***Pennsylvania Society for Respiratory Care Inc.***

***March 24, 2023***

***1st Quarter 2023 Board of Directors Meeting***

***Virtual Webinar***

# Call to Order

* PSRC Secretary Linda Cornman called the March 24, 2023 First Quarter PSRC Board of Directors Meeting to order at 9:09 AM.

* **Attendance • Quorum** 
  + Attendance was taken and a quorum was present (see attached attendance list).
  + Legislative Chair Jefferson Mixell will serve as Parliamentarian for meeting.
  + Vice President Jerin Juby excused due to CoArc, President-Elect Eileen Censullo given Proxy
  + Director-At-Large Acute Care Brad Rogers is excused and Proxy given to President Matthew Pavlichko.

# Approval of Minutes from March 13, 2023 Urgent Board of Director Meeting

* *Ms Censullo made a motion to approve the minutes. Second by Junior Director Natalie Napolitano*. The minutes approved unanimously with no changes to minutes.
* Ms Cornman will forward Meeting Minutes to Treasurer Tony Ruppert and Past Treasurer Tom Lamphere.

# Connect to Purpose

* Mr Pavlichko expressed his appreciation to Director of Operations Kaitlin Hannigan for all her work during her short time as the Director of Operations.
* Mr Pavlichko expressed his appreciation for the whole Board of Directors with all the work being completed.
* Ms Censullo wanted to express thanks to the Awards Committee for tackling each Award. Special thanks to Ms Napolitano.
* **2023 PSRC Board of Directors Priorities**
* Maintain and Elevate PSRC Premier Programs
  + - Pennsylvania Respiratory Research Collaboration –Co-Chairs Amanda Nickel and Ann Donnelly
  + LARS – Central District Director Sheila Merrill & Director-At-Large Management Josh Good
  + Education – West District Director Christine Gluvna
* In-Person Conference – Co-Chairs: Director-At-Large Neonatal/Pediatrics Jennifer Erkinger and Mr Mixell.
* Profitability – Total Board Involvement
  + Director of Operations Hours
  + Lobbyist
  + Ideas, bring of areas of increasing profitability to Board.
* Identify future BOD members – All Board Members
* Hand off Presidency to Ms Censullo – Mr Pavlichko
* **Board of Directors Reports**
  + **Director of Operations**
    - Resignation from position: end date April 30, 2023.
      * + Position posted on website, Facebook. Emailed to PSRC Members.
      * February 2023 Webinar
        + Completed. Log sent to the AARC.
      * April Webinar – Wednesday, April 26th
        + Moderator NEEDED.
      * Following is on HOLD during the transition of the Treasurer.
        + All-in-One sign-ups
        + Discounted AARC renewals

AARC contacted to set-up check payment vouchers.

