

Pennsylvania Society for Respiratory Care – Board of Directors

Meeting Minutes – Q1 Q2 Q3 **Q4**

Date: December 6, 2024

Call to Order – Eileen Censullo

The meeting was called to order at 9:10 am by President Eileen Censullo at PSU Hershey Medical Center.

Roll Call:

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

Leadership Committee (LARS)	Sheila Merrill	Excused Absence
Legislative Committee	Jefferson Mixell	Present
Medical Advisor	Jessica Boehmler, MD	Excused Absence
Membership Committee	Brad Rogers	Present
Public Relations	Brad Rogers	Present
Research-PRRC Committee	Amanda Nickle/Ann Donnelly	Excused Absence/Present
Sputum Bowl	Melissa Thornborough/ Melissa Ash	Excused Absence /Present
Student	Meghan McKarman	Present
Guest	Jason Lake	Present
Guest	Stephen Biehl	Present
Guest	Klous Hopster	Present
Guest	Hernan Alvarado	Present
Guest	Ryan Christiansen	Present
Guest	Denise Simpkins	Present
Guest	Dana Stauffer	Present

Dr. Clark stated a quorum of the BOD is present.

Review and Approval of 12-6-2024 Q4 Agenda:

The agenda for the meeting was reviewed by President Censullo and explained there might be a need to alter the agenda at 11:00 AM to receive a call from Garry Kauffman. After asking if any agenda items need to be added, President Censullo requested a motion for approval.

Tony Rupert motioned to approve the agenda with the potential change. Anoop George seconded the motion.

As no discussion occurred, the vote was called and the motion approved unanimously.

Approval of Minutes from the September 6, 2024 3rd Quarter BOD Meeting:

President Censullo requested a Motion to approve September 6, 2024, PSRC BOD 3rd Quarter Meeting. Mr. Rupert motioned to approve the 9/6/2024 Q3 minutes as presented. Mr. George seconded the motion. As there was no discussion, the vote was called, and the motion was approved unanimously.

PSRC Officiary/Conflict of Interest Forms

Dr Clark requested BOD members to remember to update any changes they might have in address, email, etc. on the PSRC Officiary and to complete the Conflict-of-Interest Form and Confidentiality Form.

Ratification of Phone/Email/Executive Committee e-Votes post 2024 3rd Quarter BOD meeting.

- Five HOD Resolutions to be presented at the November AARC Winter Meeting required a vote by the PSRC BOD so the Delegates could vote to support or not support the resolutions.

Ms. Varcelotti made a motion to ratify e-vote as completed by email. A second to the motion was made by Brad Rogers. Discussion included how the resolutions fared, and the Delegates reviewed any actions during the

HOD discussion. All resolutions were passed and sent to the AARC BOD for discussion/decisions. The vote to ratify the earlier vote was called by President Censullo and the motion passed unanimously to ratify the vote which was 2/3 of the BOD.

- 2025 Budget Approval Ratification of E-Vote.

Ms. Varcelottie made a motion to ratify the e-vote for the 2025 Budget that was approved. Mr. Mixell seconded the motion. No discussion. E-Vote ratification was approved.

Director of Operations Report: Linda Cornman

Ms. Cornman submitted her formal report. The progress of each charge and the 4th Quarter highlights can be found in her report in the Google Shared Drive.

- Quarter 4 Membership: 2,847
- Job description needs to be approved for Membership Committee.
 - Job Descriptions have items that need to be kept for Summit Award Submissions
 - District Directors should have their own spot on website to provide information to their district.
- Reports are due two weeks before the BOD meetings and sent to the Secretary.
- All e-Votes must be ratified at the beginning of the meetings.
- Ms. Cornman provided a review of attendances at events held during the 4th Quarter.
 - Spooky Nook Conference: 200 Attendees
 - Thomas Jefferson Center City: 112 Attendees
 - Thomas Jefferson Abington: 60 Attendees
 - October Webinar: 287 Attendees
 - PRRC 4th Quarter Journal Club: 29 Attendees
 - December Webinar: December 9th, 2024. Ms. Cornman extended appreciation to Christine Gluvna and Amy Pascarella for obtaining speakers and to Christine for moderating.
 - TJU Center City: Money lost due to non-members using discount code. Increased monitoring will occur during the next year to ensure proper payment.
 - Non-Traditional Courses: Continue to work on questions. Software/App brought to light that may aid with questions. Will strongly encourage PowerPoint to be submitted by speakers and request questions and answers from each speaker.
- Continued working with Cvent to end issues. Cvent has determined there has been an issue in the software causing why the credits/certificates/emails are not being sent. Cvent's assistance has been escalated (prioritized) to work on these issues.
- All in One Program for virtual events: Ms. Cornman expressed her desire to re-format the program to include non-traditional courses being offered to all therapists whether or not they are members (different rate) and also include a discount to All-in-One Members (change to a different name once the program is retooled) who attend an in-person event.

