**Big List/ To Do List Summer 2020**

**Speaker Teri Miller** called the virtual meeting to order. The summer meeting did not have Presentation of the Colors, Pledge of Allegiance and the National Anthem as per tradition but LTC Wadie Williams, Jr., AARC Military Liaison and Kristi Hack, WY Delegate have been approached about the possibilities of making this happen for the winter meeting.

**Secretary Jodi Jaeger** roll call: Quorum was verified with 49 delegations present day one and 48 affiliates present day two.

**Tom Kallstrom & Tim Meyers gave the following AARC Executive Office Update:**

* Current membership is up despite COVID-19 and appears to be increasing. The total membership number at the end of May was 42,050. Per the agreement, affiliates will receive the extra dollar of revenue. If the number drops under 40,000 in the following quarter the revenue sharing will also drop by a dollar.
* Health Professions week will take place the 2nd week of November virtually.
* The AARC joined with SCCM to provide a statement regarding multiple patients on vents in response to the pandemic ventilator management strategies. Also work into a 2nd Wave COVID Primer to better prepare ICU clinicians
* The Management of Ventilators series has been viewed ¼ million times- 10% from the USA
  + Discussion on timing of the Mechanical Ventilation courses:
    - Timing of posting was not controlled.
    - Intention was misunderstood.
    - Meant to train clinicians to be more comfortable in the ICU setting.
    - The courses have had a global impact. (200 countries)
    - The resources are still there but may be taken down when COVID is over. Or may change it to be an education tool.
    - Messaging Perception vs. Intention
* Richard Branson and Rob Chatburn were contacted to produce a guidance document and video on Management and Monitoring of Bulk Oxygen in Acute Care Hospitals
* Letters were sent to US Vice President, Mike Pence, Congress, Dept of Health and Human Services, Medicare and Medicaid Service to advocate for the role of the Respiratory Therapist.
* Participation in an outreach program to send RT’s to areas of need/hot spots in the USA
* Stockpile ventilator training—new contract with ASPER—increase in ventilator brands being used
* 96 media sources have contacted the AARC since March
* RT Thank You page on website
* COVID-19 News and Resources page
* April Issue of RT Times was dedicated to COVID-19 articles
* COVID gallery and virtual museum
* The AARC will award $500 to licensed RT’s and students’ families who while caring for patients contracted COVID and died (member or non-member)
* Public Relations Campaign looking at the significant role of the RT during the pandemic, promotion of the profession, and attention to who might have interest in becoming an RT.
* The HR Survey 2020 is on delay due to pandemic—but Shawna is piloting the survey and will be asking who was furloughed, laid off, let go, etc.
* ARCF: Revamp the virtual museum, endowment for RT research Craig Smallwood, PhD, RRT, and the 59th Journal Conference is postponed.
* AARC Congress cancelled for November.
* If non-members don’t like what the AARC is doing, encourage them to join and make change
* Question from mic regarding making the AARC LIVE presentations available at a later date for people that could not attend live. Currently only those that attend live will have access to the presentations.
* There is a huge financial impact on both the state and national affiliations due to COVID.
* Mic request for resources to prevent/assist RT’s with burnout
* Shawna Strickland 99% sure there will be no international fellows due to COVID restrictions.

**The Scrutinizing Committee (Melanie McDonough):**

* Recommendation 1: The Nov 7-8, 2019 minutes from LA HOD meeting be approved – Motion passed
* Recommendation 2: The minutes from the AARC Annual Business meeting from November 10, 2019 be approved with syntax corrections. - Tabled

**Chartered Affiliates Committee (Lanny Inabnit):**

* Outstanding Affiliate Contributor Award: **Dr William Crost** (NC); HOD approved
* Executive Office Lifetime Membership Award: **Helen Sorenson** (TX); HOD approved
* Executive Office for Honorary Membership: **Asha Desai** (TX); HOD approved
* Summit Award: South Carolina Society for Respiratory Care
* Summit Award Categories are as follows: Advocacy, Communication, Education, Events/Meetings, Membership, Revenue & Finance
* The following 11 states were recognized for their commitment to improving their state society’s achievement of excellence score in one or more of seven categories

6 categories: South Carolina, North Carolina, Michigan

5 categories: West Virginia, Indiana

4 categories: New Jersey

3 categories: Pennsylvania

2 categories: Virginia, Kentucky

1 category: New York, Kansas

* The committee is revamping the awards. The Summit Award is up first, and recommendations will be brought to the winter meeting.

