Pennsylvania Society for Respiratory Care – Board of Directors Meeting

Meeting Minutes – Q1 ● Q2 ○ Q3 ○ Q4 ○

Date: March 6, 2026

Location: Virtual

Call to Order – Jerin Juby
The meeting was called to order at 9:10 am by President Jerin Juby

Roll Call: Dr. Myava Clark

PSRC BOD Attendees

President	Jerin Juby	Present
Past President-	Eileen Censullo	Present
Vice President	Christine Gluvna	Present
Treasurer	Tony Ruppert	Absent (Eileen)
Secretary	Myava Clark	Present
Senior Delegate	Gail Varcelotti	Present
Junior Delegate	Jefferson Mixell	Present
District Director-East	Stephen Biehl	Present
District Director-East Elect		
District Director-Central	Ryan Christensen	Present
District Director-Central Elect		
District Director-West	Tom Monahan	Present
District Director-West Elect		
DAL-Neonatal-Pediatrics	Kelley Clark	Absent (Myava)
DAL-Acute Care	Melissa Ash	Present
DAL-Management	Jackie Oravec	Absent (Christine)
Director of Operations	Linda Cornman	Present
Audit Committee	Tony Ruppert	Absent (Eileen)
Awards Committee	Christine Gluvna	Present
Budget Committee	Tony Ruppert	Absent (Eileen)
By-laws Committee	Gail Varcelotti	Present
Education Committee	April Butchki	Present
Election Committee	Christine Gluvna	Present
Investment Committee	Tony Ruppert	Absent (Eileen)
Judicial Committee	Eileen Censullo	Present
Leadership Committee (LARS)	Tom Monahan/Jonnie Korinko	Present
Legislative Committee	Jefferson Mixell	Present

Medical Advisor	Jessica Boehmler, MD	Absent (Excused)
Membership Committee	Ryan Christensen	Present
Public Relations	Jonnie Korinko	Absent (Excused)
Research-PRRC Committee	Ann Donnelly/Phillip Stark	Present
Sputum Bowl	Melissa Ash	Present
Student		N/A
Guest	Natalie Cook	Present
Guest	Terence (Terry) Comiskey	Present
Guest		Present

BOD Quorum: was confirmed by Secretary Dr. Myava Clark

President Juby reminded everyone to update the Officiary and notify Dr. Clark of any changes when they are made.

Approval of 12-6-2025 Q2 Meeting Minutes:

Dr. Clark addressed the additional changes after the 1st draft of the 4th Quarter meeting minutes was sent out. These amended areas were sent via email by the secretary. There was additional discussion concerning the 4th Quarter meeting minutes. The minutes were amended and approved.

Ms. Linda Cornman discussed the PSRC Officiary/Conflict of Interest Forms. All the Conflict of Interest forms have been submitted. Ms. Cornman requested that everyone update their information on the Officiary. If you have more than one email listed in the Officiary, highlight the email that you want official BOD information sent to ensure that the material is sent to the right email. Ms. Cornman will check to see if all the Officiary/Conflict of Interest forms have been submitted, and she will contact anyone who needs to submit a form.

Motion to approve 4th Quarter 12/12/2025 BOD Meeting Minutes as amended: Ms. Christine Gluvna

Second: Ms. Gail Varcelotti

Discussion summary: The meeting date was changed from the 3rd Quarter 2025 Meeting to the 1st Quarter 2026 Meeting. In the Treasurer's report, it was noted that QuickBooks Online was changed from the Excel Spreadsheet to the Desktop version.

Vote carried.

Approval of 03/06/2026 Agenda:

Motion to approve the agenda presented for 03/6/2026: Ms. Christine Gluvna

Second: Mr. Tom Monahan

Discussion summary: None.

Vote carried.

Update of PSRC Officiary/Conflict of Interest Forms There were no updates noted on review of the officiary and forms post meeting.

Approval of Phone/Email/Executive Committee Votes held during 4th Quarter.

E-VOTES: There were no E-Votes.

