried
George Gaebler moved to accept **Recommendation 10-1-1.2** “To authorize up to $3,000 for the purpose of repairing weather stripping on selected windows of the Executive Office building.”

**Motion Carried**

**GOVERNMENT AFFAIRS REPORT**

Cheryl West highlighted her written report on state legislative and regulatory issues.

Miriam O’Day reported on Federal issues. She thanked the Executive Office for their logistical work on the PACT Lobby Day in Washington DC. About 20 Alpha-1 patients participated on the Hill. Alpha 1 conducted a survey following the PACT meeting in which the patients reported their experiences. That survey is available on the Alpha 1 website, and the reactions were extremely positive.

Anne Marie Hummel reported on the Medicare survey of oxygen patients and issuing a possible Local National Coverage Determination regarding cluster headaches. Medicare has proposed that physician assistants and nurse practitioners be able to write respiratory orders (which currently can only be done by an MD or DO) without needing a doctor cosignature. FDA announced the phase-out of CFC inhalers in intervals over the next three years. The CMS Dashboard now provides data that previously people were required to purchase. Interested parties can go to the CMS website to access this data.

**PRESIDENT’S COUNCIL**

President’s Council President, Dianne Lewis, advised members the Jimmy A. Young medalist for 2010 is Margaret Traband, MEd, RRT, FAARC.

Toni Rodriguez moved to accept **FM 10-1-8.1** “That the AARC BOD approve the proposed changes to Policy BOD.001.” (See **ATTACHMENT “B”**)  

**Motion Carried**

**GENERAL REPORTS ACCEPTANCE**

George Gaebler moved “To accept the General Reports as presented.”

**Motion Carried**

**RECESS**

President-elect Karen Stewart recessed the meeting of the AARC Board of Directors at 3:05 p.m. CST, Friday, April 23, 2010.
RECONVENE

President Tim Myers reconvened the meeting of the AARC Board of Directors at 3:25 p.m. CST, Friday, April 23, 2010.

STANDING COMMITTEES

BYLAWS

Toni Rodriguez moved to accept Recommendation 10-1-9.1 “That the AARC BOD add a field to the AARC Chartered Affiliate Bylaws status tracking master list to reflect ‘Year Due for Review’.”

James Taylor moved “To refer Recommendation 10-1-9.1 to the Executive Office.”

Motion to Refer Carried

Lynda Goodfellow moved to accept Recommendation 10-1-9.2 “That the AARC BOD accept the West Virginia bylaws.”

Motion Carried – Karen Stewart abstained

AUDIT SUBCOMMITTEE REPORT

Toni Rodriguez moved to accept Recommendation 10-1-13.2 “That the AARC BOD review AARC Policy FM.018 which suggests rotating independent auditors every five (5) years and determine if the AARC should retain the current auditor or request another audit partner for the 2010 audit.”

George Gaebler moved “To amend Recommendation 10-1-13.2 to read as follows:

That the AARC BOD review AARC Policy FM.018 which suggests rotating independent auditors every five (5) years and determine if the AARC should retain the current managing partner for the 2010 audit.”

Motion to Amend Carried

Amended Motion Carried

George Gaebler moved to accept FM 10-1-13.3 “That Policy FM.018 be revised as attached. (See ATTACHMENT “C”)”

Motion Carried
PROGRAM COMMITTEE REPORT

George Gaebler moved to accept Recommendation 10-1-15.1 “That the 2012 International Respiratory Congress be held in New Orleans on November 10-13.”

Motion Carried

STANDING COMMITTEE REPORTS ACCEPTANCE

Mike Hewitt moved “To accept the Standing Committee reports as presented.”

Motion Carried

SECTION REPORTS

CONTINUING CARE SECTION REPORT

Toni Rodriguez moved to accept Recommendation 10-1-50.1 “That information regarding RVUs be added to the AARC Uniform Reporting Manual.”

James Taylor moved “To refer Recommendation 10-1-50.1 back to the Chair of the Continuing Care Section for clarification of the request. Vice President George Gaebler and Bill Dubbs will consult with the Chair.”

Motion to Refer Carried

DIAGNOSTICS SECTION REPORT

George Gaebler moved to accept Recommendation 10-1-51.1 “That the AARC develop the formation of a reciprocal agreement or alliance between the Diagnostics Section membership of the AARC and the Association for Respiratory Technology and Physiology (ARTP).”

George Gaebler moved “That Recommendation 10-1-51.1 be referred back to him to contact the Chair for clarification of what the relationship would entail.”

Motion to Refer Carried

LONG TERM CARE SECTION REPORT

George Gaebler moved to accept Recommendation 10-1-56.1 “That AARC President Timothy Myers send to all State Medicaid Directors and Boards of Respiratory Care a
letter introducing the Position Statement on ‘Delivery of Respiratory Therapy Services in Skilled Nursing Facilities Providing Ventilator and/or High Acuity Respiratory Care’ urging them to adopt these in state Medicaid policy.”

**Motion Carried**

**MANAGEMENT SECTION REPORT**

George Gaebler moved to accept **Recommendation 10-1-54.1** “That the AARC Board of Directors charge the Position Statement Committee to draft a document (with support from the Management Section and Benchmarking Committee) on what should be an industry accepted definition for the term ‘missed treatments’.”

Karen Stewart moved “To refer **Recommendation 10-1-54.1** to Doug Laher to work with Bill Dubbs in contacting pharmacist groups and nursing organizations to learn how they approach missed treatments and classifications and report back to the BOD.”

**Motion to Refer Carried**

**RECESS**

President Tim Myers recessed the meeting of the AARC Board of Directors at 4:25 p.m. CST, Friday, April 23, 2010.

**RECONVENE**

President Tim Myers reconvened the meeting of the AARC Board of Directors at 4:35 p.m. CST, Friday, April 23, 2010.

**SOCIAL MEDIA PRESENTATION**

Sherry Milligan gave a presentation illustrating social networking as a means of retaining membership by engaging members within the network. This “members only” system will be a benefit to the Association. Those individuals who have previously remained on the system after dropping membership from a section, etc., will be automatically purged. There will also be fewer spammed messages.

Ms. Milligan also showed the technical platform of what would be seen by readers of our magazines should the magazines become digitized and go online. This would also be given as an option whether to receive in print or electronic media. A benefit to the electronic medium is that all websites are hyperlinked. There is also an advertiser’s quick link. Users can click on a button and instantly translate into any one of several different languages. One can type in a word such as “asthma” and it will bring up all the pages in the magazine in which asthma is mentioned.
RECESS

President Tim Myers recessed the meeting of the AARC Board of Directors at 5:30 p.m. CST, Friday, April 23, 2010.