**Bill Bitzel Memorial Fund Ad Hoc Committee: Kerry & Karen**

* Recommendation 1: Change the name from the Bill Bitzel Memorial Fund to the Bill Bitzel Memorial Affiliate Award; approved
* Recommendation 2: HOD Volunteerism and Mentoring Committee advertise and select the recipient for the award and notify the ARCF who would then administer the award.
  + Changing the reward- still honoring an excellent student
  + Fund not endowed yet-needs donations -$290 from each affiliate would completely endow
  + Question from Hawaii delegate regarding if ARCF had signed off on administering the award. They have which gives the HOD a level of ownership to help build it.
  + Speaker Miller asked that affiliates consider supporting the $290 donation and made her contribution public as an example.

**Elections Committee: Susie and Ronda (Tom)**

* Recommendation: Resolve HOD Elections Committee may use electronic nominations and/or voting (to administer the HOD) with assistance from the AARC Executive Office as needed. In the event of a need for reopening nomination; this may be initiated by HOD elections committee through AARC Connect in advance of the HOD winter meeting. Approved.
* Election Committee Nominees (Over two days in House Meeting)
  + Speaker Elect: Lanny Inabnit (NC), Kristin Holbrook (WI), Chris Russian (TX)
  + Secretary for HOD: Julie Jackson (IA), Jodi Jaeger WI)
  + Treasurer for HOD): Cheryl Skinner (KS), Kimberly Clark (NC), Alexia Melling (WY), Jim Lanoha (LA), Jim Shuke (VA)
  + By Laws: Ed Borza (HI), Keith Hurst (MA), Kirk Smith (NV), Teena Culhane (MI)
  + AARC Elections Committee: Sheryle Barrett (FL), Steven Zackowski (VT/NH), DeDe Gardner (TX)
* Will receive profile request within 30 days

**Professional Mentorship & Volunteerism Committee: Doug Masini**

* Recommendation: Resolve that the 2020 recipient of the Bill Lamb Award be awarded to Jean Chachere (LA). Approved.

**Consent Agenda: Speaker Terri Miller**

Vote as a group to accept other committee reports. Approved.