* + - Updating
  + Executive Director email - forwarded all emails to Director of Operations, password changed.
  + Executive Director contact information removed from website
  + Treasurer change updated with AARC
  + Membership list access
    - * + Working with AARC to get Membership List access.
  + Revenue Sharing: Needs to be discussed at Bi-Weekly Meeting with Executive Team.
* State Board Email List: Delegate Gail Varcelotti suggested reaching out to State Board to obtain updated list of Respiratory Therapists in State.
* **President:**
* Director of Operations Replacement - Thank you Ms Censullo for helping with interviews.
  + Job Description, Contract template, Contractor Evaluation complete
  + 7 applicants
  + 5 interviews starting next week.
* Past Treasurer Hand-off of Files/Computer
  + Awaiting for Mr Lamphere to place files on Google Drive.
  + PSRC Computer needs to be handed off to Treasurer Tony Ruppert.
    - Computer has Financial Programs.
* Past Executive Director/Past Treasurer handoff and files
  + No response from Mr Lamphere on placing files on PSRC “owned” Google Drive
  + Executive Director email forwarded to Director of Operation’s email.
  + Website review completed for removing/identifying “Executive Director”.
  + PSRC Officiary forwarded to AARC and HOD – Completed
    - Will review at Monday Bi-Weekly Quarterback Meeting.
* President’s Participation
  + PRRC Meeting
    - Updated Meeting dates
    - Updated Charter
  + Membership
    - Need to obtain State Board of Medicine and Board of Osteopathic to compare with membership list.
  + Conference
    - Kudos to Conference Committee, especially Ms Erkinger and Mr Mixell.
  + AARC Workforce Recovery Taskforce
    - Mr Pavlichko sits on taskforce. Looking at how we can recover. The value of state societies and how we can get students in the field of Respiratory.
  + Nebraska Society Keynote Address - “The Future of RT Requires Leadership…And We are All Leaders”
  + Tentative - TSRC Leadership Symposium held in July 2023.
* **Secretary**
  + Minutes completed:
    - Orientation Meeting
    - Minutes to acknowledge transfer of Treasurer from Mr Lamphere to Mr Ruppert.
* 2022 Minutes sent to the Accounting Firm and Mr Ruppert.
* Continue to meet Bi-Weekly with Ms Hannigan and Mr Pavlichko with “Monday Quarterback Meeting”. Any Board Member is welcome.
* Attempted to participate with Awards Committee, while working. Unable to access Google Drive at work.
* Participated in Judiciary Committee meeting this Quarter.
* Participate in Bi-Weekly Conference Committee Meetings.
* **President-Elect**
  + Met with Awards Committee and Award Recipients were selected for 2022 Awards.
  + Judicial Committee met for First Quarter.
  + Started to review Policy and Procedure Manual.
  + Attended all Bi-Weekly Meetings aka “Monday Quarterback Meetings”.
  + Reviewed all Curriculum Vitae’s for applicants for the Director of Operations position.
* **Vice President**
  + Awards Committee met and reviewed all submissions.
    - Final decisions made and will be announced the week of March 27th, 2023.
  + Award Update:
    - Nominations:
      * Lifetime Achievement: 2
      * Research Practitioner: 1
      * Leadership: 2
      * Future Leader: 1
      * Education Practitioner: 2
      * Clinical Practitioner: 5
      * Department of the Year: 6
    - Board will need to ratify the selected Award recipients.
  + Policy and Procedure Review and Update
    - Job Description for Committee needs to be developed.
* **Delegate**
  + New AARC Advocacy Software MUSTER
    - We may now ask to have alerts sent on a State level issues.
    - Must be related to licensure or scope of practice ONLY
    - Contact Miriam O’Day to request.
    - PSRC Board review prior to being sent.
  + Sputum Bowl
    - Student Sputum Bowl is back for Congress.
    - There is an option to have sign up for teams from PA without holding state level competition or paying for them to attend.
      * Fall 2023 Conference will be too late to hold competition-would need to be virtual.
      * No budget line item to pay for students to attend in 2023.
  + PRRC for Best Practice Presentation at Summer Forum.
    - Ms Napolitano sent a draft to AARC for Summer Forum.
  + Students can sign up for HOD/BOD meeting.
    - Expect form by April 1, 2023.
    - Some money available from HOD, but limited.
    - Education Committee requested to share form to schools in Pennsylvania.
  + Need to submit nominations for Affiliate Contributor and Lifetime Membership
    - Recommendations from Awards Committee.
      * Recommend Mr Lamphere for Affiliate Contributor
      * Recommend Linda Allen-Napoli for AARC Lifetime Member. Also, received request to include Brad Leidich, post-humusly.
        + Ms Allen-Napoli is PSRC Lifetime Member Award winner.
    - Ms Censullo mentioned we should always to be nominating for Affiliate and Lifetime Members.
  + Revenue Sharing Agreement Commitments
    - Need to have links for AARC and promote conferences.
    - AARC is doing an Audit and providing an FAQ Quarterly.
  + Resolution Draft for submission at Summer Forum.
    - 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.
    - Next Step, review with Chair of Education Committee for review.
    - Discuss with other state Delegates to help to move through HOD.
* **Treasurer**
  + - * + Checking Account Access

Still awaiting for transfer of Checking Account from Mr Lamphere to Mr Ruppert.