Guest Speakers

McNees Group – Natalie Cook: Ms. Natalie Cook gave an update on the RCIC. Rep. Malagari was confirmed as the prime sponsor, and he sent a request out for a co-sponsor. Ms. Cook or Ms. Natalie Armburst will check in next week to see how many co-sponsors have joined and if the sponsors have a date in mind to present the bill. Ms. Cook and Ms. Armburst will also check in with Professional Licensure to inform them that the Bill is coming. Once the Bill is introduced, the McNees Group will need a formal letter of support for the Professional Licensure from the PSRC.

Director of Operations Report: Ms. Linda Cornman referenced her report. She meets with the president weekly. Ms. Cornman has a meeting scheduled with John Emberger of Delaware State Society next week, and they will discuss different tools that Delaware uses for state conferences. Ms. Cornman has been working with the Bylaws committee on updating the Bylaws; they are about halfway done.

PSRC BOD Officers Reports

President: Dr. Jerin Juby referenced his report. He reminded each BOD member to report on the highlights from their activity for the past quarter. Each BOD member received and was required to have read each report before the 1st Quarter meeting.

Immediate Past President: Ms. Eileen Censullo referenced her report. She is attending the AARC membership meeting to bring back ideas from the national level that will improve PSRC membership at the state level. Ms. Censullo has agreed to be on the PSRC membership committee.

Vice President: Ms. Gluvna referenced her report.

Treasurer's Report: Mr. Tony Ruppert was unable to attend. President Juby reviewed the Treasurer's report. The Net Income is negative and under budget. The total for the conferences has not been reported yet. The hope is that the bottom lines will be improved once the conference totals have been reported.

Secretary Report: Dr. Myava Clark referenced her report. She met with President Juby and Ms. Varcelotti. Dr. Clark will continue to work with Dr. Juby, as well as Ms. Gail Varcelotti, as needed.

Delegates Report: Ms. Varcelotti reported that there is a virtual Delegate meeting on March 20th. This will be Ms. Varcelotti's last year as the senior delegate. Mr. Jefferson Mixell will move forward as the senior delegate in 2027. Ms. Varcelotti and Mr. Mixell both sit on different AARC committees. Mr. Mixell is with the Bylaws committee, and Ms. Varcelotti is with the Elections committee.

Ms. Varcelotti is still working with Resolutions. There will be two resolutions coming from the state.

District Director East - Mr. Stephen Biehl referenced his report. He also recruited the speakers for the November webinar.

District Director Central- Mr. Ryan Christensen discussed his report. He has been attending the BOD Taco Tuesday meeting. He has also started planning the Central District conference with the Central Conference Committee. There are three speakers confirmed for the November webinar.

District Director West- Mr. Tom Monahan reported that there was no discussion in his report.

Director-At-Large Neonatal/Pediatrics- Ms. Kelley Clark was absent. Ms. Cornman addressed what she and Ms. Clark had been working on. Ms. Cornman reached out to Ms. Clark to obtain neo/peds speakers for live events. Ms. Clark has offered to be a speaker. Ms. Clark has been secured as the moderator for an upcoming webinar.

Director-At-Large Acute Care- Ms. Melissa Ash referenced her report.

Director-At-Large Management- Ms. Jackie Oravac was absent. Ms. Cornman pulled up the report for everyone to read.

<u>Committee Reports - * denotes a PSRC Standing committee</u>

Audit*- Mr. Ruppert was absent. President Juby reviewed the Audit report. The Audit committee finished their first review, and there weren't any discrepancies with the audit.

Awards- Ms. Gluvna stated that nominations are closed. There was a total of 29 submissions: 5 Education, 5 Lifetime Achievement, 7 Clinical Practice (1 Adult, 3 Neo/Peds, 3 Other), 1 Diagnostic, 4 Leadership, 2 Future Leader, 3 Research, and 2 Department of the Year). The Awards committee is prioritizing West District submissions so that West recipients will be awarded at the West conference. The Awards committee met for the first time, and they started applying the rubrics to the nominations. The second meeting is planned for next week.

Budget* - Mr. Ruppert was absent. President Juby reviewed the Budget report. There were no major changes reported to the budget.

Bylaws* – Ms. Varcelotti reported that the Bylaws are being reviewed page by page and section by section to ensure AARC compliance. The goal is to complete the Bylaws by the end of March or the beginning of April. The Bylaws will be submitted to the BOD for an E-Vote. Once the BOD approves the Bylaws, they will be uploaded to the PSRC site for membership review and approval. Once the membership comments are received, the BOD will review the comments. The Bylaws must be submitted to the AARC by June 1st.