**Affiliate Best Practices Q & A (Videos were sent per CONNECT pre-meeting)**

* **Educating Legislatures on Vaping- Gabrielle Davis (ID)**
  + Video shares the terminology ENDS, Juling, E-Cig, Stealth Vaping
  + Truth Initiative.com resource
  + Video shares tools being utilized to vape that Legislators (Parents, Teachers, etc.) need to be aware of and watching for
  + Know Your State and focus on your children/Legislators like statistics
  + Know the average cost of devices, juice, cartridge
  + Know the nicotine/tobacco tax in your state
  + Know the tobacco product rules
  + Know what treatments are available and consequences for youth being caught
  + Use open ended questions/share and experience or personal story
* During the Q & A Gabby updated the HOD that the IQOS “I Quit Ordinary Smoking” has been approved by the FDA as a Harm Reduction device. Gabby stated again legislators respond best to numbers and data. She stressed state regulation variation and the importance of staying to date on your state. Gabby said we have a lot of work to do!
* **Chartered Affiliates Financial Obligations- Lanny Inabnit (NC)**
  + Policy HD016: Chartered Affiliates have a fiduciary responsibility to their membership and the Association in general. The responsibilities and reporting mechanisms that each affiliate must provide to remain in compliance are outlined. The Chartered Affiliates Committee, in collaboration with the Executive Office, is responsible for collection and monitoring the information provided by each affiliate.
  + Specific Policy Information: A chartered affiliate must triennially verify to the Chartered Affiliate Committee of their state and federal not-for-profit status. This will be done by submitting an independent certified public account (CPA) or an independent auditor’s report electronically to the AARC executive office. This written document does not need to include financial information.
  + A chartered affiliate must maintain on file proof of state not for profit status such as letter or other document from the state department of treasury.
  + A chartered affiliate must maintain on file proof of federal not for profit status such as letter or other document from the Department of the Treasury, Internal Revenue Service. The letter must include:
    - EIN
    - Type of not for profit status 501c3 or 501c6of the Internal Revenue Code
    - Proof of annual form 990 or 990 EZ filing
  + A chartered affiliate must triennially verify to the Chartered Affiliate Committee that the affiliate treasurer and other checking account signatories are bonded. This will be done by submitting an independent certified public accountant (CPA) or an independent auditor’s report electronically to the AARC Executive Office. (Does not need to include financial information.)
  + A chartered affiliate must maintain on file a copy of the policy cover letter or other information indicating an active policy.
  + A chartered affiliate must triennially verify and provide written documentation to the Chartered Affiliate Committee that a financial audit, financial review or financial compilation was completed by an independent certified public accountant or an independent auditor.
  + The Chartered Affiliate Committee will review the financial verification checklist and independent certified public accountant, or independent auditors report submitted by an affiliate and provide a report to the Audit Subcommittee and House.
  + The Chartered Affiliate Committee will establish a schedule of when each affiliate will submit the financial checklist report.
  + If an affiliate does not submit a report or the report is inadequate, the committee will notify the affiliate that they are not in compliance with the Chartered Affiliate Financial Reporting policy.
    - Notice will be sent to the affiliate president, treasurer and delegates.
    - The notice will inform the affiliate they have 6 months to submit the necessary financial verification documentation or a corrective action plan.
    - The Chartered Affiliate Committee will provide a report to the Audit Subcommittee and House Officers that the delinquent affiliate is complying with the corrective action plan.
  + Failure to comply with this policy for 2 consecutive reporting years, the Chartered Affiliate Committee may recommend:
    - An affiliate being denied a seat at a House meeting
    - Revenue sharing being place on hold, or
    - Rescinding of an affiliate’s charter
* The Power point shows how to find the Policy on the AARC website, as well as the schedule for each Affiliate Triennial Reporting. Delegates are asked to take both their President and Treasurer to the site!
* Questions can be directed any time to CAC@aarc.org
* During the Q & A Lanny made the following the points:
  + Affiliates need to run a tight ship – be comfortable with your own state
  + Bonding- insurance against money handlers/allows recovery for theft
  + Board liability- help protect the board on decisions made
  + Event insurance—example an injury at your event occurs
  + Any member of your affiliate can ask for verification of how you spend the funds
  + Post your meeting minutes to your website; think about what members can hold you accountable for such as difference in conference fees (member, non-member, non-member becoming a member)
* AARC President Karen Schell has given approval to post this presentation for the Presidents Council and thanked the Chartered Affiliates for their work

**Best Practice Presentation: Respiratory Care: View from the Other Side – Garry Kauffman & Kim Bennion**

* 3 surveys completed (RT Directors, Consultants, Fellows) 88% of survey responders were AARC members, 44% were section members
* The concept of support went from management to leadership – (MARS to LARS)
* Identify key issues and solutions
* Enhance communication
* Engage in the profession
* Employee engagement and team building
* Clinical improvement
* Identify and mentor existing and new Respiratory Leaders
* 18-month pilot program in progress. States participating are Pennsylvania, Texas, Michigan, Colorado, and New Jersey. Sites were chosen by a show of hands.
* Garry was asked if there are plans for publication. His answer was “Good Idea.”

