

Pennsylvania Society for Respiratory Care – Board of Directors

Meeting Minutes – Q1 Q2 Q3 Q4

Date: December 12, 2025

Location: Virtual Conference Call

Call to Order – Eileen Censullo

The meeting was called to order at 9:16 am by President Eileen Censullo

Roll Call: Dr. Myava Clark

PSRC BOD Attendees

President	Eileen Censullo	Present
President-Elect	Jerin Juby	Present
Vice President	Hernan Alvarado	Present
Treasurer	Tony Ruppert	Present
Secretary	Myava Clark	Present
Senior Delegate	Gail Varcelotti	Present
Junior Delegate	Jefferson Mixell	Present
District Director-East	Melissa Ash	Present
District Director-East Elect	Stephen Biehl	Present
District Director-Central	Sheila Merrill	Absent (Excused) (Tom Monahan has her proxy)
District Director-Central Elect	Ryan Christensen	Present
District Director-West	Tom Monahan	Present
DAL-Neonatal-Pediatrics	Jenn Mahone	Present
DAL-Acute Care	Brad Rogers	Absent (Excused)
DAL-Management	Anoop George	Present
Director of Operations	Linda Cornman	Present
Audit Committee	Tony Ruppert	Present
Awards Committee	Hernan Alvarado	Present
Budget Committee	Tony Ruppert	Present
By-laws Committee	Gail Varcelotti	Present
Education Committee	Christine Gluvna	Present
Election Committee	Hernan Alvarado	Present
Investment Committee	Tony Ruppert	Present
Judicial Committee	Jerin Juby	Present

Leadership Committee (LARS)	Sheila Merrill	Absent (Tom Monahan has her proxy)
Legislative Committee	Jefferson Mixell	Present
Medical Advisor	Jessica Boehmler, MD	Absent (Excused)
Membership Committee	Brad Rogers	Absent (Excused)
Public Relations	Brad Rogers	Absent (Excused)
Research-PRRC Committee	Ann Donnelly	Present
Sputum Bowl	Melissa Ash	Present
Student		N/A
Guest	Angie Armbrust	Present
Guest	Kelley Clark	Present
Guest	Jackie Oravec	Present

BOD Quorum: was confirmed by Secretary Myava Clark

President Censullo reminded everyone to update the Officiary and notify Dr. Clark of any changes when they are made.

Approval of 9-6-2025 Q2 Meeting Minutes:

Dr. Clark addressed the additional changes after the 1st draft of the 3rd Quarter meeting minutes was sent out. These amended areas were sent via email by the secretary. There was not any additional discussion concerning the 3rd Quarter meeting minutes.

Ms. Censullo went over the Action Items and noted the tasks that were completed and asked if anyone had any additional updates for the Action Items. Ms. Censullo also noted that some items will be ongoing throughout the year. **Do I need to include the discussion from the Action Items?**

Ms. Censullo reminded everyone that Ms. Christine Gluvna is the Parliamentarian and everyone must raise their hand if they want to speak. She also requested that everyone state their name when called upon for the recorded meeting transcription. Mr. Mixell suggested that the PRC considers reporting BOD Reports in the same manner as the House of Delegates (HOD). The HOD uses a process called the consent agenda. There is a motion to accept all of the reports at the beginning of the meeting, and if anyone has any questions, they could bring them up at that time. If the consent agenda is passed, the HOD does not need to state the reports during the meeting. Some reports are pulled out individually to be reported on during the meeting, such as the Treasurer's, Legislative, and Delegate Reports. If the Director of Operations had something to report on, that report would also be pulled.

Ms. Censullo welcomed the newly elected Board member, Kelley Clark to the Board and welcomed back Jackie Oravec to the Board. She mentioned that Ms. Oravec never truly left the Board because she was working with the conferences behind the scenes.

Motion to approve 2nd Quarter 9/12/2025 BOD Meeting Minutes as amended: Ms. Gail Varcelotti

Second: Mr. Tony Ruppert

Discussion summary: Yes. Mr. Mixell discussed reviewing

Vote carried. NAY 0 ABSTAIN 0

Approval of 9/12/2025 Agenda:

Ms. Censullo requested to add Mr. Ruppert’s liability insurance under New Business.

Motion to approve the presented agenda for 12/12/2025: Mr. Anoop George

Second: Mr. Jefferson Mixell

Discussion summary: None.

Vote carried.