Officers Reports:

The progress of each charge and other 4th Quarter highlights can be found in each of the officer's reports in the Google Shared Drive

Presidents Report: Eileen Censullo

President Censullo shared the following report topics-

- Continued preparing for Ms. Cornman's review and contract.
- Worked with the Legislative Committee and requested RFP from Lobbying Firms,
- Met with and prepared reports with the Audit Committee,
- Met with AARC President on his vision and goals.
- Sat in on conference committees.
- President Censullo noted the need for there to be a clear separation of the Director of Operation and the Secretary's job descriptions.

- Clarity is also needed to define Ms. Cornman's job description for PSRC Events. Districts and Committees need to provide support to events.
- Ms. Censullo asked that all money (checks &/or cash) received from events be sent to Treasurer Rupert.

Vice President: Jerin Juby

- Reviewed and discussed all progress points from his report.

Treasurer's Report:

Treasurer Tony Ruppert reviewed and discussed.

Mr. Ruppert also reviewed the 2025 budget as was approved at the September 6, 2024, 3rd Q BOD Meeting.

- Converted PayPal account to non-profit status... Saves money on CC fees.
- PayPal processed membership vouchers, "All in One" memberships, and vendor sponsorships.
- Liability Insurances: Working with PSRC insurance agent to find Liability insurance for events. Coverage is complicated by a lapse of coverage during Covid.
- The Checking balances for 12/31/2023 was \$66,142.53 and \$55,139.14 for 12/31/2024. This is a difference of \$11,003.39.
- The Savings balance for 12/31/2023 was \$107,944.04 and \$107,998.03 for 1/31/24.

Ms. Censullo went ahead with an open discussion to drop the membership voucher program. Ms. Varcelotti motioned to discontinue the AARC membership voucher program and Mr. Rogers seconded. Discussion followed about the membership voucher program's pros and cons along with the financial effect on the budget and the members who participate. A friendly amendment was made by (Ms. Varcelotti and Mr. Rogers) to table the vote until more information is received from AARC regarding affiliate pay for members. The BOD unanimously agreed to table the motion until they receive an answer from the AARC in response to the question regarding affiliate reimbursement.

- Ms. Cornman Received a response from the AARC regarding revenue sharing from the AARC using Membership Vouchers. Per Tina Sawyer from AARC, we do receive revenue sharing, but possibly at a discounted rate since vouchers are discounted.
- A motion was made by Ms. Varcelotti to reopen the Membership Voucher and seconded by Mr. Mixell.
 - o Mr. Ruppert suggested adding a fee for Credit Card use of at least \$1.00.
 - o Mr. Ruppert made a friendly amendment to the original motion of adding a \$1.00 fee. Friendly amendment accepted by Ms. Varcelotti and Mr. Mixell.
 - o A motion was made to withdraw the motion by Ms. Varcelotti regarding Membership Vouchers. Accepted by Mr. Rogers. Suggestion made to utilize Mr. Ruppert and Ms. Censullo to discuss and bring back to Board of Directors at 1st Quarter Meeting in 2025.
 - Mr. Ruppert suggested the Executive Committee to discuss.

Delegates Report: Gail Varcelotti reviewed and noted:

- Attendance at HOD Winter meeting on 11/18 and 11/19 in Orlando along with required attendance at AARC Awards Presentation and AARC Annual Meeting on 11/20 and 11/21.
- Natalie Napolitano was elected to the HOD Speaker Elect position which is a 4-year commitment as Elect, followed by 2 years as Speaker and 1 year as Past Speaker. Requires an appointment to fill her Vacancy in her PSRC Delegate term (last 2 years as Sr Delegate).
- Summary and Minutes of the entire meeting will be sent to the BOD once received.
- Round Table and Panels were heard on the following topics:
 - o HOSA initiative
 - o Advanced Degree programs and BSRT programs
 - o Report on the progress of RRT Minimum in all states and Compact Licensure