**COVID EXPERIENCES**

* Affiliate Impact of COVID-19 Survey- Speaker Elect Joe Goss
  + Budget Preparation-if affiliate needs assistance, need to reach out to HOD officers
  + Educational offerings- suggestion to share CEU offerings amongst affiliates
  + Communication- Facebook pages have more traffic- asking RT’s to post positive messages—People came through when asked to post positive stories
  + In NY, RT’s were included in all messaging and executive orders which promoted the profession
  + Awards- for every RT there was an award with their name that said #RTStrong
  + Continuing Education- some states have suspended the requirement
  + Students/Graduates-some states graduated early/Temporary student license granted/ difficulty finding places to take board exams/ some taking exams from home/some hiring freezes/ clinical sites diminishing/2 tiers—1st year and 2nd year for performance
  + Question regarding alternatives to having Affiliate BOD meetings—Virtual/ZOOM or other formats
  + Push on line courses through the AARC since Affiliates get a % of course money to help recoup financial losses
  + Shawna Strickland cautioned about virtual options to make sure affiliates do not infringe on the AARC revenue sharing agreement.
  + Utah is launching a membership campaign via ZOOM to see if they can gain members—a 40 minute meet the board, promote education, etc. meeting
  + Amanda Feil suggested a community for volunteers that manage social media and said to reach out to her for details

**Legislature Update- Anne Marie Hummel (Video uploaded to Connect)**

* Pandemic has caused its own level of advocacy.
* [anneh@aarc.org](mailto:anneh@aarc.org)
* Anne Marie asked that respiratory telehealth data be sent to her on the following:
  + Who’s paying
  + Who’s not paying?
  + What services are being provided per Respiratory?
* Connect Act-some provisions moved to cares act but not RT services
* Emergency is likely to be expanded from July to October
* CMS will allow Respiratory to provide services RIGHT NOW related to pandemic- (Can google a list of covered telehealth services)
* 21 is the National Law for tobacco

Questions for Anne Marie:

* CMS allowing RT’s to do Telehealth related to pandemic— “Incident to” wording only covers doctor offices, clinic and hospital. Does not extend to DME. Check with your facility. Expect changes to connect act; Senator Thompson wants to make sure it’s not just for pandemic. There is support from organizations, patient advocacy groups.
* Are we communicating with physician groups, marketing to physicians? BOMA
* Whitehouse took reporting from CDC. Anne Marie will raise question with lobbyist
* Update on diagnosis code for Pulmonary Rehab post COVID? AACVPR is lobbying for it. Implies its only a physician service. They have written to include RT codes for non-COPD patients
* It was asked that the AARC put together a letter that we can use to promote to our physicians
* Universal License across states instead of state to state was discussed.

**AARC President Karen Schell Update (Video uploaded to Connect)**

* The Why: the reason we keep moving forward/our challenges, failures and successes
* What do we want? If we want respect, give respect. Show progress, measurable outcomes, better image and provide member tools.
* Continue with Horizon goals
  + Advocacy
  + Membership
  + Communication
  + Revenue
  + Education
  + Events
* Sunflower: symbol of Peace, hope for the future of humankind
* Questions asked to President Schell:
  + Current monies available for disaster relief- Not everyone knows it’s available. Can we improve communication to members, and do we need to make changes? In the past two years only about $6000 has gone out to members.
  + What if a hospital has to close? (Furloughs) Would those RT’s be eligible for disaster relief? Not currently but could be looked at /discussed.
  + Concerning separating the annual business meeting from the conference- if virtual. It is on BOD agenda. Karen will update if changes. May be able to at a later date.
  + Tax implications for Disaster Relief Fund. You do not have to claim the gift if it is under $600.