NAY 0 ABSTAIN 0

Update of PSRC Officiary/Conflict of Interest Forms There were no updates noted on review of the officary and forms post meeting.

Approval of Phone/Email/Executive Committee Votes held during 3rd Quarter.

E-VOTES:

Evotec requested on **July 13, 2025** for the PSRC Delegates to support or not support the AARC HOD Resolutions that were presented at the summer HOD meeting held on **July 14-15.**

(see attached resolutions attached for full descriptions documents received by the BOD voting members)

There was decision about the evotes. Mr. Mixel motioned to ratify the evotes. He also motioned to approve the evotes. The evotes were ratified and approved.

Total of 12 BOD members returned votes regarding support or non-support. **Gail, please fill this in. I checked my emails to see if there was an official email capturing the evotes but I could not find one.**

Assigned HOD # and Topic of the Resolution	Aye	Nay	Abstain
			0
		0	0
		0	
			0
		0	0

Guest Speakers

McNees Group - Angie Armbrust: Ms. Armbrust works closely with the Legislative Committee. She did an overview on where things stand in Harrisburg. A budget of 50 billion dollars was passed last month and that is a 5% increase over 2024. Most of the increase was due to Medicaid and school funding increases.

There was discussion to regulate some skills games and legalize recreational marijuana to generate revenue. However, these did not get passed in this budget.

The governor will give his Budget address on February 3, 2026. Medical marijuana is expected to be at the forefront. Healthcare remains a hot topic. Decisions are supposed to be made concerning Health Funding. This is an election year and State Treasurer Stacey Garrity has announced her plans to run against him. The Governor, Senate (50 State Senators), and the entire House of Representatives of Pennsylvania (203 House Representatives) are up for election. Therefore, there is incentive to get the budget done.

McNees is working to make sure that the PSRC stays plugged into all the places where healthcare discussions are underway, including some rural health organizations. Compact Licensure has a Republican (Rep Sherin) willing to sit in the second seat, but they are still looking for a Democratic Representative (hopefully, Rep Malagari) to sit in the first seat.

Director of Operations Report: Ms. Linda Cornman did not read her report. However, she discussed her recommendations. She noted that the PSRC needs to generate more money because the PSRC cannot continue to not meet budget. She discussed having a lottery wheel during the virtual events. The members would donate money to the PSRC and in return, they would get a chance to add their name to a wheel. The winner for the lottery wheel would be selected by the spin of the wheel.

The current PSRC job posting is \$150. Ms. Cornman proposed increasing the fee to \$250 and setting a time limit to posting for 3 months. It was suggested that if a company wanted to renew the job posting, they could do so at a reduced rate.

The All-in-One bundle is currently \$120 for members and \$180 for non-members. She proposed increasing the fee to \$150 for members and \$200 for non-members and adding an additional webinar to justify the price increase. There would be an increase from 4 webinars to 5 webinars for the All-in-One bundle. It was also discussed if the individual webinar fee should be increased from \$40 per webinar.

The Membership numbers continue to decline. The numbers went down by an additional 100 people since November. Ms. Cornman was able to get the Membership list from the AARC which included the expired membership list. Ms. Cornman inquired about possibly creating a Request for Proposal (RFP) concerning 5% discount for an automatic subscription renewal for membership. Ms. Varcelotti and Mr. Mixell will look into seeing the RFP.

PSRC BOD Officers Reports

President: Ms. Censullo reminded each BOD member to report on the highlights only verbally from their activity this past quarter. Since each BOD member received and was required to have read each report before the 4th Quarter meeting, this process will allow for a more timely and efficient meeting.

Vice President Elect: Dr. Jerin Juby sent around his report for everyone to read. He did not have any additional comments and there was not any discussion. Dr. Juby will forward his report to the Secretary to be collated with the other BOD reports.

Vice President: Mr. Hernan Alvarado sent around his report for everyone to read. Ms. Censullo addressed removing the task of posting Articles on the PSRC website that the BOD has in their job descriptions. However, the decision would be left up to Dr. Juby in 2026. Ms. Censullo addressed the need for the website to be updated to include pictures so that there would be social proof for the PSRC activities and involvement. This will allow the PSRC to participate in Awards competition. Directors at Large (DAL) and District Directors (DD) can help form committees to get in front of more respiratory therapists to encourage them to join the AARC membership.

