



*Pennsylvania Society for Respiratory Care Inc.*  
*June 30, 2023*  
*2<sup>nd</sup> Quarter 2023 Board of Directors Meeting*  
*Virtual Webinar*

- **Call to Order**
  - PSRC Secretary Nichole Campbell called the June 30, 2023 Second Quarter PSRC Board of Directors Meeting to order at 9:07 AM.
- **Attendance • Quorum**
  - Attendance was taken and a quorum was present (see attached attendance list).
  - Director-At-Large Management Josh Good is excused, and Proxy given to President Matthew Pavlichko.
  - District Director-East Sheila Merrill will give proxy to Secretary Nichole Campbell at 10 am
- **Approval of Minutes from March 24, 2023 First Quarter BOD meeting**
  - *Junior Delegate Natalie Napolitano made a motion to approve the minutes. Second by President-Elect Eileen Censullo. The minutes approved unanimously with no changes to minutes.*
- **Connect to Purpose**
  - Mr Pavlichko expressed his reflection of being president for the past two years
  - Mr Pavlichko expressed his appreciation and thanks to the whole Board of Directors
  - Mr Pavlichko expressed his appreciation for Director of Operations Linda Cornman
- **Board of Directors Reports**
  - **Director of Operations**
    - June Webinar
      - Completed, 172 registered, 4 speakers.
      - *Thanks to Ms Gluvna for moderating!*
      - *Evaluations and Certificates are not working, email sent to CVENT*
      - *Ms Cornman would like to offer participants that paid, free registration for August due to glitches from June Webinar, Mr. Pavlichko agreed with this solution.*
      - *App feature on CVENT to complete evaluations, sponsoring, continued work with CVENT*
    - August Webinar
      - Need 4 speakers
      - Ms Cornman will reach out to Peter Allen.
      - Deciding on day for conference: potential August 16<sup>th</sup>
      - *Ms Gluvna suggested finding out prior to webinar to find out if speakers are pre-recording their content, due to presenter in June with pop up appearing during his recording.*
  - Continued meeting with Executive committee at Monday Quarterback meetings

- Continued participation in conference, awards, judicial committees
- 80 New members since PayPal has been set up: looking into how to get payment confirmation after payments, there has been multiple double payments.
- Website needs upgrade, there cannot be anything added without removing items.
- PRRC offering their Front-Page post to another group
- Membership Currently at 2958 Active Members, sending monthly emails to participants to alert membership expiring
- All in one Members: currently 13 new members; two more that need to be invoiced
  
- **President:**
  - Director of Operations Transition – been fantastic
  - Awards Tour:
    - CHOP, Reading, Jefferson, PSU, LVHN
    - Pheonixville, York need to send certificates
    - Gwynned and West Chester will be completed in fall
    - All students will be recognized at the conference
  - PSRC Representation
    - Giving 4 lectures in Texas (learning about LARS)
    - AARC Advocacy
    - Continued Monday evening Quarterback meeting
  
- **Secretary**
  - Thank you to Ms Cornman for all help with transition!
  - Continue to meet Bi-Weekly with Ms Cornman and Mr Pavlichko with “Monday Quarterback Meeting”.
  - Participated in Judiciary Committee meeting this quarter.
  - Elections and nominations committee meeting this quarter
  
- **President-Elect**
  - Judicial Committee continues quarterly meeting
    - *Some committees need job descriptions for approval*
  - Conference planning, assisting with planning committee and running the exhibits with Ms Cornman
  - Continued review Policy and Procedure Manual, edits need to be made
  
- **Vice President**
  - Awards finalized and announced
    - *Thank you to Mr Pavilichko for several trips to meet the award winners*
  - Awards committee job description for review; link is on the Google Drive
  - *Once Policy and Procedure manual completed then will be put to vote*
    - *Mr Pavilichko mentioned AARC Special Practitioner of Year award open on July 10 and PSRC should have nomination*
    - *Submit AARC Affiliate Contributor for Tom Lamphere must be submit by Delegate or President*
    - *SPOTY Nominations are from members of Specialty group*
    - *If you have any nomination, let Award Committee know*