Minutes provided to Mr Lamphere for Univest to remove Mr Lamphere, Ms Hannigan and Past President Margie Pierce from Checking Account Priviledges.

Mr Ruppert to have access to PSRC Univest Checking and Savings account. Ms Censullo will have alternate check signing priviledges for the Univest Checking account.

* + - * + Checks

Checks have been depleted.

Checks needed as soon as possible.

Mailing address at this time will be the address of Treasurer.

Lowest number of checks to be ordered at this time.

All honorariums have been paid up to this point, per Mr Lamphere.

* + - * + C-Vent

A mailing address is required to be submitted to CVent. Mr Ruppert to provide his address at this time until a long term solution has been made.

A payment will be due soon.

* + - * + PayPal

Mr Ruppert set up a PSRC PayPal account.

Linking PayPal account to Checking cannot occur until Mr Ruppert has access to Checking account.

Will occur after meeting on March 24, 2023 with Mr Lamphere.

Director of Operations will need to add new PayPal link to the PSRC Website.

* + - * + Audit

Participated in January audit with Mr Lamphere, Ms Hannigan, and Jay Salyers.

No irregularities.

* + - * + Discount Vouchers for AARC Membership

Mr Ruppert will contact AARC and provide checking account information.

To be completed by April 1st, 2023.

* + - * + PSRC Laptop

Age of laptop may prohibit use of Quickbooks.

May need to research an updated computer for Treasurer’s use.

Consider adding to budget for 2024.

* **Conference Committee**
  + - * + September 7 and 8, 2023
        + Venue: Spooky Nook Sports Complex, Lancaster County.

Largest Sports Arena/Complex in North America.

* + - * + Can have up to 300 people attend.
        + Mezzanine will hold registration table, PSRC table, Vendors (up to 20 Vendors), Breakfast/Lunch.
        + Thursday Night-Vendor Sponsored Symposium

PRRC to run and hold Poster Presentations.

* + - * + Lectures:

15 different lectures

Up to 5 CRCEs

Welcome to include “Brad Leidich Memorial Lecture”

* + - * + AARC $50, Non-AARC $60, Students $25
        + Vendor Application being created.

How will they be distributed?

30 Vendors listed to contact.

Compared price with Conference at Sea 2022.

* + - * + Warehouse Hotel

$109/night

No conflicts with sports events, at this time.

* + - * + Insurance

No additional insurance will be needed, unless sports equipment is being used.

* + - * + *Motion made by Ms Napolitano to approve Ms Erkinger and Mr Mixell to sign a contract with Spooky Nook Sports Complex for Fall 2023 Conference for approximately 300 people and 20 vendors and allocate funds necessary to meet deposit requirements. Motion seconded by Senior Delegate Gail Varcelotti.*

Discussion:

Use of CVent for Vendor Registration.

Offer Vendors CRCEs. Two per company for 8X8 and three for 10x10.

With no further discussion, a vote was taken and motion carried unanimously.

