



MEETING MINUTES

MEETING: BOD Meeting – United Hospital

Date: 1-27-12

Next meeting: 4-29-12 at NRRCC in Rochester

Minutes By: Jen Urbach, Secretary

Parliamentarian: Shelly Kline

Issue/Topic	Discussion	Conclusion/Outcome	Comp. Date
Call to Order			
Roll Call and Quorum Determination	<p>Attending: Connie Knipp, Betty Sprengler, Barb Sherwood, Sue Knight, Jen Urbach, Anne Uttermark, Laurie Tomaszewski, Carla Knippenberg, Paula Aherns, Greg Morgan, Jeff Appelquist, Jackie Cummings, Bryan Wattier, Stacey Zell</p> <p>14 present, 2 absent</p>	A quorum is present	
Introductions	Name/Role/Employ		
Previous Minutes	Review and approval of previous meeting minutes (10-28-11)	<p>DISCUSSION: Paula Aherns motioned to have her name removed from the Minutes item regarding the payment of Ewald Consulting as she was not involved, seconded by Brian Wattier. MOTION to approve minutes presented by Laurie Tomaszewski, seconded by Craig Morgan.</p> <p>APPROVED (Addendum was added to previous minutes that Paula Aherns name was to be disregarded on that Minutes item)</p>	

<u>Old Business</u>			
Legislative	<p>Update by Carrie Black Bourassa: Laurie Rausch will remain on both Legislative Affairs committee and Curt Merriman will co-chair. Jeff Anderson agreed to join this committee.</p> <p>Carrie explained the Medicare Respiratory Therapy Initiative (See MSRC website for more information) and efforts to increase awareness. Carrie and Curt will be going to Washington DC March 5-6 to meet with members of congress.</p> <p>Carrie explained that Virtual Lobby Week was very important and stressed that all RT's should email their congressmen to support this initiative and recruit their fellow RTs to do the same.</p> <p>Carrie also stated that on a state level, RT presence has increased greatly.</p>	<p>Carrie clarified that this was on a national level.</p> <p>Jeff Anderson made a good point about the redrawing of districts. Discussion about how to find out who your congressman are.</p> <p>Laurie T. also suggested recruiting appropriate patients to participate in the support as well.</p>	
<u>New Business</u>			
Treasurer Report	<p>MSRC Finances as of January 27th, 2012</p> <p>TCF Checking: \$12,857.87</p> <p><u>Accounts Receivable:</u> none</p> <p><u>Accounts Payable:</u></p> <p>Ewald Consulting \$960.00</p> <p><u>Pending Accounts Receivable:</u></p> <p>Online Job Postings \$700.00</p> <p>Winter Workshop</p> <p>NRRCC</p> <p><u>Pending Accounts Payable:</u></p> <p>NRRCC mailings \$350.00</p> <p>Money Market Account: \$31,783.90</p>		
NRRCC Renaming the H.	Connie received an email from Allen Kendall requesting that the work	Discussion ensued regarding if a motion by the MSRC was needed; it was decided no motion	

<p>Frederic Helmholtz Jr. M.D. Scientific Lecture Award</p>	<p>“memorial” be inserted into the name of the award since Dr. Helmholtz has passed away. All future plaques would read: <u>H. Frederic Helmholtz Jr. M.D. Memorial Scientific Lecture Award</u></p>	<p>was needed and that the wording of this award was up to the NRRCC committee</p>	
<p>Scholarship Memorials</p>	<p>Anne U. stated memorials for the scholarship are coming in.</p> <p>Kyle Oen suggested renaming the Sputum Bowl trophy in his honor</p>	<p>Discussion around sending thank you notes and receipts. It was suggested that the president should send thank you notes with the NRRCC logo.</p> <p>Shelly stated that would need approval by the NRRCC board.</p>	
<p>Old Paperwork</p>	<p>Connie brought up the fact that there are large volumes of old documents and pictures – the question of what to do with everything and how long to keep things was brought up.</p>	<p>Lengthy discussion of this issue. Sue suggested making an on-line book from all the photographs and also suggested documents should be kept for 10 years.</p> <p>Shelly suggested all documents older than 10yrs be shredded and all pictures put on website.</p> <p>OUTCOME: Carrie offered to scan items. It was decided that Connie and Sue would meet and shred documents older than 10yrs and keep all photographs.</p> <p>Kyle stated he has all the original Bronchus issues and suggested those be scanned as well.</p> <p>Connie called for a committee to go through the financial documents and the Bronchus. Sue, Connie, and Carrie volunteered for this committee.</p> <p>Shelly to ask Nancy Thomas if Bronchus can be uploaded to website.</p>	
<p>RT Students on Committees</p>	<p>Connie raised the question of students being allowed to be on committees</p>	<p>Discussions points:</p> <p>Connie stated bylaws would have to be amended.</p> <p>Sue stated students would not be voting members, could not be a chairperson, and would be limited to one or two.</p> <p>Shelly suggested AARC membership would be required.</p> <p>Greg suggested student members be selected by</p>	