- The AARC has sold the Dallas building and has bought another well-suited and fits the plans for future space.
- Growth in membership, revenue have occurred along with Summer Forum growth in attendance and all exhibit spaces were filled in AARC Congress 2024 held in Orlando.
- HOD Resolutions were discussed and voted upon for (all had been supported by the PSRC BOD in an E-vote) Large amount of discussion on Delegate Assistance Policy (renamed instead of Financial Assistance Policy).
- Political Advocacy Contact Team (PACT) Washington Fly-in will be held September 12-16 at Crystal Gateway Marriott in 2025
- Disaster Relief Fund - PSRC donated \$500, MAJOR issue with this fund includes a \$300,000 deficit that has been caused by the number of severe weather events, fires, and other demands place on our fellow RT's across the United States. Discussion of how to increase funding and have this within a Growth Policy
- Any business with the AARC that is mailed should be sent to AARC, PO Box 60007, Irving Texas 75063-0008, until further notice.
- CoARC –
 - new standard 2025 - new framework to meld with credentials, web-based etc.
 - There has been an increase in educational programs enrollment and faculty recruitment.
- NBRC discussion - Job Analysis for Single RRT
- AARC Election - discussed the immediate need of staggering of several positions due to positions vacated prior to end of position terms on BOD.
- Each delegate has been reminded to submit a summary article on House of Delegates activities for publication on chartered affiliate website and/or printed publication.

Secretary Report:

- Myava Clark reviewed report items and completed the form of charges associated with the Secretary position.
- Discussed preparation and agenda for the 4th Q meeting and Annual PSRC Business Meeting with President Censullo.

District Director – East

- Melissa Ash reviewed and discussed notes from the report.
- Represented the state of PA at the AARC conference as the chair elect for the national Sputum Bowl,
- Developed the 2025 Student Conference and Sputum Bowl - discussed need for insurance coverage for use of university space.
- Recruited speakers and moderated the Oct webinar.
- Presenting at December 2024 Webinar.
- Visited various high schools regarding the field of Respiratory Care. Most recently visited Abington High School, 9th and 11th graders.

District Director – Central

- Sheila Merrill excused absence.
- Ms. Censullo reviewed progress on the form submitted and her ongoing monthly LARS meetings.

District Director – West

- Amy Pascarella: excused absence.
- No report was submitted,
- Ms. Pascarella assisted in providing a speaker for the PSRC Webinar in December

Director-At-Large: - Neonatal/Pediatrics

- Jenn Mahone: excused absence. Ms. Censullo reviewed and discussed notes from the report.
- Ms. Mahone Attended Reading School District health fair to promote pediatric asthma education on 11/25/24

Director-At-Large: - Acute Care

- W. Brad Rogers reviewed and discussed progress report form.
- Invited to UPMC, as PSRC Member, for high school recruitment.

Director-At-Large: - Management

- Anoop George reviewed and discussed notes from the progress report

Committee Reports - * Standing Committees

Audit* -

Tony Ruppert, Chair

- Audit of checking account completed with President and Director of Operations (Ms. Cornman).
- 5 entry errors found. (i.e., Deposit subtracted, or expenditure added in error)
- Issues will be corrected.
- All bills paid and up to date.
- Taxes with Accountant will be completed by end of month (December).
- Annual financial review will also be completed.

Awards -

- Jerin Juby reviewed and discussed notes from the progress report.
- Reviewed deadlines for the PSRC and AARC awards in 2025.

Budget* -

- Tony Ruppert reviewed and discussed notes from the report.
- Budget requests due ASAP from DD's, Committees, BOD. Form available on Google Drive. Budget items are needed for any changes to the 2025 Budget year.
- 2026 Budget will be prepared and presented by July.

Bylaws* -

- Gail Varcelotti reviewed and discussed notes from the progress report.
- Bylaws were completed this year for changes and corrections in grammar and punctuation.
- Waiting for the AARC Bylaws to be completed, sent to the membership and approved.
- Thank you to Natalie Napolitano, Christine Gluvna and Linda Cornman for all the Friday mornings they corrected and worked on the Bylaws.