- **Delegate**

- Meeting in Fort Lauderdale on July 18<sup>th</sup> and 19<sup>th</sup>
- Checks to be submitted from PSRC to the Disaster Relief Fund, ARCF, and or Bill Bitzel fund, budgeted approx \$500.
- Spring BOD meeting review to HOD
- AARC award Deadline of July 10<sup>th</sup>
  - Nominations for Outstanding Affiliate Contributor, submitted for Mr Lamphere
  - Lifetime achievement award will get a submission for AARC Lifetime Membership will need to come up with nomination
  - Bill Lamb Award discussion for nominations
  - AARC Summit Award discussion, kick back to awards committee to make a plan
- Resolutions
  - Resolve that the AARC Board of Directors convene a committee to determine and develop a position statement regarding recommended curriculum to be included in each level of Respiratory Therapy Education Programs (Associates to Doctorate) related to Evidence Based Medicine, Quality Improvement, and Research.
    - Co-sponsor; Delaware, Massachusetts, New York, Minnesota, Virginia; Good support behind us
    - Sponsor of this submission
  - Second resolution; AARC executive office find a web developer and mgt company, negotiate cooperative price that state affiliate can purchase service from maintaining webpages. Goal is to get bargaining power to get a better price for the same platforms. Content is still owned by the state, and not AARC.
    - *Keep Ms Cornman updated*
  - Third Resolution: AARC donates 15000 to AARC to Bill Bitzel Fund. Asking AARC to put in money that they were unable to become active.
    - Thoughts on how we should vote?
    - This award is for student camps to help promote AARC
  - Documents of resolutions are in google drive

- **Treasurer**

- Budget no report as of now, will get started on the next budget
- Updated budget snapshot, with most accurate budget for 2023
- Audit Committee- will set something up for July, Mr Ruppert feels like he has more of a handle on banking accounts
- Approx \$170,000 including Savings.
- Investment committee needs to get together to decide on investments.
- Accountant group to confirm taxes and have been filed and financial statement available. This is posted to the Google Drive
- Changes in payment;
  - Use of Mobile banking, can deposit checks same day received
  - Paypal and CVENT used to collect money
  - Investigated ACH and direct deposit.
  - Ms Cornman had a test payment sent, Mr Ruppert trying to pay direct deposit to Director of Operations rather than by check
  - Bank statement will show payments

- Credit card information via Univest, there is a CC with non-profit, no annual fee, can get 1 point for every dollar spent as cash back
- Discussion about getting CC; points received that are owned by PSRC need policy to be created
  - *Ms Napolitano suggested trying CC for a year to see how it works out with points and cash back*
- Budget Snapshot spreadsheet was shown for projected and current
- All in one program: well above budget
- Vendors sponsorship: \$ 8400 from 12 vendors for conference
  - *Mr Pavlichko made suggestion for Budget committee to discuss – vendors being able to advertise on PSRC website*
- PSRC Lifetime Achievement Award has been paid for
- Ms Censullo: to go to Univest to set up account for PSRC, Mr Ruppert will txt information, needs to be co-signer
  - *Mr Pavlichko gives thanks to Mr Ruppert for being transparent with the budget*
- **Conference Committee**
  - September 7 and 8, 2023
  - Conference Agenda
    - Attendings will split off to Inspire A or B room, choosing which presentations that they wish to attend
    - Ethics and Safety included in conference
  - Meeting every other Monday night for conference discussion
  - Jotform sent out for CEU's
  - Speakers all confirmed
  - Vendors 12 checks received, vendor list on the google drive
  - Building agenda for website at next meeting
  - PSRC table, 50/50 raffle (other activities). Need volunteers from the board to man table
- **District Directors:**
  - **East:**
    - East District Director Melissa Thornborough working with conference committee
    - Email from member Frank Austin that is interested to speak in September conference
    - Sent emails to schools in district for pictures of their recent grads
    - Sent emails to managers/directors in district about information they want to share on PSRC website with no responses as of now
      - *Reach out to LARS team for Directors information*
  - **West:**
    - Moderated June Webinar – Special thanks to Vice President Jerin Juby and District Director East-Elect Melissa Ash for their help with securing speakers  
Working with West District Director-Elect Amy Pascarella to coordinate orientation and onboarding in preparation for her transition to West District Director
  - **Central:**
    - Continued discussion with Mr Juby and Ms Varcelotti for August 12, 2023 webinar.
    - *Ms Cornman mentioned that the August webinar may need to be changed to a later date*
    - LARS
      - Continued weekly work with Mr Good for LARS Content and Meetings.