		<p>their class with a vote. Kyle offered to reach out to Student Affairs committee on this issue. Connie suggested creating an Ad Hoc committee with instructors for input. Brian challenged everyone to be on a committee to set example.</p>	
Frequently Absent Board Member	Cathy Polley as only attended one meeting – question was raised on if she wants to continue on with her position	Connie stated she would talk to Cathy and ask her.	
MSRC Website	Brian brought up the fact that the website does not provide current information	Shelly stated Valerie Enmark is responsible for updating the website and Shelly had sent her current information 1-26-12. Sue suggested sending them to Nancy Thomas in hopes of getting a quicker response.	
Budget and Audit Committee	Nothing to report		
Bylaws Committee	Denise Johnson called for a sub-committee to review bylaws and develop proposed changes	Sub-committee to consist of Sue, Shelly, Paula, Betty, and Connie. Connie to contact Denise and set up a meeting time.	
Chronic Disease and Asthma Committee	Nothing to report		
COPD Committee	Nothing to report		
Disaster Committee	Nothing to report		
Education Committee	Anne reported the attendance numbers for the 2012 Winter Workshop	St. Cloud – 7 Duluth – 30 East Grand Forks – 10 Thief River Falls – 6 Mankato – 1 Congratulations to Carla Knippenberg for putting together a wonderful conference!	
Elections Committee	Nothing to report		
Judicial Committee	Nothing to report		
Long Range Planning Committee	Sue had nothing to report but asked for any ideas for projects for this committee	Shelly suggested the scanning of the photographs	

Membership Committee	<p>Tom Reilly reported membership numbers.</p> <p>Lengthy discussion ensued on how to raise membership:</p>	<p>Active members – 640 Lapsed memberships – 42 3 new members joined through the Winter Workshop (1-27-12) Connie suggested mailing out a flyer promoting AARC. Brian suggested the BOD be more visible – possibly make a video. Laurie suggested the BOD meeting at the conferences follow the vendor exhibit. It was brought up that in the past there was an Ice Cream Social that provided interaction with the BOD. Tom Reilly brought up the fact that it is hard to keep members as well as recruit new members. Carrie stated that the AARC is currently working on a project that would provide contact info for all department managers to help improve membership and, once compiled, would be passing this info along to the MSRC. It was suggested that one membership be given away during RT Week. Carrie urged managers to educate staff. Laurie suggested the Membership Committee target department managers to include AARC membership in job requirements and that membership be reflected on their annual reviews. Paula will bring up topic at the metro managers meeting. Tom asked for committee: Connie, Greg, and Barb volunteered</p>	
MRCF Scholarship Committee	Nothing to report.		
Nominations Committee	Nothing to report		
NRRCC Committee	Al Kendall stated speakers are confirmed.		

	<p>Laurie stated the brochures are ready to be printed. Shelly stated the binders have been designed.</p> <p>Laurie stated she would soon have all the vendor info and is still looking for sponsors.</p> <p>Save the Date postcards to go out Feb 13th</p>	<p>Complaint from last year regarding binders was there was not a pocket for loose papers.</p> <p>Laurie stated that hospitals are welcome to have a booth and to let her know if anyone was interested.</p>	
Public Relations Committee	Greg stated he was trying to create a Facebook Campaign to increase awareness.	Greg brought up the fact that his two fellow committee members have not been active on this committee and asked for volunteers to join. Jen agreed to join this committee	
Sputum Bowl Committee	Kyle brought up renaming Sputum Bowl trophy as mentioned previously		
Student Affairs Committee	Brian shared details of the upcoming Job Fair March 2 nd , 2012 at St. Kate's, followed by student sputum bowl.	<p>Event information was sent to 150 employers. Goal – 20-25 employers take part in event 5 confirmed at this date with 2 more considering Fee - \$140 per booth Brian has contacted all MN schools and Bismarck, ND</p>	
Tobacco Abuse Prevention Committee	Nothing to report		
Vendor Relations Committee	Nothing to report		
Website Coordinator	Nothing to report		
Delegate Report	SEE APPENDIX A		
Adjourn		<p>Barb motioned the meeting be adjourned. Motion was seconded by Brian. Meeting adjourned.</p>	

APPENDIX A

BIG LIST

HOUSE OF DELEGATES

NOVEMBER 3-4, 2011

TAMPA, FL

- Orientation—7 new members of the HOD
- Credentials Committee Report—Recommendation-Eliminate the “Credentials Committee” and assign the charges currently listed for the committee to the Past speaker of the House of Delegates with assistance from the Executive Office.
- Minutes from the summer forum July 2011- passed
- Revised Delegate Handbook approved for format and grammar.
- 2 members sent a thank-you note for financial assistance (disaster relief) and 1 year membership
- **Patrick Dunn---- an additional International fellow due to the HOD donations in July 2011**

RESOLUTIONS-----

- **#07-11-05** Be it resolved that the AARC establish a limit to the amount funded to members applying for disaster relief. Passed

Sheri Milligan stated this is the scale historically used: 0-2500 give \$300 2500-10,000 give \$400 >10,000- give \$500 and in addition, 1 year of membership dues is paid.

- **#05-11-06 Amended to:** Be it resolved that the AARC House Of Delegates direct the AARC by-laws committee to amend the AARC by-laws to change the status of the immediate Past Speaker to be a voting member of the Board of Directors. Passed as amended after much discussion.
- Bylaws would have to be changed as they state HOD past-speaker is a non-voting member of the AARC BOD.

REPORTS:

Sam Giordano

US COPD Coalition 2nd meeting to be held in Crystal City, VA Dec. 2nd- 3rd

All state coalitions invited

Target Audience: Patients, Primary Care Practitioners, Nurse Practitioners, and Respiratory therapists.

Many states are forming COPD coalitions. **RT's need to have representation on their state coalition.**

Go to <http://www.uscopdcalition.org/p-42> for more information.

The fight for access to part B continues. We need to invigorate and multiply our efforts. In 5 years patients will be outside the hospital and we need to assure that they have access to the right care giver.

Journal Conference will be published in 2012. The topic is “Oxygen”

New and exciting Professors Rounds coming in 2012

Tom Kallstrom---

Membership 52,800 goal 55,000 growth 5-7%

2012-focus on student retention/Karen Stewart has a welcome message

Dues restructure-- \$90 and member will receive both magazines in paper form

\$84.50 and member will receive one magazine in paper form
\$78.50 and member will receive all magazines in electronic form
Coupons will still be available with sections available also.
Revenue sharing will stay the same/member benefits the same- Decreased cost in producing the magazines.

Co-marketing opportunities are available for state societies. Place these courses on our state website to advertise their availability. ie: (Office spirometry certificate)

New edition of the Guide to Aerosol Delivery devices. **Place a link on your state society website.**

If you have any interest in Beta test site for COPD Protocols being developed—contact Tom Kalstrom
Hospital Care Collaborative-AARC times article

An Oxygen safety Checklist has been developed for Adults/Pediatrics, Neonates/newborns to be used during transporting the patient without the respiratory therapist

Alarm Survey—www.aami.org/news2011/100411.alarm.survey.html , read survey results

Senior discounts????? BOD needs to ratify membership committee report

New co-partner program and Alpha 1 workshop

JOINT SESSION:

AARC elections results: Continuing Care/Rehabilitation Section Chair- Gerilynn Connors

Long Term Care Section Chair- Lorraine Bertuola

Surface and Air Transport- Billy L. Hutchison

President-Elect- George Gaebler

Director At Large- Lynda Goodfellow

Doug McIntyre

Government Affairs-

Ann Marie Hummel—article coming out in AARC-Quality is the name of the game.

Value based purchasing—medicare.gov website put in zip-code and you can find 3 Hospitals near you are doing based on the care throughout the state.

Pulmonary Rehab new rate is \$37.

CMS is relaxing stance on protocols or standing orders.

Partnerships with patients—AARC website link to all hospitals participating.

CDC coming out with COPD data-

COPD being branded as orange.

COPD is the 2nd leading cause of disability.

Frank Salvatore:

Virtual Lobby Day—March 5-6, 2012—435 plan—Need to push our agenda- better communication chain within the state- get friends/family involved- facebook, twitter, word of mouth, --keep it positive--

Last year 10,000 emails---40,000 short of our membership

International Committee:

Donations collected in the HOD in July allowed for an additional International Fellow sponsorship.