# District Directors:

* + - **East:**
      * Presentation at Jefferson Lung Symposium by East District Director-Elect Melissa Ash.
      * East District Director Melissa Thornborough joined the Live Conference Planning Committee.
    - **West:**
      * Scheduling on-boarding sessions with West District Director-Elect Amy Pascarella.
      * Reaching out to potential speakers for June Webinar. Working with Ms Pascarella to brainstorm possible speakers/topics.
    - **Central:**
      * Contribution to Speaker Database (2/year minimum)-On-Going
        + Will start discussion with Mr Juby and Ms Varcelotti for August 12, 2023 webinar.
      * LARS
        + Continued work with Mr Good for LARS Content and Meetings.
        + Successful 1st Quarter Meeting.
        + Content scheduled for April, May and July. Content needed for June.
      * Education and Membership Committee-On-Going
      * Presented “Day in the Life of an RT” to Introduction to Healthcare. Course for Freshman students at Lock Haven University.
      * Attended 3 career days at local High Schools.
* **Director-at-Large:**
  + **Neonatal/Pediatrics:**
    - January 2023-June 2023: working with our local High Schools to provide to provide mentoring support to students who want to work in the medical field.
    - February 1, 2023: Held all day NAVA/High Frequency Symposium for Reading Area Community College Respiratory Students.
    - March 16, 2023: worked with Penn State Hershey Medical Center Neonatologist for Webinar presentation for Sentec. Transcutaneous Monitoring.
    - Doing a presentation for AARC International Congress in November.
    - Interviewed for an article for RT magazine that will be published in the May/June issue.
    - Continued working on Public Relations for our upcoming September Conference.
  + **Adult Acute Care:**
    - Visited Central Westmoreland CTC.
    - Monitoring the AARC Acute Acute Care Community Page.
    - Working with local community leaders to help promote the field of Respiratory Care.
  + **Leadership/Management:**
    - 3/28/23 Speaking with Senior Mansfield University Students about productivity tools and the importance of accounting for Respiratory Therapists time.
    - 4/20/23 Speaking to Bachelor Degree Students at PA College of Health Sciences about productivity tools.
      * Suggestion to add High School Students to Board Meetings/Conferences.
      * Provide Mentorship through our Board of Directors.
    - Majority of work being spent with LARS Committee.
    - Mission/Vision
* **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**
      * Nothing new at this time.
* **Education**
  + - Connected with some Committee Members to discuss Action Items assigned by President.
      * 2023 Goal: Discussion, Initiated, On-Going.
      * Job Description: Draft in Google Drive and ready for Board of Directors review and approval.

Question regarding length of term and number of terms can be served.

Need succession planning for future chair.

* + - * State Educator Meeting: Potential meeting Late March/Early April. Requesting NBRC/CoARC presence at meeting as in previous years. Will provide licensure/credentialing guide as in previous years.
    - Quarterly Education Committee Meetings planned.
    - Sputum Bowl: Viability of holding Sputum Bowl in Fall with on-boarding of new students. Spring Semester would be a better option/solution.
    - Student Awards: invitation to Student Awards sent to colleges. Submissions being received by Ms Hannigan.

Email reminders to be sent to Program Directors.

Submissions can be made up to December 31, 2023, to align with graduation dates throughout state.

* + - * + Difficult to represent Education Committee on LARS.

Current representation from Education Committee on LARS.

* **Nominations and Elections**
  + - Mr Pavlichko and Ms Campbell will discuss at “Monday Quarterback Meeting”.
* **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 is requesting Ms Hannigan to add a LARS Tab to the PSRC Website.
* **Legislation and PACT**
  + PACT to be held in person this year.
    - Date September 26 and 27th 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 9th.
    - 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**
  + In-Person Conference is September 7th and 8th.
  + PSRC is hosting a table at conference for possible Membership Sign-Ups.
  + Meeting Bi-Weekly at 6 PM on Mondays prior to “Monday Quarterback Meeting”.
  + VA post on PSRC.
  + Mr Pavlichko would like to see a “Standard of Practice” for posting on Social Media, Website, etc.
* **PRRC**
  + Charter has been updated.
    - Meeting times have updated. Added a new meeting date.
    - Per Mr Pavlichko’s recommendation to change PSRC Administration Facilitator to PSRC President.
    - Charter approved.
  + Manuscripts in Progress
    - Primary Leadership Survery-Quality Metrics
    - Comparison of Associates and Bachelor New Graduates
  + Student Outreach
    - Lectures and support given to West Chester University and Guthrie
    - Conversations continuing with Community College of Philadelphia, Gwynedd Mercy University, and Thomas Jefferson University
    - Volunteers still needed, especially Western side of state.
  + New Project Ideas
    - Evidence-based review of Respiratory Therapy procedures-targeting Q3 or Q4 Literature Review.
    - Lung Model Registry-targeting Q3 or Q4 Literature Review
    - Statewide Journal Club-targeting Q3 with Pediatric Topic.
  + 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.
  + PRRC Sponsored Events
    - Call for Abstracts
    - Evidence-Based Panel
    - Quality Improvement Workshop
    - Add CRCE back into meetings.
  + Next Meeting:
    - June 21, 2023, Virtual
    - September In Person Conference
* **Sputum Bowl**
  + Further discussion to occur.
  + Mr Pavlichko to check out the PSRC Inventory to look for any Sputum Bowl Equipment/Questions.
  + Ms Hannigan to reach out to Past Sputum Bowl chair Renee Wunderley.
* **Old Business:**
  + **Calendar Adjustments:**
    - PRRC meeting adjusted and completed**.**
  + **Medical Director**
    - Ms Cornman and Mr Pavlichko meeting with a potential Medical Director.
* **New Business:**
  + Revenue and Co-Marketing Agreements
    - Will review at next Monday Quarterback Meeting.
* **Recap and To Do:**
  + Delegate needs nominations for Director At Large x 3.
    - Ms Napolitano and Ms Varcelotti need to make nominations.
  + Active Life Member Nominations.
  + Resolution: Ms Varcelotti, East District Director-Elect Melissa Ash, Mr Ruppert, Ms Napolitano, Central District Director Sheila Merrill, and West District Director Christine Gluvna to meet to finalize Resolution to send out Board for approval.
  + Deposit Check needed for Conference.
  + Revenue Sharing and Marketing
  + Elections and Nominations.
  + Medical Director
  + Mr Juby needs to obtained from Ms Hannigan.
    - Names need to be shared with Board of Directors.
    - Celebrations to be scheduled.
  + Interviews for Director of Operations.
  + Albuterol Shortage:
    - Add link to AARC Website to PSRC website.
    - Consider a Position Statement on Shortage.
* **Meeting Adjournment:**
* There being no further business, *at 9:04 pm Ms Napolitano made a* ***motion to adjourn the meeting.*** *Ms Censullo* ***seconded motion. A vote was taken, and the motion carried unanimously.***

***Pennsylvania Society for Respiratory Care Inc.***

***Friday, March 24th, 2023***

***First Quarter Board of Directors***

**Meeting Attendance**

|  |  |  |
| --- | --- | --- |
| President | Matthew Pavlichko | Present |
| President-Elect | Eileen Censullo | Present |
| Vice President | Jerin Juby | Excused-Proxy Eileen Censullo |
| Treasurer | Tony Rupert | Present |
| Secretary | Linda Cornman | Present |
| Secretary-Elect | Nichole Campbell | Present |
| Senior Delegate | Gail Varcelotti | Present |
| Junior Delegate | Natalie Napolitano | Present |
| District Director-East | Melissa Thornborough | Present |
| District Director-East Elect | Melissa Ash | Present |
| District Director-Central | Sheila Merrill | Present |
| District Director-Central Elect | Shelia Merrill | Present |
| District Director-West | Christine Gluvna | Present |
| District Diretor-West Elect | Amy Pascarella | Present |
| DAL-Neonatal-Pediatrics | Jennifer Erkinger | Present |
| DAL-Acute Care | Brad Rogers | Excused: Proxy to Matt Pavlichko |
| DAL-Management | Josh Good | Present |
| Director of Operations | Kaitlin Hannigan | Present |
| Audit Committee | Tony Rupert | Excused |
| Awards Committee | Jerin Juby | Excused |
| Budget Committee | Tony Rupert | Excused |
| By-laws Committee | Natalie Napolitano | Present |
| Education Committee | Jennifer Erkinger/Jefferson Mixell | Present/Present |
| Election Committee | Nicole Campbell | Present |
| Investment Committee | Tony Rupert | Excused |
| Judicial Committee | Sheila Merrill | Present |
| Legislative Committee | Jefferson Mixell | Present |
| Legislative Consultant | On Hold | -- |
| Medical Advisor | Vacant | -- |
| Membership Committee | Brad Rogers | Excused |
| Public Relations | Jennifer Erkinger | Present |
| Research-PRRC Committee | Amanda Nickle | Present |
| Sputum Bowl | Melissa Thornborough | Present |