- Interactive presentation and workshop being prepared for in-person conference
- Education and Membership Committee-On-Going
- **Director-at-Large:**
  - **Neonatal/Pediatrics:**
    - Active on AARC Neo/Peds community
    - Offer input, guidelines, and policies to support Neo/Peds across the country
    - Neonatology to speak in PSRC conference
    - Presenting to Congress in Nashville in November 2023
    - Chair of Conference Committee
  - **Adult Acute Care:**
    - Ongoing work for the October webinar working on getting speakers
    - Membership committee
      - Meeting in July
      - New members will be included
      - Focusing on student memberships
  - **Leadership/Management:**
    - LARS
    - March 2023 Phil Stark from HMC discussed RT's and Simulations in RT departments and ongoing training in respiratory departments.
    - April 2023 Dr. Walsh Medical Director – relationships with RT departments
    - May 2023 Matt Pavlichko had discussion about RT value and brainstorming for future.
    - June 2023 Check-in from the last 6 months and future.
- **Committees:**
  - **Audit, Budget, and Investment Committees**
    - More information to come.
    - Transition still occurring.
    - Budget neutral
    - Deposit needs to be sent to Spooky Nook.
  - **Awards Committee**
    - Meeting completed and reviewed all nominations with final decisions being made.
    - Increase in number of submissions
    - Some changes being made for next years submission.
      - Lifetime Achievement Award to include submission of Curriculum Vitae
      - Adjustments to Years in Field
      - APEX Award Winners will not need to apply for Department of Year.
  - **By-Laws**
    - Policy and Procedures updated
    - Job description updates; send to Ms Censullo and Mr Juby
  - **Education**
    - Updated Educator list with new program directors. DCE's have been harder to update

- Need to send out surveys to Program Directors to get information about DCE's (will work with Ms Cornman to get a JotForm setup)
- Call for abstracts were sent out to Program Directors
- **Nominations and Elections**
  - Question, Mr Juby one or two year term?
  - Directors at Large are up for special elections
  - Mr Pavlichko's expectations of BOD, everyone is active on the board and submit at least one nomination
- **LARS**
  - Preliminary work on Mission and Vision Statement.
  - Revisions to include AARC Strategic Plan.
  - Meetings:
    - January: Kaitlin Burr-Save and Effective Staffing Guideline, EMR, and Staff Management
    - February: Dana Stauffer-Mentorship
    - March: Philip Stark-Simulations and the role of the RT.
    - April: Sheila Merrill and Dr. Walsh-Medical Directors and Respiratory Therapy Clinical Programs
    - May: Amy Pascarella-TBD
    - June: TBD
    - July: Mandy Harshberger and Dr Breen-Medical Directors and Respiratory Therapy Departments.
  - Mr Pavlichko has requesting Ms Cornman to add a LARS Tab to the PSRC Website.
- **Legislation and PACT**
  - PACT to be held in person this year.
    - Date September 26 and 27<sup>th</sup> in Washington, DC.
    - Completed AARC Government Affairs Survey
    - PACT Representatives are Mr Mixell and Ms Censullo
    - Karsten Roberts, Mr Ruppert, Ms Varcelotti, and Past President Margie Pierce are interested in attending, as well.
    - How many participants can we send?
    - How much is budgeted?
    - Only 19 meetings will need to be scheduled this year.
  - VA Action Alert sent to Ms Hannigan and Ms Erkinger to post on website, Facebook/Social Media, with possible email blast.
- **Judicial**
  - Met during Quarter 1 to discuss purpose of Committee and to review By-Laws.
  - Nothing to review during Q1
  - Plans for Quarterly meetings.
- **Membership**
  - First Quarter meeting held on March 9<sup>th</sup>.
    - Will be adding new members to the Committee
    - Focus of committee will be aiming at New Graduates and Student Membership.
    - Seasoned Respiratory Therapists will not be the focus for Membership.

