



Pennsylvania Society for Respiratory Care Inc.

June 7, 2024

2nd Quarter 2024 Board of Directors Meeting

Virtual Webinar

1. Call to Order

- PSRC President Eileen Censullo called the June 7, 2024, Second Quarter PSRC Board of Directors Meeting to order at 9:09 AM.

2. Attendance • Quorum

- Attendance was taken and a quorum was present (see attached attendance list).
- Education Chair Christine Gluvna was the Parliamentarian for the meeting.

3. Board of Directors Reports

President

- Attended Taco Tuesdays
- Attended Western PSRC Conference Meetings when able
- Attended SEPA Meetings when able
- Meeting with AARC President on June 8, 2024.
- Answered several emails
- Sent RFP example to Senior Delegate Gail Varcelotti, Junior Delegate Natalie Napolitano, and Legislative Chair Jefferson Mixell for obtaining a Legislative Consultant.
- Submitted nominations for 2025 PSRC Board of Directions Elections
- Reviewed Policy and Procedure Manual
- Completed Audit with Audit Committee
 - Found an error within the audit.
 - Everyone is responsible in maintaining budget neutrality.
- Assuring our calendar, dates are met and items are completed on-time.

Vice President

- **Committees**
 - 2023 PSRC Awards were finalized and announced since our last meeting
 - Director of Operations Linda Cornman has been posting Award Winners on Facebook.
 - Awards to be presented at PSRC Eastern Conference at Spooky Nook. Judicial Committee meeting to be scheduled prior the 3rd Quarter Board of Directors Meeting.
 - Supporting PSRC East Conference Committee
- **Policy and Procedures**
 - 2024 Policy and Procedure review continues
- **Conferences**
 - Attended PSRC West Conference
 - Working on PSRC Conference at Thomas Jefferson University Hospital - October 21, 2024
 - Location and speakers finalized
 - Working on PSRC Conference at Thomas Jefferson - Abington - November 9, 2024



- Location finalized. Speakers are not finalized at this time.

Treasurer

Apologies to Ms Censullo and the entire Board of Directors. Treasurer Tony Ruppert has been out of touch outside of paying bills.

- Audit of the checking account through May 2024 completed with the Ms Censullo and Ms Cornman on June 4. There were 5 entry errors found totaling \$150 (i.e. Deposit subtracted or expenditure added in error). Issues will be corrected after the Accountant review is complete.
- The YTD report had some deposits credited to the wrong account (Cvent transfers). This may reflect West income higher than the actual income. Ms Cornman and Mr Ruppert will correct as they approach Cvent for further information.
- All bills were paid and up to date.
- 2023 Taxes with the Accountant will be completed by the end of the month. The annual financial review will also be completed.
- All documents related to financials are available in the Google Drive to maintain transparency.
- 2025 Budget requests are due (the link to file sent last meeting and June 5 email).
 - Received so far: PRRC request, President travel, House of Delegates.
 - Meeting scheduled at the end of month to begin review of 2025 budget.
- Treasurer YTD report link
<https://docs.google.com/spreadsheets/d/1u4a6KLYKfoRzvB-pG9cHCDtS5uyuURpDdvsbe3oNkNQ/edit?usp=sharing>
 - Current Budget reviewed by Board.
 - PRRC Co-Chair Amanda Nickel states that the 2024 PRRC In-Person Meeting reimbursement not received as of meeting.
 - Question from Ms Napolitano regarding Two Year All in One Program should be split for each year.
 - Ms Varcelotti, Mr Ruppert, and Ms Cornman to meet to close the West Conference expenses/income.
 - AARC to reimburse for HOSA for \$200.
 - Line Item regarding Awards \$500, does not equal amount that the Lifetime Achievement Awards and Past President Plaque.
 - PSRC New Logo supplies cost of \$339.17 does not equal what was actually spent.

Secretary

- No Report

Approval of Meeting Minutes:

A motion was made by Ms Varcelotti to approve the First Quarter Board of Directors Meeting Minutes. Seconded by Adult Acute Care Director at Large Brad Rogers. No discussion at this time. Meeting minutes were approved unanimously.

Ms Cornman mentioned the September 2023 3rd Quarter Meeting Minutes have to be re-approved, due to the fact that the minutes were approved with many errors.



Orientation Meeting Minutes need approval. Many “Friendly Amendments” during meeting. A few votes that took place during Orientation Meeting.

-Consider using Emergency Board of Directors Meetings for Votes and Swearing In New Board Members.

-Ms Varcelotti will review the minutes regarding the “Friendly Amendments”.

-Ms Cornman to change name of Orientation Meeting to Emergency Board Meeting.

E-Votes Approval:

- Sponsorship Policy was approved by the board
- Massachusetts Resolution E-Vote was approved by the Board
- Purchasing of marketing items E-Vote was approved by the Board

Director of Operations

- **Webinar:**
 - March PRRC 1st Quarter Journal Club: 114 Participants **It went very well, Kudos to Ms Nickel, Ms Donnelly , and Virginia Society for Respiratory Care.** April Webinar: 210 Participants
- Western Conference: 131 Participants, 24 Vendors CRCE non-traditional credits: 8 applications pending
- Upcoming Webinars:
 - June PRRC 2nd Quarter Journal Club - June 11th
 - June Webinar - June 20th
 - August Webinar speakers obtained...thanks Ms Napolitano and Neo-Peds Director at Large Jenn Mahone !! **August speakers are already done.**
- Membership: 2749 (up 105 since our March meeting)
 - Continue to send out email reminders to those due for renewal and those who have expired.
- Nominations/Elections: Will be utilizing the new Election system. Ballot needs approval. **We are trying a new election process adopted by the AARC. We are no longer using Election Buddy.**
- Districts: Organizing our mailing list for each district. Was required with need for a Central District-Elect nominee. participation in East/West Conference Meetings
- **The code for all Journal Clubs for the AARC Members within PA is FREE. Outside of PA for AARC Members is \$10. All other attendees is \$20. There are currently 68 registered registrants**
- Participation in Taco Tuesday **has been helpful every other week**
- Obtained Hard Drive. Download Google Drive after meeting
 - Need to place documents within Google Drive.



- Continue to assist the Secretary Myava Clark with her needs so she can continue to acclimate to the role
- Completed Orientation Meeting Minutes

Delegates

- Ms Varcelotti attended (virtually) the HOD Board and Chairs meeting as Co-Chair of Resolutions on April 14th, next meeting is on June 10th. **Co-Chair for the Resolutions Committee**
- Ms Varcelotti and Ms Napolitano responded to all requested emails presented by the HOD BOD and other Delegates (increased discussion regarding the RRT Minimum for licensure, Compact Licensure and information regarding Lobbyists and cost) **There are a lot of states who do not have Lobbyists.**
- Ms Varcelotti attended and participated in the AARC Election Committee in reviewing all nominations and the ballot for the upcoming AARC Election. (this is the first of three years on the committee) **The ballot was sent for approval.**
- Ms Napolitano is Chair of the AARC Bylaws Committee and is actively reviewing AARC Bylaws and State Bylaws with the Committee. **Ms Napolitano is Chair- Elect**
- Ms Napolitano is participating on the HOD Orientation Committee to welcome and orient new HOD members.
- Ms Varcelotti is Co-Chair of the HOD Resolutions Committee - Seven Resolutions are submitted for Summer HOD and PSRC BOD must review at this meeting so Ms Napolitano and Ms Varcelotti have the PSRC BOD opinion when voting at Summer HOD Meeting - see forms. **We approved 5 Resolutions from PA and two others that were submitted and approved by the PSRC BOD. There is one resolution brought to PSRC to Co-Sponsor, which will need a vote. .**
 - **Resolution: For the AARC in 2025 to create awareness of HOD and AARC to students. For affiliates to better form relationships with students. For increasing student involvement and engagement. Create a committee to develop a Tool Kit for student involvement.**
 - **A motion made by Ms Napolitano to consider the above resolution. Motion was seconded by Ms Varcelotti.**
 - **Discussion:**
 - **Resolution needs more discussion and development.**
 - **Resolution has too many parts. Consider bringing students to the state level/affiliates. If the students are not being involved within the HOD or AARC, this needs to be brought to committee not to Board.**
 - **No solidified purpose with resolution.**
 - **Motion not passed. Delegates will bring discussion points to the Resolution Author.**



- Both Delegates are attending Summer HOD Meeting - July 17-18, 2024 in Snow Bird, Utah
- Council of State Governments Compact Licensure public meetings for respiratory therapy - can sign up at following zoom links
 - **June 17th, 2024 at 3pm ET:**
https://csg-org.zoom.us/meeting/register/tZlVf-yhqzooHdfd1eRpqMDT_Ms1IYUOXHiB
 - **July 31st, 2024 at 1pm ET:**
<https://csg-org.zoom.us/meeting/register/tZclcu-qrjgjHNRf0Ym4eUH9FWL0c6iXy-vI>

East District Director

- East District Director Melissa Ash and Melissa Thornborough are working on a Student Conference for the Spring 2025.
- Sputum Bowl will be hosted at the Student Conference. Ms Ash is serving on the AARC Sputum Bowl Committee

Central District Director

- Assisted with the June 2024 PSRC Webinar with obtaining speakers
- The majority of the time was spent on LARS
 - Meeting twice a month with LARS Steering Committee and LARS Meeting
- Working on a non-PSRC Conference at Guthrie in October for Northern PA/NY.
 - Suggest having a PSRC Booth with raffle.
 - Consider placing on PSRC website to advertise.
 - Central District Director Sheila Merrill will complete an endorsement JotForm.
 - An E-Vote to be completed to waive fee for Guthrie Conference.

Western District Director

- No Report.

Western PSRC Conference in Cranberry Twp 2024

- Conference held in Cranberry Twp on May 1st and 2nd.
- Venue was RLA Learning and Conference Center.
- 10 CRCEs offered in 1.5 day format with 9 speakers presented.
- 23 Exhibits
- 130 attendees including exhibitors and volunteers.
- Expenses include RLA and out of town volunteers.
- Utilized marketing items (booklets and name badge holder with new logos)
- Plan a meeting with ALL information in the next week.



- Lifetime Achievement Award honored Ms Varcelotti.
- Planning for either March 26-27 or April 2-3 in 2025 at the same venue.
- Many compliments about topics, speakers, venue, free parking, food, location, Wednesday/Thursday time frame, so considering the event created income, which equals success.

Neonatal/Pediatrics Director at Large

- Assisted Ms Napolitano in securing speakers for the August Neo/Peds Webinar.
- Presented a pediatric asthma lecture at the Penn State Hershey RT conference in April.
- Reading Hospital is hosting a 2 Day Seminar for ACCS Kettering Review Course on September 10 and 11, 2024. Price \$295.

Adult Acute Care Director at Large

- Spent most of my time helping with the Western conference.
- We were able to secure 24 of the 25 vendors.
- More details on the Western Conference from Ms Varcelotti and Ms Cornman.
- Attended a Laerdal conference on using Simulation to advance adult learner's understanding in the critical care setting.

Management Director at Large

- Working on securing speakers for October PSRC Webinar.
- Nothing else to report

4. Committee Reports

Audit Committee

- No action to report this meeting.
- Audit to be completed by the end of March

Awards Committee

- 2023 PSRC Award winners were finalized and announced
- AARC Lifetime Member Award - The committee decided to nominate Tom Lamphere
- Social media posts are created announcing the award winners
- The PSRC Lifetime achievement award was announced and given to the recipient at the West Conference
- All other winners (practitioners and departments) are planning to attend and receive their awards at the Spooky Nook Conference
- Awards submission video to be developed for the next submission cycle



- 2024 Awards submission period to open in October
- Please follow our Facebook page and share the posts
 - <https://www.facebook.com/PennsylvaniaSocietyForRespiratoryCare>

Summit Award:

- We discussed developing a process to collect the information needed and to develop programs that are identified in the Summit Award criteria.
- The summit award application documents a state affiliates activities in six different areas of contribution:
 - Education Activities
 - Membership, Recruiting and Retention
 - Legislative Activities
 - Promoting Public Awareness/Communication to Membership
 - Student Activities
 - Leadership/Mentoring
- Ms Napolitano to create a spreadsheet off of the current application.
- Mr Juby created a folder with a PDF with the Award Submission Page. He will assist Ms Napolitano in creating the spreadsheet.
- Need to start collecting data.\ul>- Submitting for Summit Award needs to be on the whole Boards charges.
- Screenshots of posts on the website.
- Important to list District duties, endorsements, and community activities.
- Provide evidence of Non-Traditional Courses available throughout the year.
- CRCE offerings provided throughout the year.
- Membership events.
- Using old Report Template would help gather data.
- Ms Napolitano to send the old report sheet to Ms Clark for inclusion with minutes distribution.

Budget Committee

- no action to report this meeting.

By-Laws Committee

- Currently reviewing and making progress, meeting again when everyone is able to attend
- Charges
 - Review and update the current Bylaws in preparation to submit to the AARC Bylaws Committee for approval
 - The committee will set up a schedule to prep, review, submit to BOD, submit to membership for a vote, and publish according to the Bylaws.

Conference Committee- East Committee

- In process of obtaining Exhibitors. Currently 10 Exhibitors have signed up for space.
- Speakers obtained.



Conference Committee- West Committee

- Conference held in Cranberry Township, PA on May 1 and 2
- Venue was RLA Learning and Conference Center
- 10 CRCE offered in 1 ½ day format with 9 speakers presenting
- 23 Exhibits
- 130 attendees including the exhibits and volunteers
- Expenses include RLA and out of town volunteers
- Utilized marketing items (paper booklet and name badge holder with new logos)
- Plan meeting with ALL information in the next week
- Life Achievement Award honored Gail Varcelotti
- Planning for either March 26-27 or April 2-3 in 2025 at the same venue.
- Many compliments about topics, speakers, venue, free parking, food, location, Wednesday/Thursday time frame, so considering the event created income - SUCCESS

Education Committee

- Moderated April Webinar
- Helped secure speakers for PSRC Western Conference at Cranberry Twp and moderated the two-day event.
- Emailed updated licensure and credentialing guide to PDs.
- Coordinated with LARS to co-present with Jerin about licensure and credentialing process and HOSA – event to be rescheduled.

Investment Committee

- No Report

Leadership (LARS) Committee

- Next LARS meeting: June 21, 2024
 - Safety Reporting for Respiratory Therapists
 - Discussions about in person LARS meeting at PSRC Eastern Conference at Spooky Nook conference on Thursday
 - Panel discussion with 1 CRCE

	<u>Steering</u>	<u>LARS</u>	<u>Topic</u>
January	3	19	New Year, New you
February	7	16	Disease mgt
March	6	22	Open discussion: critical shortage, supply chain and recall management
April	3	19	Improve dept workflows
May	1	17	Canceled



June	5	21	Safety issues in RT dept
July	10	26	PA license with Christine/recruitment HOSA
August	7	23	Maybe "oh the places you can go"
September	4	20	Spooky Nook
October	2	18	Update Safe and Effective Staffing

Legislative Committee

AARC Fly In May 5th and 6th

- Mr Mixell, Ms Napolitano, and Hernan Alvarado
- Met with 12 out of the 19 members of the PA delegation

Judicial Committee

- To meet prior to next BOD meeting

Membership Committee

- Only had one meeting so far this year.
- Talking with respiratory therapists in our area to see what ideas we can come up with to increase membership.
- Another meeting will be held at the end of July or early Aug.
- Working on one of Ms Napolitano's ideas regarding increasing involvement by sending out surveys about getting involved with the PSRC.
- Ms Napolitano suggested a session at both East and West Conferences to discuss with attendees what the results are from the survey and open discussion on how to get more involved.

Nominations Committee

President-Elect

- Jerin Juby

Secretary-Elect

- Myava Clark
- Jonnie Korinko

Junior Delegate

- Jefferson Mixell
- Matt Pavlichko



District Director East-Elect

- Stephen Biehl
- Karen Neale

District Director Central-Elect

- Ryan Christiansen
- Nathan Warfel
- Muhammad Fayyaz

District Director West-Elect

- Thomas Monahan
- Peggy Brinton

Public Relations Committee

- Had one meeting this year.
- Little time to work on the Website, so thank you to Ms Cornman for all your help.
- Hoping to have more time in the coming months to work on some ideas for the website and social media.
- Mr Roberts is working with HOSA to develop a Western PA Chapter.

Research (PRRC) Committee

- **In person meeting at Hershey on March 27, 2024**
 - 11 in person participants as well as 5 virtually
 - Emily Simmons from CHOP offered a lecture on Human Factors Design for RTs
- **Journal Club**
 - March 13th was the first PSRC/VSRC - 114 registered and 55 completed
 - Christine Anderson from Penn State was the presenter - it was very well received
 - June 11th - Daniel Gochenour from UVA will be presenting
- **Fall Conference**
 - PRRC meeting September 19 from 3-4:30pm
 - Poster presentations from 4:30-6pm offering 1.5 CEUs
 - Will put out a call for abstracts on June 28, 2024
- **Next meeting**
 - July 31, 2024 from 11:00-12:30 via Teams

5. Old Business

- Review any and all old minutes
- Policy and Procedure Manual
- Conference Updates

6. New Business

- District Directors email to their membership



- Purpose to let their membership know that they are their contact for Respiratory issues, concerns, and questions. We are here to help
 - Budget Discussion (Budget Committee needs to meet June 20th)
 - Bylaws
 - RFP's

Motion to adjourn- Gail first and Natalie second 108pm meeting adjourn

36. Meeting Adjournment



Pennsylvania Society for Respiratory Care Inc.
Friday, June 7, 2024
First Quarter Board of Directors
Meeting Attendance

President	Eileen Censullo	Present
President-Elect	Vacant	
Immediate Past President	Vacant	
Vice President	Jerin Juby	Present
Treasurer	Tony Rupert	Excused Absent- Jerin Juby Proxy
Secretary	Myava Clark	Present
Secretary-Elect	Vacant	Present
Senior Delegate	Gail Varcelotti	Present
Junior Delegate	Natalie Napolitano	Present
District Director-East	Melissa Ash	Excused Absent- Jerin Juby Proxy
District Director-East Elect	Vacant	Present
District Director-Central	Sheila Merrill	Present
District Director-Central Elect	Vacant	Present
District Director-West	Amy Pascarella	Excused Absence- Jerin Juby Proxy
District Director-West Elect	Vacant	
DAL-Neonatal-Pediatrics	Jenn Mahone	Present
DAL-Acute Care	Brad Rogers	Present Dismissed Early Eileen Censullo Proxy
DAL-Management	Anoop George	Absent
Director of Operations	Linda Cornman	Present
Audit Committee	Tony Rupert	Excused Absence- Jerin Juby Proxy
Awards Committee	Jerin Juby	Present
Budget Committee	Tony Rupert	Excused Absence- Jerin Juby
By-laws Committee	Gail Varcelotti	Present
Education Committee	Christine Gluvna	Present
Election Committee	Myava Clark	Present
Investment Committee	Tony Rupert	Excused Absent- Jerin Juby
Judicial Committee	Jerin Juby	Present



Leadership Committee (LARS)	Sheila Merrill	Present
Legislative Committee	Jefferson Mixell	Absent
Legislative Consultant	On Hold	--
Medical Advisor	Jessica Boehmler, MD	Excused Absent
Membership Committee	Brad Rogers	Present
Public Relations	Brad Rogers	Present
Research-PRRC Committee	Amanda Nickle/Ann Donnelly	Present/Present
Sputum Bowl	Melissa Thornborough/Melissa Ash	Absent/Present