Education -

- Christine Gluvna- Excused Absence.
- Ms. Gluvna's progress report was discussed by Ms. Censullo in the report.
- The Educator list has been updated.
- Requests for PSRC sponsorship for events were reviewed with Eileen Censullo and Linda Cornman.
- December Webinar speakers secured.
- Moderating the December webinar and will be presenting a Safety lecture.

Elections/ Nominations* -

- Myava Clark discussed the members who were elected for 2025.
 - President Elect- Jerin Juby
 - Vice President Elect- Hernan Alvarado
 - Secretary Elect-Myava Clark
 - Junior Delegate- Jefferson Mixell
 - East District Director Elect- Stephen Biehl
 - Central District Director Elect Ryan Christiansen
 - West District Director- Peggy Brinton
- The elected members will be inducted at the annual meeting.

Investment* -

- o Mr. Ruppert reported the Vanguard investment balances for 12/31/2023 as \$160,431.62 and \$168,823.36 for 12/31/2024. This was a growth of \$8,391.74 at a 5.2% yield for 2024.

Judicial -

- o Jerin Juby reported using the progress report and stated there were no Judicial events or concerns presented to the committee.

Legislative -

- Jefferson Mixell reviewed and discussed notes from the progress report.
- Compact Licensure
 - o Compact Licensure Toolkit Released from AARC
 - o Letter of Intent sent to Miriam O'Day
- Legislative Sponsors Identified for 25-26 Session
- Political Advocacy Contact Team (PACT) Washington Fly-in will be held September 12-16 at Crystal Gateway Marriott in 2025
- Letter of Intent for AARC Advanced RT Fund
- Seed funding for chartered affiliates to support APRT.
- Report about the selection from the RFP's submitted by Lobbying/Legislative Firms can be found in the OLD BUSINESS section of these minutes.

Leadership LARS

Sheila Merrill and Tom Monahan will head up the leadership (LARS) Committee in 2025.

Membership –

- Brad Rogers: reviewed the progress report with no added comments. He also discussed various ideas he plans to implement.
- “What Can You Do for PSRC” Campaign suggested by Natalie Napolitano.
- Connect with Awards, since you will need AARC Membership to win awards.

Public Relations -

- Brad Rogers – reviewed the progress report with no added comments. He also discussed several ideas he plans to implement.
- Discussed starting a YouTube Channel.
 - o Interview students, opinion leaders, therapists.

Research PRRC –

Sheila Merrill

- Met November 7th, 2024.
- Phillip Stark from Penn State Health will be the new PRRC Co-chair to replace Amanda.
- Linda Cornman, Cheryl Dominik, Amanda Nickel and Ann Donnelly will collaborate to update the PRRC page on the PSRC website.
- 4th quarter Journal Club on November 26th - Laura Taylor from CHOP presented on RT involvement in terminal extubations - well attended.
- Amanda Nickel and Michael O'Brien from UVA will be taking the lead on 2025 Journal Club planning.
- Debriefed on the PSRC Eastern Conference – Excellent response from attendees
- Next Meeting - March 19, 2025, in person @ Hershey
- Planning to work on research education for RT schools with input from the educators of various schools at our next meeting. The goal for 2025 is to revise the research curriculum and expand to other programs.
- AS to BS Manuscript submitted for Peer Review.
- Leadership Survey manuscript in drafting phase.

Sputum Bowl -

Melissa Ash: submitted her progress report and comment are as follows:

- Planning the student conference for the morning and then sputum bowl in the afternoon. Hopefully, it will be held at GMU, pending the insurance.
- Ms. Ash's thoughts for how the day would go: 8-12 would be lectures (interview skills, study skills and different paths the students can take as an RT, a Q &A with therapists who graduated a year ago and how transition from student to therapist went), 12-2 would be lunch and networking with the hospitals and then 2-4 would be the sputum bowl. She already has therapists who are interested in doing lectures for the PSRC.
- To offset the price, hospital department managers sponsor a table for 2 hours where they can network and recruit students. Charging \$400 a table X 10 hospitals to offset the \$4000 cost
- Buzzers from Sputum Bowls have been misplaced/lost.
 - Natalie Napolitano has a system that may work but may not be loud enough for our needs.
 - Ms. Varcelotti will check with Renee Wunderly.
- Need to accumulate questions for the competition. Need help from the Board to write questions. Will forward a list of questions needed and resources to use for formulating questions.