**Speaker Presentation: Terri Miller**

* Looking toward our Future
* We have made history in the virtual world.
* RT profession recognition
* We can’t let up on things that need to get done.
* Affiliate engagement & strengthening through intentional processes
* We face challenges. How do we move forward? What can we impact?
* Explore ways to get together between meeting
* Challenge your members, Engage, Lead
* New Charges to Committees
  + House Officers: Focus on creating templates for new members /Hand off and transition
  + Committee Chairs: Check lists for annual responsibilities/ Identify a future chair/Include unwritten processes that come from experience
  + Affiliate Best Practice: Develop information template for presenters-repository document/Work with EO to post and maintain these documents
  + Chartered Affiliates: Develop a template/ Orientation/Learning, Leading, Mentoring
  + Delegate Assistance: Develop a template/Resources delegates can use for organizing ley affiliate goals/align affiliate goals with association goals
  + HOD Elections: Work with Policy and guide to develop a short survey for feedback on affiliate elections/prepare for electronic voting/develop template for nominations
  + Orientation Committee: On line orientation process/Orientation to include role back home checklist/develop database for orientation needs
  + Policy and Guide: E-voting between meetings
  + Resolution Committee: Template on how to develop resolutions from the beginning to guide affiliates/Maybe a case study approach
  + Scrutinizing Committee: Work with By-Laws Committee to help affiliates know if they are compliant with bylaws
  + Student Mentorship: Consider what is happening in affiliates to create a how to engage students guide
  + Volunteer and Mentoring Committee: Bill Bitzel Memorial Award new responsibility/New Seed money to start new fund-raising ideas/Application and rubric development/reporting to ARCF process
  + Progress and Transition:
    - Four sub-committees:
      * Affiliate strengthening- Develop universal template for affiliates to use in team building, transition planning, and orientation. Develop survey for key affiliate support needs
      * Communication- social media and virtual meeting models, include best practice, policy and resources
      * Advocacy- Research process used/Template of how to talk with legislators. Tutorial to remove fear factor.
      * Education and professional Development- connect with and engage students/offer CEs during pandemic/Medical advisor roles
* Will ask AARC to market a mask as was suggested during the meeting.
* Student mentorship will work on how to get students involved again for the November meeting
* Carole Crawford-Jones (IL) recognized as outgoing Delegate.

**OPEN MIC**

Jim Lanaho (LA) Remember donation for cancer cause. He donated 14” of hair to “Wigs for Kids” with cancer.

Jim Lanaho (LA) Travel-request to look at board policy for Affiliate support and consider those that travel from areas that cost more than average—like Alaska and Hawaii—level the playing field so all affiliates can afford to travel and be represented at meetings.

Lanny Inabnit (NC) Page for students-Resource page to reach a broad bandwidth of students-may be use resource pages at your work. It could attract non-members- encourages one on one conversation about the profession. Viewed as a safe place for them to ask questions.

Keith Hirst (MA) Progress and Transition Committee needs new members/This committee oversees the adhoc committees for Horizon Goals-presentation posted/Committees will meet in a couple of weeks and invitations will be sent/Send post meeting survey questions to Keith

Kevin Crezee (UT) What are barriers to meeting virtual? Please send feedback. The goal is to have all affiliates participating in the meetings. Kevin is Delegate Assistance Committee Chair.

**Past Speaker Report- Keith Siegel**

* The Board ratified COVID-19 Heroes Fund for the $500 to families of RT’s or RT students that have lost their lives directly related to working with patients during the pandemic.
* Wyoming Bylaws were reviewed and not in conflict.
* The Vision Grant deadline is extended.
* A Podcase has been suggested and approved related to Ambulatory and Post-Acute Care
* BOD vote to let membership with NAHP expire and put those resources elsewhere
* Doug Lahr worked out contracts for Snowbird, Utah and Orlando conference centers and those locations will be used in 2024.
* Resolution 84-19-1 AARC Advanced Track not dead-Shawna working on this
* Resolution 84-19-2 Research Tool Kit not dead- Shawna working on this
* Resolution 84-19-3 Toolkit for Students not dead- Shawna working on this
* Working on the following items:
  + Elections Committee to review board positions and develop a Rubric
  + Disaster relief revisions – November meeting
  + Survey on Interprofessional Education
  + Interprofessional Education Preceptor Model
  + COVID PTSD resources
  + Mask was approved and is already in the AARC store