Education - Ms. April Butchki reviewed her report. She met with Ms. Gluvna to gain insight into the committee's responsibilities. Ms. Butchki emailed all PA Program Directors to recruit volunteers for the committee. She updated the contact information for the Program Directors and the Directors of Clinical Education. The updated contacts have been placed on the shared drive. Ms. Butchki received four volunteers: two from the East and two from the West Districts.

The Education Committee 's goals surrounded Curriculum Mapping to the New NBRC Exam Matrix, NBRC Credentialing Transition, Recruitment, Outreach, and Educator Workforce Development. Ms. Butchki will send out a shortened NBRC Exam content licensing guide for students, which the Program Directors can share.

Ms. Varcelotti will give Ms. Butchki the NBRC contact information to invite the NBRC to a meeting.

Ms. Censullo volunteered to create a visual map of Pennsylvania schools with pins representing the RT programs in the state. President Juby will share his current map to be updated.

Elections/ Nominations* - Ms. Gluvna stated that elections open today, from March 6, 2026, to May 9, 2026. The letter will go out tonight. The nominations are for:

- President- Elect
- Secretary-Elect
- Junior Delegate- Elect
- District Director Central- Elect
- District Director East- Elect
- District Director West- Elect

Investment* - Mr. Ruppert was absent. President Juby reviewed the Investment report. The Van Guard account has a $176,978.28 balance.

Judicial - Ms. Censullo met with Mr. Terence (Terry) Comiskey on Wednesday. There wasn't anything to report on any respiratory therapist within the last Quarter of 2025 and the 1st Quarter of 2026.

Leadership LARS- Mr. Monahan reviewed his report. LARS is still working on speakers for some of the months. They continue to have Monthly Steering committee meetings. Ms. Varcelotti will contact Ms. Miriam O'day about the April 9th LARS meeting that will be held from 11 am – 12 pm.

Legislative - Mr. Jefferson Mixell reviewed his report.

- Advocacy Day at the State Capital is reserved for April 28th. There are two tables reserved for the PSRC in the main Rotunda. The Press Conference is scheduled for 11:30 am. Rep. Malagari will be invited to speak about the Compact Bill.
- The State Board of Medicine and the State Board of Osteopathic Medicine both confirmed that Respiratory is up next for the rotating seat.
- The State Board of Medicine is filled until June 2028, and the State Board of Osteopathic Medicine is filled until October 2028.
- In mid to late 2027, the PSRC needs to determine who will be placed in the Respiratory seats to allow the appointed members enough time to prepare materials and to reach out to their senators.
- There are a couple of national legislative acts that are being worked on. The SOAR Act and the challenge for loan forgiveness will be focused on during the Fly-in.
- Mr. Mixell discussed the Action Alert from the AARC asking PSRC members to send a letter. He wanted to repost the letter to the membership because some of the membership did not receive the initial AARC email requesting support. It was determined that support can come from anyone who supports the respiratory care initiative. Ms. Natalie Napolitano, Ms. Vercilotti, Mr. Christensen, Ms. Cornman, and Ms. Korinko have volunteered to go to the Advocacy Day. Dr. Clark will get back to Mr. Mixell.

Membership – Mr. Christensen has not done much with membership yet.

Public Relations -Ms. Jonnie Korinko reached out to potential committee members, but she has not heard back yet. Dr. Juby and Ms. Cornman are both committee members.

Research PRRC – Ms. Ann Donnelly reviewed her report. The committee completed its website. The website is password-protected so that only PSRC members can access the website.

Sputum Bowl – Ms. Ash secured the Community College of Philadelphia (CCP) for the Sputum Bowl. They are just waiting for the date confirmation.

- There will be four schools participating, resulting in six teams. This does not include the students from the Community College of Philadelphia.
- Delaware has two student teams that will be joining the Pennsylvania schools in the Sputum Bowl.
- The Pennsylvania schools will compete with one another, and the two Delaware schools will compete with one another.
- Pennsylvania will sponsor a Pennsylvania-winning team, and Delaware will sponsor the Delaware-winning team at the national Sputum Bowl.
- The Pennsylvania winners and the Delaware winners will play each other just for fun.
- There was a discussion about the winners for each Pennsylvania district to have a runoff to determine a state winner.
- The committee will not be providing lectures or lunch this year. The cost of the sputum bowl will be minimal, except for the buzzers.
- Mr. Christensen will be the moderator.
- Ms. Ash stated that she needed judges for the Sputum Bowl. Dr. Juby, Ms. Cornman, Ms. Censullo, Ms. Butchki, and Mr. Biehl agreed to be judges. They also agreed to serve on the Sputum Bowl committee with Ms. Ash and Ms. Lauren Diduch.
- Ms. Ash will send a revised copy of the sputum bowl rule book to the BOD and the Program Directors.

Old Business:

- Conference Education Update: Gail Varcelotti and the Conference Chairs
    - April 15th & 16th and the Central conference contracts are done. There is a hotel block of 20 rooms for the Central Conference with a discounted room rate.
    - There are currently two speakers secured for Central, but they are looking for more speakers as well as vendors.
    - The May Conference Contract for the East is still pending.
    - The East is still recruiting speakers for the conference. They currently have three speakers, but they need a total of six.

   - There are fifteen vendors for the West Conference, but they are trying to secure more vendors.
   - There are four speakers secured for the March Webinar. Jen Mahone is the Moderator for the March webinar.
   - Ann Wilson will be the moderator for the May webinar.
   - Kelley Clark will moderate the July webinar. There is one speaking opportunity still available for July.
   - Jen Mahone will moderate for the September webinar. There are two speaking opportunities still available.
   - All the topics related to Diagnostics have been secured by Stephen Biehl.
   - Registrants: There are
     - 134 registered for the March webinar
     - 32 registered for the journal club
     - 47 registered for the West Conference (These numbers do not include vendors or speakers)
     - 73 registered for the All-in-One
- **Elections:** Ms. Gluvna reported that nominations for Elections are open from March 6th – May 9th.
- **HOSA:** Ms. Gluvna is the Pennsylvania HOSA chair. She has attended the AARC HOSA meetings.
   - Mr. Karsten Roberts, Ms. Butchki, and Mr. Mixell will be the judges for the Skills Assessment.
   - Ms. Cornman and Dr. Juby will be manning the PSRC table.
   - There are 13 students anticipated to participate in the RT portion of the HOSA event.
- **Membership:** Ms. Cornman has a form called the Historical Data in the Google Drive, which lists the Membership numbers for the end of each month.
   - There are tabs for Bundle Membership, Webinar Attendance, Live Event, and Hospital-based attendance.
   - The membership is 2367, which is slightly up from February.
   - There will not be a 2026 Hershey conference. They are planning to resume in 2027.
- **Committee members:**
   - Audit- Mr. Ruppert (Chair), Ms. Censullo (voting member), Mr. Jason Lake (Non-Board Member, and Ms. Cornman
   - Awards: Ms. Gluvna (Chair), Ms. Cornman, Ms. Mahone, and Dr. Clark
   - Education: April Butchki (Chair), Summer Thomas (West Chester University), Tina Fitzgerald (North Hampton Community College), Josh Henry (Gannon University), Zachary Yurchisin (Laurel Technical Institute Uniontown), Christine Gluvna (Mercyhurst University).
   - Investment: Mr. Ruppert (Chair) and Ms. Censullo.
   - Judicial: Ms. Censullo (Chair) and Mr. Terence (Terry) Cominsky.
   - Legislative: Mr. Mixell (Chair), Mr. Brad Rogers, Ms. Censullo, Ms. Varcelotti, Mr. Alvarado, Dr. Juby, Mr. Roberts, Ms. Cornman, Ms. Natalie Napolitano, Mr. Tom Monahan, and Mr. Comiskey
   - Sputum Bowl: Ms. Ash (Chair), Dr. Juby, Ms. Cornman, Ms. Censullo, Ms. Butchki, Mr. Biehl, and Ms. Lauren Diduch.

  The committee members not listed will be voted up in the next meeting. Ms. Varcelotti moved to approve the committees, and Ms. Censullo seconded. The discussion was to make sure that everyone was an AARC/PSRC member. All committee members will be approved, but they need to be PSRC members to serve on the committee. If anyone is not a current PSRC member, they will be asked to join. The vote carried.