Old Business:

Jefferson Mixell, Chair, Legislative Committee presented results from the RFP's for legislative lobbying firms and the method of selection that occurred after which an e-vote will be taken to select who PSRC will ask for a contract.

Firm Name	1st offer Annual Cost	Best Offer Annual Cost
Allegheny	45000	39,000 \$3250 / month
McNees	54000	36000 \$3000/month
		60000, 12,000 for only tracking
Duane Morris	60000	60000
Long Nyquist	60000	42000 \$3500/month
Milliron Goodman	60000	36000 \$3000/month
Triad	66000	60000 \$5000/month
		60000 \$5000/month
Compass	72000	60000 \$5000/month
Cozen	72000	60000 \$5000/month

Legislative Committee

ALLEGHENY STRATEGY PARTNERS

MG

McNees

~~Duane Morris~~

LONG NYQUIST & ASSOCIATES

~~TRIAD~~

~~COMPASS ADVOCACY~~

~~COZEN O'CONNOR PUBLIC STRATEGIES~~

PSRC

Pennsylvania Society for Respiratory Care

Legislative Committee

ALLEGHENY STRATEGY PARTNERS

MG

McNees

LONG NYQUIST & ASSOCIATES

Legislative Committee

<p>Previous relationship with principles Worked on our licensure Nurse-midwives work</p>	<p>Worked with NPs Worked with Ophthalmologists</p>
<p>No meaningful COI - spoke to HAP</p>	<p>No meaningful COI - spoke to PA Healthcare Assc</p>
<p>\$3,000/month</p>	<p>\$3,500 / month</p>

PSRC

Pennsylvania Society for Respiratory Care

Choice will be made by e-vote

New Business:

- **Strategic Plan** – Garry Kauffman discussed redevelopment of the Strategic Plan. Education, Advocacy & Fun, Core Values, and Mission Statements of hospitals.

- o What are the strategies that you need to do to meet the core values?
- o Customers are members and nonmembers that make decisions.
- o Develop a Mission Statement and Core Values.
- o Don't have more than 4 Core Values.
- o Use the SWAT (Strengths, Weaknesses, Assessments, and Threats) Analysis to measure the Core Values.
- o Core Values don't change but the strategies should be evaluated annually and can change.
- o Draw Action plans that lead to Operating Plan

After Mr. Kauffman finished his presentation and comment, the BOD discussed plan to bring Garry in person to Pennsylvania to do a 1 ½ day working for the BOD to work on an updated plan for the PSRC future. To be discussed at the 1st Quarter BOD meeting,

- **Conference Oversight-**

President Censullo discussed the concept of having someone to provide Conference Oversight for the live conferences.

The goal is to have conferences held in the West, Central and East District during 2025. Gail Varcelotti has been asked by the President to oversee the conferences in locating a venue, negotiating a price and maintaining the price of registration and other elements of the conference to allow each District to be similar and have the ability to bring in revenue while providing 6 – 10 credits.

Agendas will be 1 ½ day in East and West and Central will have a 1-day conference and all will include Exhibits. Each district will form a committee with a chairperson and include the District Director and District Director – Elect.

Ms. Censullo requested a vote to move forward with this approach. The BOD voted to approve.

- **All – in – One CRCE program.** This discussion continued from the Director of Operations to decide if the All-in-One CRCE Program should just be a one year instead of a two-year program. And that those members who are registered in the “To be named” Programs get 15% off at live meetings.
- PSRC Membership is currently 2847. This is up by 75 – 100 people from last year.
- 2025-2026 Senior Delegate Vacancy – President Censullo appointed and the BOD approved Gail Varcelotti to remain in the Senior Delegate position to provide continuity for the new Jr Delegate, Jefferson Mixell.

Other Business:

- **Outgoing and Appreciation Recognitions –**
 - o Natalie Napolitano was presented with a Certificate of Appreciation for her time on the board of directors as the 2023-2024 Junior Delegate and we wish her success as the Speaker-Elect of the AARC House of Delegates.

As the agenda was completed and no further business presented, President Censullo called for a motion to adjourn the 4th Quarter BOD of Directors Meeting.

The Motion to adjourn was made by Ms. Varcelotti and was seconded by Mr. Ruppert. No discussion occurred and the motion was approved unanimously at 3:25 pm

The Orientation Meeting for the PSRC Board of Directors will be held, virtually, on January 10, 2025.

Respectfully submitted,
Dr. Myava Clark

Minutes approved by: