



*Pennsylvania Society for Respiratory Care Inc.*

*March 8, 2024*

*2<sup>nd</sup> Quarter 2024 Board of Directors Meeting*

*Virtual Webinar*

**1. Call to Order**

- PSRC President Eileen Censullo called the March 8, 2024, First Quarter PSRC Board of Directors Meeting to order at 9:13 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. 2024 PSRC Committees**

- Audit Committee Chair - **Tony Ruppert (Treasurer), Committee is Past President and Director of Operations Linda Cornman.** (Per By-Laws: Past President and DOO)
- Awards Committee Chair - **Jerin Juby (Vice President), Natalie Napolitano, Jennifer Mahone, Brad Rogers, Myava Clark**
- Budget Committee Chair - **Tony Ruppert (Treasurer) and the Committee is the Executive Committee**
- Bylaws Committee Chair - **Gail Varcelotti, Natalie Napolitano and Christine Gluvna**
- Education Committee Chair - **Christine Gluvna, Sheila Merrill and Melissa Ash**
- Election/Nominations Committee Chair - **Myava Clark (Secretary), Eileen Censullo (President), Linda Cornman (Director of Operations)**
- Judicial Committee Chair-**Jerin Juby (Vice President), Eileen Censullo**
- Leadership-LARS Chair: **Sheila Merrill**
- Legislative Chair - **Jefferson Mixell, Jerin Juby, Natalie Napolitano, Gail Varcelotti, Brad Rogers**
- Medical Advisor-**Jessica Boehmler, MD**
- Membership Committee Chair -**Brad Rogers,** Natalie Napolitano, Peggy Brinton, Jerin Juby, Tom Monahan, Erin Meier, invited Guests Eileen Censullo, Matt Pavlichko & Linda Cornman
- Public Relations /Website Committee Chair - **Brad Rogers,** Natalie Napolitano, Peggy Brinton, Jerin Juby (Spokesperson???), Tom Monahan, Erin Meier, Invited Guests Eileen Censullo, Matt Pavlichko & Linda Cornman
- Research Committee Chair - **PRRC Co-Chairs: Amanda Nickel, Ann Donnelly**
- Sputum Bowl-**Melissa Thornborough/Melissa Ash**

**4. Calendar Review**

- Webinars
- Meetings
- PRRC
- LARS
- Two In person conferences-



- East- Jennifer Erkinger/Legislative Chair Jefferson Mixell
- West- Senior Delegate Gail Varcelotti

## 5. Meeting Schedules and Format

- Dates and Times
- Format for Monthly Meetings:
  - Call to Order
  - Roll Call/Quorum
  - Minutes & Approval
  - Quarterly Officer Reports
    - Executive Committee Members – Standing Monthly
    - Directors and Committees – Quarterly (*see schedule*)
- Old Business, Follow-ups from those not reporting
- New Business
- Next Steps and Announcements
- Adjournment

## 6. Goals & Expectations

- Mission & Vision
- Philosophy:
  - Transparency
  - Tools and Resources
  - Education
  - Growth of our profession
  - Financial stability
- 2023 to create 2024 Goals
  - Continued leader in education
  - PRRC
  - PA LARS
  - Website Development to improve traffic and increase visibility
  - Address and action plan for the RT shortage
  - RRT for licensure plan
  - Increase membership
  - Increase the number of students by educating high school students about our profession
  - Do we change to two District Directors instead of Directors At Large? Something to consider this year.



- Put out RFP's for Legislative Groups

## 7. Our Key Drivers (also our Best Practices)

- Leadership (LARS)
- Education (Education Committee)
- Evidence-based Medicine (PRRC)
- Membership Focus

## 8. President

- Worked to get awards submitted
- Met with Ms Varcelotti multiple times over the quarter
- Worked to get the secretary replaced
- Met with Matthew Pavlichko to ensure his projects have been wrapped up. Does anyone have anything pending that they were waiting on from Mr Pavlichko?
- Spoke with Director-at-Large Brad Rogers regarding putting Eastern Director Melissa Ash on the website
  - Various other calls and meetings

Reviewing Policy and Procedure Manual

## 9. Vice President

### ● Committees

- The Awards Committee met twice, reviewed and scored all submissions, and finalized awards
  - Thanks to Awards Committee members: Junior Delegate Natalie Napolitano, Director-at-Large Neo-Peds Jen Mahone, Mr. Rogers, Secretary Myava Clark.
  - In the process of announcing award winners
  - Discussed developing a best practices video for awards submission
- Judicial Committee meeting to be scheduled
- Supporting PSRC East Conference Committee & Sputum Bowl Committee

### ● HOSA Conference - Lancaster, PA

- Developed a brochure highlighting all programs for HOSA conference in collaboration with Education Committee Chair Christine Gluvna and the Executive Board
- Secured a donor to cover the printing costs; planning to attend
- Consider using this brochure when you do local middle school/high school career day events

### ● Policy and Procedures

- Policy and Procedure review in progress

### ● Conferences

- Working on PSRC Conference at Jefferson - October 23, 2024
- Working on PSRC Conference at Abington - November 9, 2024



## 10. Treasurer

Snapshot Summary of income /expenses in 2024: As of this time, there has not been significant income YTD. We need the success of our proposed conferences and sponsorships. Time to start the push!

- **Income**

- Vendor support (hooray)
  - 300 for HOSA
  - 1000 for the West Conference booth
  - Job posting paid in Dec but accounted for in January
- 2024 All in One \$4380.00. Webinar payments \$3750
- 2024 Membership vouchers reimburse our costs and will not be reported today, but Director of Operations Linda Cornman can tell you that we process a lot of vouchers

- **Expenses**

- Deposits for Spooky Nook and our West conference (13K)
- HOSA Registration was \$500 (see above)
- Awards \$135
- D & O liability insurance \$665
- Director of Operations salary and phone/internet paid per contract

- **Balances**

- Checking, approximate \$52K
- Savings, \$107
- Vanguard Money Market \$161 K (January 2024)

The PSRC has been fiscally responsible, staying away from using savings/vanguard for many years As we continue to return to “normal”, this will be challenging but not impossible with commitment from the board. Please consider our budget needs for 2025.

- **Focus on the Treasurer over the next quarter**

- Work with Cvent to ensure our sole credit card processor is CPS while saving money over the previous processor. Ms Censullo and Treasurer Tony Rupert will ensure that Capital One is no longer charging monthly fees.
- Prepare books for the 2023 audit and taxes.
- Audit
- Investment Committee.

## 11. Secretary

- None

## 12. Director of Operations

- **Membership** as of March 4, 2024: 2,645
  - sending out bi-monthly emails for renewals.
- **February Webinar:** ~254 participants. Well received. The event went smoothly.
  - working with C-Vent to discuss credits and automated certificate email.
- **April Webinar:**
  - April 17th. Speakers/Moderator Mr Ruppert/Mr. Rogers. Need this information no later than March 14th!!!



- Ms. Cornman has obtained Kenny Miller for a lecture.
- Mr. Juby has obtained Karston Roberts and Dr. Fast
- ONE more speaker needed
- Committee works with the Eastern and Western Conference.
  - Vendor Forms, Speaker Forms.
  - W: weekly to biweekly meetings, E: monthly meetings
- Taco Tuesday participation
- Hard Drive
  - Discussion from Orientation meeting? Results.
- Updated to Microsoft Teams, Outlook. Please use all meeting communication to [directorofoperations@psrc.net](mailto:directorofoperations@psrc.net)
- **Elections/Nominations:** Reached out to AARC, and will utilize their election service for upcoming elections. Nominations need to be open on 3/8/24.
  - Any feedback for Committee Chair

### 13. Delegates

- Working with Ms Censullo E and Ms Cornman to support PSRC operations - attending Taco Tuesday meetings
- Maintaining communication with AARC HOD - participating on committees as required Ms. Varcelotti is on the Election Committee and Ms. Napolitano is on the Bylaws Committee
- Ms. Varcelotti attended the 1st HOD meeting (virtual) for 2024 on March 1. Ms. Varcelotti reported:

Will place PPT from this meeting on our Google Drive as soon as I receive it for those who might want to review it for more info: Report from Dan Garrett and President Carl Hinkson - Marlene Garret is the new AARC VP of Marketing - Joe Lewis (RT Coach) to be involved in increasing social media - Tik Tok, etc. Strategic Pillars are already being reviewed and updated AARC is moving forward with vigor regarding materials and additional materials for states should be forthcoming quickly!

- APRT Updates and planned summit. **We didn't get a date yet.**
- AARC Education summit scheduled for 6/8/2024 - Advancing the BSRT, Carl Hinkson and Jennifer Anderson will be leading this.
- Compact Licensure - in 2 weeks there is a meeting to develop a plan, it will be delivered to state affiliates and have a 4-6 week comment period!
- Apex award - yearly applications -including International Acute Care Hospitals and Post-acute Care Organizations.
- Update the state site with information about the new/updated Clinical Practice Guidelines. APRT information HOSA
  - Can ask for AARC Banner for the booth/table
  - Take pictures - send them to Terri Miller
  - Grant online - \$200 available per state for 1 activity annually ([aarc.org/membership](http://aarc.org/membership))
- Annual Fly-in (Washington DC - May 6-7, 2024)
  - link: <https://www.aarc/advocacy/fly-in-day/> for instructions and online registration
  - many states are already registered, vital all states are represented



- S-3821 Supplemental Oxygen Reform Act (SOAR) - House bill to be forthcoming
- Virtual Health
- Diversity grant bill passed but no \$ for it to move forward - will be still be pursued

Next HOD meeting - Summer July 17-18 Snowbird, Utah. Info coming soon along with Summer Forum information

- Resolutions for Summer Meeting for Approval Due April 1 into the Resolutions Committee **Ms. Censullo motioned for approval and it was approved for PA to cosponsor with CA on the resolution.**

#### Resolutions:

1. From California - vote for Co-sponsorship:

Please restore automatic functionality to the Congress registration process. Ms. Varcelotti reported:

When the AARC Board of Directors initially decided to institute a rebate for members who registered for the Annual Congress, the rebate was automatically triggered. This functionality was extremely member-friendly, and it functioned just as intended. Last year, the Board generously decided to increase the rebate amount from five to ten dollars, but this time the registrant was required to: 1) locate and recognize a check box; 2) "click" on that field; and 3) enter a code, such as "CA 10OFF" to activate the rebate. If members forgot this step, or failed to properly follow these steps, state societies lost out on this revenue-generating benefit that many states rely on to continue their great work in their respective states. We respectfully request that the AARC Board direct the Executive Office to reinstate the previous automatic functionality. We believe that the automation which the Board initially implemented was correct, and that, in some instances, the change resulted in a ten-dollar loss to both the member and her/his state affiliate. We know that going "back to the future" will work as seamlessly as it did before, and we believe that whenever AARC members can enjoy a member benefit, they are more likely to remain members going forward.

2. The AARC/ARCF should have background information on all honorary lectures/grants/scholarships/awards permanently on their website as a reminder of the purpose and history. In addition, recipients should be listed by year (definitely need to look at all honorary lectures at congress for a list of names). Ms. Varcelotti believes that all ARCF awards and scholarships are listed on the ARCF website but she will make sure. **This was approved**
3. The AARC explores the development of a collaborative for the Respiratory Therapy Department and educational program medical directors that would fill the void left by the exit of NAMDARC. This would include providing outreach to existing medical directors and program/department directors for membership, sample criteria on best candidates for medical directorship, job descriptions, best practices on how best to support the future of the respiratory therapy profession, etc. **This was approved**
4. AARC Provide sample curriculum on EBM/QI/Research by degree level to successfully incorporate recommendations from new position statements. **This was approved**
5. AARC Program committee explores education workshops targeted toward educators on incorporating EBM/QI/Research into their programs. **This was approved**
6. AARC Program Committee should explore education workshops targeted towards leaders on how



to incorporate evidence-based practice into their department structure. **This was approved. They will submit these for cosponsors by April 1st. June 1st the resolutions go to the board for approval.**