- Looking to work with Conference Committee to include Students. Making it Interactive for Students.
- Next Meeting Mid-April
  
- **Public Relations**
  - Ms Cornman needs to have access to all social media sites
  - We need to provide information to post
  - Social Media we have: Facebook, AARC connect, Instagram
  - Need to get Linkin account created
  
- **PRRC**
  - Spring meeting live in Hershey, June meeting virtual, next meeting wanting to have meeting at conference
  - Manuscripts in Progress
    - Primary Leadership Survery-Quality Metrics
    - Comparison of Associates and Bachelor New Graduates
  - Student Outreach
    - Completed first semester at WCU of seminar course
    - Conversations continuing with CCP, GMU, and TJU
    - Conversations with Luzerne and Marywood
    - Volunteers still needed
  - New Project Ideas
    - Evidence-based review of Respiratory Therapy procedures-targeting 2024 Literature Review.
    - Lung Model Registry-targeting 2024 Literature Review
    - Statewide Journal Club-targeting Q3 with Pediatric Topic and Q4 with Adult topic
    - Baseline health history /RT handoff interfacility-TBD
  - Website Proposal
    - Add section to include Quality Improvement/Research being completed in the State.
    - Add the Powerpoint to the Password Protected Portal.
    - Add resources from RESPIRATORY CARE journal.
  - Fall conference
    - Call for Abstracts Due July 17<sup>th</sup>
    - Evidence-Based Panel
  - Next Meeting:
    - September In Person Conference
    - Add CRCE back into meeting for 2024
  
- **Sputum Bowl**
  - On hold for now
  - AARC will hold competition in congress
  
- **Old Business:**
  - **Medical Director**
  - Continued Licensure issues, applications for licensure has changed. Educators are there still issues with new grads getting their license.
  
- **Medical Director:**

- **Mr Pavlichko swearing in Dr. Jessica Boehmler, Pulmonary Critical Care Intensivist and Medical Director of ICU at LVHN-Muhlenburg, as Medical Director of PSRC.**

- **New Business:**

- Out of state attendees for PRRC, LARS, Conferences, Webinars, call for abstracts
- China Email about the PSRC.net, Organization in China that wants this domain
- When does the Domain need to be renewed?

- **Recap and To Do:**

-no new

- **Meeting Adjournment:**

- There being no further business, *at 12:29 pm Ms Napolitano made a motion to adjourn the meeting. Ms Gluvna seconded motion. A vote was taken, and the motion carried unanimously.*



**Pennsylvania Society for Respiratory Care Inc.**  
**Friday, June 30<sup>th</sup>, 2023**  
**Second Quarter Board of Directors**  
**Meeting Attendance**

President	Matthew Pavlichko	Present
President-Elect	Eileen Censullo	Present
Vice President	Jerin Juby	Present
Treasurer	Tony Rupert	Present



<b>Secretary</b>	Nichole Campbell	Present
<b>Secretary-Elect</b>	VACANT	
<b>Senior Delegate</b>	Gail Varcelotti	Present
<b>Junior Delegate</b>	Natalie Napolitano	Present
<b>District Director-East</b>	Melissa Thornborough	Present
<b>District Director-East Elect</b>	Melissa Ash	Absent
<b>District Director-Central</b>	Sheila Merrill	Present until 10am: Proxy to Nichole Campbell
<b>District Director-Central Elect</b>	Shelia Merrill	Present
<b>District Director-West</b>	Christine Gluvna	Present
<b>District Director-West Elect</b>	Amy Pascarella	Absent
<b>DAL-Neonatal-Pediatrics</b>	Jennifer Erkinger	Present
<b>DAL-Acute Care</b>	Brad Rogers	Present until 1030
<b>DAL-Management</b>	Josh Good	Excused – Proxy to Matt Pavlichiko
<b>Director of Operations</b>	Linda Cornman	Present
<b>Audit Committee</b>	Tony Rupert	Present
<b>Awards Committee</b>	Jerin Juby	Present
<b>Budget Committee</b>	Tony Rupert	Present
<b>By-laws Committee</b>	Natalie Napolitano	Present
<b>Education Committee</b>	Jennifer Erkinger/Jefferson Mixell	Present/Absent
<b>Election Committee</b>	Nicole Campbell	Present
<b>Investment Committee</b>	Tony Rupert	Present
<b>Judicial Committee</b>	Sheila Merrill	Present
<b>Legislative Committee</b>	Jefferson Mixell	Present
<b>Legislative Consultant</b>	On Hold	--
<b>Medical Advisor</b>	Vacant	--
<b>Membership Committee</b>	Brad Rogers	Present
<b>Public Relations</b>	Jennifer Erkinger	Present
<b>Research-PRRC Committee</b>	Amanda Nickle	Present
<b>Sputum Bowl</b>	Melissa Thornborough	Present