AARC 2012 Budget passed

House Committee reports;

Tom Lamphere: Membership report: Active/Life members-42,018 as Nov 1, 2011 52,700total
161,000 RT's in the USA licensed **AARC goal 50%= 80,500**
PA, NJ, SD, WA, WY => 50% membership
E-mail Tom Lamphere to get your state year to year membership numbers.
6 states inc. by >10

Student Mentorship

8 students attending the HOD meetings.

Delegate Assistance

Recommendation— To look at changing the possibility of deleting the limits on spending.

Affiliates Best Practice:

A communication survey will be coming .

Charity Clark –Best Practice presentation: Community Work

Challenged state societies to learn who your therapists are, get pictures and post on your website. Be your societies fan club.

Visit the respiratory therapist in the hospital departments and in DME companies. Get to know them.

Highlight the visits on your state society web page.

Sherry Milligan-Best Practice presentation: AARConnect

Presented a tutorial on how to navigate AARConnect.

Instructions on building communities. Find an administrator who is intuitive and will be around for a long time to help in updating and with changes.

Be sure to having a community naming system that makes it easy to find.

Heather Neal-Rice -Best Practice presentation: Summit Award

7 criteria looked at. Points assigned in each criteria.

Good record keeping is most important.

Place summit award application on your state website and allow members to add their activities to it.

Deadline for application is March 1, 2012

Access presentation in HOD library for additional tips in each category

Connections/professional volunteer

Developed mission and vision statements.

Develop an AARC connect community to share ideas on mentorship and volunteerism, this community to be open to all members.

Identify individuals that are doing great things.

Karen Stewart:

45 members awarded funds over this year for disaster relief. Difficult to expand awards to over \$500. Floods/Tornados/Fires

If the disaster relief fund reaches \$100,000 the AARC will look at raising the award limit to \$1000

AARC president and section chairs will be at the AARC booth at specific times to answer question and talk to the membership. Hope to create a bond with the membership.

AARC + membership--\$ can be donated to disaster relief instead of receiving a t-shirt.

Clinical Practice Guidelines---updates not fast enough--\$250,000 reserve to hire a firm to grade the evidence that will guide the changes. We need to influence that we are delivery the highest quality care through our evidence based guidelines

2015--- Appointed a task force. Visited with the NN2 group. They do not believe we have a transparent process as the 3 conferences were held. They had 6 participants. Offered to let them review materials from the conferences.

Met with Deans of BS programs--- Doing a gap analysis- are we doing what needs done to fill those needs. Analyze competencies that came out of the second conference-what needs added or deleted from programs-reports have been submitted.

Looked at NBRC matrix and what needs changed in the exam structure by comparing the competencies.

Developing surveys to managers to gather additional information.

Changes in healthcare require us to be proactive rather than reactive. We need to drive this change that healthcare changes create.

Bill Dubbs

New Professors Rounds---2012 A bonus program to those subscribing to the whole program.

Web cast program in progress. Section Chairs giving subjects that want to hear about 2012 there will be 18 with 10 from the sections.

Benchmarking is doing well. Data you can use in your hospital. Full and Half year subscriptions with deep renewing discounts.

Quality Respiratory Care Program application coming up Jan. 1 thru march 31, 2012

Productivity/time standards development resource center is free on AARC website for use. Use with administrators and incoming groups.

URM---survey update in 2012 in final stages Will be different in 2012---includes additional outpatient data

Asking for assistance from state societies in promoting survey participation in non-member managers.

Free State Society CRCE accreditation--- must meet these criteria

Open to all members of the AARC

All financial risk is assumed by the society

Promoted on state society website

Resolutions Update:

07-11-01 AARC has implemented notifying the HOD members of letters sent to state presidents regarding revenue sharing checks not cashed.

00-11-03 AARC is developing a statement in regard to free standing EMRs.

20-11-02 The HOD adhoc committee on Sputum bowl redesign did a lot of work. The AARC will form a committee for Sputum Bowl redesign using information from the HOD adhoc committee. The HOD has asked that HOD members be placed on the AARC committee.

The ARRC has completed work on the process to be used for state societies that have bylaws in conflict with the AARC bylaws. This information will be placed in AARConnect in the HOD community.

Bill Lamb will look into the process for resolution updates being posted in electronic form.

Rick Weaver

16 states submitted bylaws for review.
6 states have been approved

Submit your abstracts and presentation topic ideas on the AARConnect with the "easystreet" tab for the 2012 AARC International congress.

Save the date:

- Summer: Santa Fe, NM, July 16 & 17th, 2012 Santa Fe Golf Resort Buffalo Thunder
- Winter: New Orleans, LA, November 5th - 9th, 2012