#### **14. East District Director**

- East District Director Melissa Ash and Melissa Thornborough met with Mr. Juby about the Sputum Bowl
  - They decided that having a sputum bowl in September at Eastern Conference at Spooky Nook was not feasible
- Ms. Ash and Ms. Thornborough spoke with Mr. Rogers about having an East and West Sputum Bowl and then having the winners compete against each other at a future date.
  - They are aiming for Spring of 2025

#### **15. Central District Director**

- Majority of the time spent with LARS (Ms. Merrill will submit LARS report)
- Meeting 2x month (LARS Steering and LARS monthly meeting)
- They have seen an increase in attendance in 2024 thus far
- Assisting with Spooky Nook Conference

#### **16. Western District Director**

- They have worked on updating their Western PA RT Department contact information. (A lot has changed since last completed. Christine assisted with some that she was aware of and sent a list to Western District Director Amy Pascarella).
- Ms. Pascarella is on the WPA Conference committee and she is assisting as able/when/where needed - Conference is on May 1 and 2 at the RLA **Learning and Conference Center**, 850 **Cranberry Woods Drive, Cranberry Township, PA 16066**. 1 and ½ days for 10 CRCE - 25 exhibits,
- Ms. Pascarella reached out to Ms. Merrill regarding LARS assistance but perhaps Ms. Merrill missed an email because Ms. Pascarella did not hear back from her
- Next quarter Ms. Pascarella wants to start on the RT Schools and updating contact information.

#### **17. Neonatal/Pediatrics Director at Large**

- Joined Awards Committee
- Attended LARS meetings
- RACC has hired a new clinical coordinator. There was concern for this program.
- Presenting Pediatric Asthma lecture at the April Hershey conference

#### **18. Adult Acute Care Director at Large**

- Have been active with LARS and the LARS Steering Committee
- Have been very active with the East and West Planning Committees
- Nominated 1 candidate for Leadership Award & 1 candidate for Educator award
- Working with hospitals in the West to submit for the Department of the Year award and what the qualifications are needed to qualify.



## 19. Management Director at Large

- Involved with LARS and LARS Steering Committee
- Working with schools to increase students exposure to specialty areas
  - Interventional pulmonary procedures- BLVR, Robotics Bronch
  - Pulmonary Rehab
  - Thoracic Medicine Research- Medication, Device trials, etc.
  - Pulmonary Function
- Looking to be involved with HOSA

## 20. Audit Committee

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

## 21. Awards Committee

- Reviewed in VP Committee

## 22. Budget Committee

- Each Committee Chair will receive a file for budget requests. Complete and send to Mr. Ruppert..
- 2024 BOD Google Folder

## 23. By-Laws Committee

- Would like to ask for BOD approval for the following members:
  - Natalie Napolitano
  - Christine Gluvna
- 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

## 24. Conference Committee- East Committee

- East Conference planned for September 19th and 20th **Ann Donnelly is available to help Jefferson for 2025**
- Conference planning Committee met in January and February. **Scheduled to meet monthly**
- Conference location secured
- Save the date posted to the website
- Vendor invitations sent
- Sentec rep has changed

## 25. Conference Committee- West Committee

- Space for 25 vendors.
  - Two have come on board.
  - Already have lunch sponsored by South College.
  - Ms. Varcelotti needs a signed contract from Ms. Censullo.



- They have enough volunteers for registration.
  - **They are looking for a tablecloth to put a logo on**
  - **They are looking for a flag-type banner**
  - **Looking at inexpensive notepads and cost**
- The cost of the conference
  - **\$175 for members, \$200 for nonmembers, and \$25 for recent grads (RTs who graduated in the last 12 months) (if they receive sponsorship from their institution PSRC will receive the total fee of \$50), and \$50 for other students.**
  - **Discussion**
    - Mr. Rogers proposed to sell large poster boards for hospitals with a QR code. He will help anyone who needs to help generate a QR code. Ms. Censullo suggested charging \$100 for each poster
    - Ms. Napolitano suggested selling full price tables to vendors before offering hospitals a reduced rate. Ms. Varcelotti agreed to wait and see how many vendors we get first before reaching out to hospitals.
    - Ms. Napolitano suggested charging \$150- \$200 for posters instead of \$100
    - Two sponsors for both spots ???
    - Ms. Varcelotti explained that the poster board and easel would not be at a table, so they will be in addition to the 25 vendor tables.
    - Ms. Varcelotti recommended giving away small tablets to everyone. She will also look into badge reels.
    - Ms. Censullo proposed selling chances for raffles for giveaways.
    - Ms. Napolitano suggested using a credit card that gives rewards for and by the items on there (Air pods, Dana Oakes books).
    - Ms. Napolitano suggested going to local businesses to donate baskets since the PSRC is a nonprofit.

## 26. Education Committee

- Committee selections sent to Ms. Censullo for approval
- Updating Licensure and Credentialing Procedure Guide to share with educators **This has not been posted on PSRC website in the past, but it can be explored**
- Updated Educator list
- Collaborated with Mr. Juby to develop a plan for sharing information about RT programs across PA (**the RT brochure**)
- Email sent to Emilia Peiffer, Executive Director of Pennsylvania School Counselors Association, to develop a connection with the organization
- Helping coordinate the Western PSRC Conference in May
- Email sent out to Program Directors across the state calling for 2024 Outstanding Student Award selections



- **PA Board of Medicine** vacant, position open rotating seat (nurse-midwife, RT, athletic trainer, or perfusionist). **Respiratory Betty Grey** held this position from 10/19 to 10/23. **Ms Varcelotti** said that we may not be able to have a member sit on PA Board of **Medicine**

**27. Investment Committee.** Do you know anyone that you work with who may have a desire to assist in reviewing investment strategy, i.e. be on this committee?

- If so, have them reach out to Mr. Rupert.
- The current money market is meeting the investment goal but we should review the account:
  - The fund is to be invested with the objective of capital preservation and modest growth.

### **28. Leadership (LARS) Committee**

- Jan 19, 2024, meeting: Open discussion with breakout rooms (Dana Stauffer facilitated)
- Feb 16, 2024, meeting: A panel discussion about disease management (Jonnie Korinko facilitated)
- Next planned meeting: March 22, 2024: Open discussion about supply chain and recall management.
  - We have had over 20 attendees for both Jan and Feb meetings.
  - Attendees stated they would like a mix of presentations and open discussions
  - Out of state member from Delaware: James Keith

### **29. Legislative Committee**

- Planning started for Spring AARC Fly-In: Supplemental Oxygen Access Reform SOAR Act
- May 6 and May 7th, 2024
- Call for Volunteers: Mr. Juby, Mr. Rogers, Mr. Mixell, and Ms. Napolitano
- SOAR ACT INTRODUCTION – RESPIRATORY CARE TRANSFORMATION BEGINS | American Association for Respiratory Care (mstr. app)???

### **30. Judicial Committee**

- Reviewed in VP report

### **31. Membership Committee**

- **Mr Rogers,** Ms Napolitano, Peggy Brinton, Mr Judy, Tom Monahan, Erin Meier, **Invited Guests Ms Censullo, Mr Pavlichko & Ms Cornman**
- Will have a combined Membership and PR committee meeting at the end of March.
  - Goals will be to increase student and new grad membership
  - Membership drives for the east, central, and west parts of the state.
  - Board members completed a survey during the meeting by scanning a QR code.

### **32. Nominations Committee**

- Nominations need to be placed on the website today
  - President-Elect
  - Secretary-Elect



- Junior Delegate
  - East District Director-Elect
  - Central District Director-Elect
  - West District Director-Elect
- **Ms Cornman will place on AARConnect, Email blast, Social Media and website. said it will go on AARC connect, email, Facebook, and website**

### 33. Public Relations Committee

- **Committee Ms Censullo, Mr Pavlichko & Ms Cornman**
- First meeting at the end of March.
- Have updated the website with the amazing accomplishment of MsAsh!!!

### 34. Old Business

- Ms Censullo agreed to complete the Orientation Meeting Minutes to record two Motions/Approvals that occurred during the meeting.

### 35. New Business

#### Press Release

- Discussion on changing District Directors to include 2 District Directors (Maybe get 2 in the East and 2 in the West)
- Elections and Nomination Discussion- are we ready (President-Elect, Secretary-Elect, and Junior Delegate, District Directors-Elect)
- March 8th Nominations are open for all PSRC Members- End May 8th
- Budget requests were to be sent to all board members for budget requests on March 2
- Budget requests are due June 1st to Tony

Ms. Napolitano made suggested changes to the minutes. Ms. Cornman will send them out to the group for an evote.

- Still looking for anyone who has access to the PSRC Facebook, Instagram, or LinkedIn page information, before Mr Rogers starts all over. Ms Cornman talked with Tom Lamphere and he said he no longer has the facebook information. He doesn't know who owns LinkedIn or Instagram but Mr Rogers will work with Mr Lamphere to get Mr Rogers access to the Facebook accounts. Ms Censullo will reach out to Margie Pierce to see if she has the social media information.
- Please email me any new or exciting information that we can share on the website.  
[brogers1969@gmail.com](mailto:brogers1969@gmail.com)
- Mr Rogers shared a QR code to give feedback on what you would like to see on the website.



• **Meeting Adjournment:**

- There being no further business, *at 1:02 pm Ms Napolitano made a motion to adjourn the meeting. Ms Varcelotti seconded motion. A vote was taken, and the motion carried unanimously.*

***Pennsylvania Society for Respiratory Care Inc.***  
***Friday, March 8, 2024***  
***First Quarter Board of Directors***  
**Meeting Attendance**

<b>President</b>	Eileen Censullo	Present
<b>President-Elect</b>	Vacant	
<b>Immediate Past President</b>	Vacant	
<b>Vice President</b>	Jerin Juby	Excused-Proxy Eileen Censullo
<b>Treasurer</b>	Tony Rupert	Absent
<b>Secretary</b>	Myava Clark	Present
<b>Secretary-Elect</b>	Vacant	Present
<b>Senior Delegate</b>	Gail Varcelotti	Present
<b>Junior Delegate</b>	Natalie Napolitano	Present
<b>District Director-East</b>	Melissa Ash	Present
<b>District Director-East Elect</b>	Vacant	Present
<b>District Director-Central</b>	Sheila Merrill	Present
<b>District Director-Central Elect</b>	Vacant	Present
<b>District Director-West</b>	Amy Pascarella	Present
<b>District Director-West Elect</b>	Vacant	Present
<b>DAL-Neonatal-Pediatrics</b>	Jenn Mahone	Present
<b>DAL-Acute Care</b>	Brad Rogers	Present
<b>DAL-Management</b>	Anoop George	Present
<b>Director of Operations</b>	Linda Cornman	Present
<b>Audit Committee</b>	Tony Rupert	Absent
<b>Awards Committee</b>	Jerin Juby	Excused
<b>Budget Committee</b>	Tony Rupert	Absent
<b>By-laws Committee</b>	Gail Varcelotti	Present
<b>Education Committee</b>	Jennifer Erkinger/Jefferson Mixell	Present/Present



<b>Election Committee</b>	Myava Clark	Present
<b>Investment Committee</b>	Tony Rupert	Absent
<b>Judicial Committee</b>	Jerin Juby	Excused
<b>Leadership Committee (LARS)</b>	Sheila Merrill	Present
<b>Legislative Committee</b>	Jefferson Mixell	Present
<b>Legislative Consultant</b>	On Hold	--
<b>Medical Advisor</b>	Jessica Boehmler, MD	--
<b>Membership Committee</b>	Brad Rogers	Present
<b>Public Relations</b>	Brad Rogers	Present
<b>Research-PRRC Committee</b>	Amanda Nickle/Ann Donnelly	Present/Present
<b>Sputum Bowl</b>	Melissa Thornborough/Melissa Ash	Absent/Present