New Business:

- PSRC Swag: Ms. Korinko wants to have some swag at events for people to purchase and for giveaways. This is for PSRC brand awareness. The hope is to increase membership. The BOD would get products at cost, and there would not be hosting fees. The membership can purchase merchandise on demand from the vendor directly. Dr. Juby suggested comparing vendors for future events due to the close turnaround of the 2026 events. Ms. Korinko will investigate vendors who can sponsor swag for events and report back to Dr. Juby for discussion at a Taco Tuesday meeting.

- Job Description Approvals: There are current Drafts for the Membership and Public Relations Job Descriptions. The BOD needs to finalize and update the Job Descriptions. Ms. Censullo will work on the Job Description for the Immediate Past President. The BOD will vote later on the Policy and Procedures and Job Descriptions once the updates are made, possibly by E-Vote. It will be determined which committees the Director of Operations will need to participate.
- Policies and Procedures are in the process of being reviewed and approved on a yearly basis. Ms. Censullo will continue to review the policies and highlight where travel reimbursements are stated. There isn't money in the budget to support travel reimbursement for the BOD. However, travel reimbursement is in the budget for the Director of Operations because it is in the contract. There will be a line added to the Policy and Procedures, which would state that travel will be reimbursed as the PSRC funds allow.
- Strategic Plan- Dr. Juby is looking for suggestions for the PSRC and each committee's Strategic Plan. He created a matrix as a starting place based on the AARC strategic plan and the current PSRC strategic plan.
- Summit Awards- Ms. Cornman shared a webinar from the AARC to the BOD about previous Summit Award winners' best practices. The Summit Award application is due in May. This will be discussed on a Taco Tuesday.
- Proposal for a new resolution-
    - Auto-renewal- discount for members
    - Specialty section- coupons (how can membership become easier?)
    - Specialty section lists for each state (add specialty sections and titles for membership on the downloaded form)

  Ms. Varcelotti will follow up about the potential resolutions. If it is easy for the AARC to amend, then there does not need to be a resolution. However, if it requires additional funding from the BOD, then it would need to get HOD and the AARC BOD approval.

- AI- Ms. Varcelotti addressed not allowing AI recording bots during virtual meetings. The PSRC must be aware of AI bots/notetakers of random people popping into meetings. The PSRC will work on a policy concerning AI bots/notetakers.
- Retaining documents- Ms. Varcelotti is checking to see what the AARC recommends to state affiliates about how long to retain documents. Ms. Censullo will work on developing a policy for retaining documents.
- Media Release- There is no current policy on how to share videos or pictures. The Public Relations committee wants to protect the PSRC with a Media Release Form to post reels, images, and videos on social media. The PSRC will work on a policy to discuss the Media Release. Ms. Korinko and Ms. Varcelotti will work on developing a Media Release policy.
- Sponsorship- Develop a policy for Sponsorship which includes:
    - Sponsored webinars
    - Sponsored emails for vendors who currently have a booth
    - Sponsored purchased notepads, pens, bags for conference attendees

  Dr. Juby will work on a Sponsorship policy.
- Meeting dates: 2nd Quarter, June 5, 2026
    - Location- The meeting will be held virtually.

Other Business:

Take a lot of pictures to be included for the Summit Award.

Adjournment: Call for a motion to adjourn by President Jerin Juby.

Motion to adjourn made by Ms. Censullo

Second Mr. Christensen

Discussion summary None

Motion carried

The meeting was closed at 12:54 pm by Dr. Juby.

The next meeting of the PSRC BOD will be held virtually on June 5, 2026. President Jerin Judy will conduct the meeting.

The 2026 PSRC 2nd Quarter BOD meeting will occur virtually on Friday, June 5, 2026. All BOD members are expected to be online from 9 AM – 1 PM for the 2nd Quarter Meeting. It is essential to have a quorum. Committee Chairs are invited to attend but not required unless requested by the President.

Guests may be invited; let Dr. Clark know if you expect any to attend.

Minutes submitted by:
Dr. Myava Clark

Minutes approved by:
Dr. Myava Clark