Treasurer's Report: Mr. Tony Ruppert reviewed his report via a chart and handed out his report for everyone to review. He had to pull \$30,000 from savings to cover costs. The overall balance has changed. The \$30,00 was a cash move and not out of Vanguard. Ms. Varcelotti asked for the money to be disclosed for full transparency and Ms. Censullo agreed with Ms. Varcelotti that there should be documentation when money is moved from one account to another even if it is a cash transaction. Ms. Censullo and Mr. Alvarado both noted that the budget is unsustainable.

Mr. Ruppert has switched to QuickBooks online rather than the Desktop, which had an expense of \$1,000 per year. Mr. Ruppert has set up using Text Soup to obtain QuickBooks online for \$80 per year, which will prove an estimated savings of \$900. Mr. Ruppert stated he is still learning the system, and it will help make the treasury business much easier.

The Board of Directors approves Mr Ruppert's access to the Checking and Savings accounts of the Pennsylvania Society for Respiratory Care held at Uninvest Bank.

Secretary Report: Dr. Myava Clark submitted her report to BOD members via email. There was no discussion from her report.

Delegates Report: Ms. Gail Varcelotti and Mr. Jefferson Mixell attended the HOD meeting last week in Phenix, AZ. Ms. Varcelotti complimented Mr. Jefferson for the nice Executive Committee article that he wrote which is available on the PSRC website. Ms. Varcelotti was the co-chair of the Resolution Committee for 2025 and will be serving as the Election Committee Chair for the AARC in 2026.

District Director East - Ms. Melissa Ash submitted her report to BOD members via email. There was no discussion from her report.

District Director Central- Sheila Merrill submitted her report to BOD members via email. Mr. Ryan Christensen was there to represent the Central District. There was no discussion from her report.

District Director West- Mr. Tom Monahan submitted his report to BOD members via email. There was no discussion from his report.

Director-At-Large Neonatal/Pediatrics- Ms. Jenn Mahone submitted her report to BOD members via email. There was no discussion from her report.

Director-At-Large Acute Care- Mr. W. Brad Rogers was absent (excused) but he did submit his report. There was no discussion.

Director-At-Large Management- Mr. Anoop George submitted his report to BOD members at the meeting. There was no discussion from his report.

Committee Reports - * denotes a PSRC Standing committee

Audit*- Mr. Ruppert reported that the audits are going very well since going to Quick Books. The Audit Committee will need a new member since Dr. Juby is going to be the President.

The audit committee is pleased to formally report that the internal audit of the PSRC's financial records for the fourth quarter (as of the November 2025 bank statement) has been successfully completed. The Audit Committee has conducted a comprehensive review of all ledger entries, bank reconciliations, and deposit records for this period. We are happy to state that the accounts were found to be in full standing, and the audit was concluded without error or material discrepancy.

Dr. Juby will select who will be on the 2026 committees..

Awards- Mr. Alvarado submitted his report to BOD members at the meeting. Ms. Censullo read the names of the members who received awards at the AARC Congress last week..

Budget* - Mr. Ruppert presented the 2026 budget to the PSRC membership for review. There was no feedback. The 2026 Budget passed.

Bylaws* – Ms. Varcelotti reported that the AARC Bylaws passed. The PSRC can now compare the recent changes to the AARC Bylaws. The PSRC Bylaws are to be submitted to the AARC for review in spring 2026. Mr. Mixell will be on the AARC Bylaws Committee in 2026. Ms. Varcelotti is looking for volunteers for the Bylaws committee. She also discussed finding someone to Chair the PSRC Bylaws Committee in 2027 because she will be on the AARC 2027 Bylaws Committee.

Education - Ms. Christine Gluvna submitted her report to BOD members via email. There was no discussion from her report. However, she did have two requests. First, she requested that the Education Committee Chair maintains an education list for the state. Next, Ms. Gluvna asked Ms. Cornman if they could send out a Jot Form to the PSRC to identify Program Directors (PDs) and Directors of Clinical Education (DCE).

Elections/ Nominations* - Mr. Alvarado submitted his report to BOD members at the meeting. The following candidates will be sworn in at the Annual Business meeting:

- **2026 Vice President:** Christine Gluvna
- **2026 Treasurer-Elect:** Tony Ruppert
- **2026 Director at Large (DAL) – Acute Adult Care:**
- **2026 Director at Large (DAL) Neonatal/Pediatrics:** Kelley Clark
- **2026 Director at Large (DAL) Management:** Jackie Oravec

Investment* - Mr. Ruppert presented the investments. The Van Guard has a \$175,000 balance. This account has a 4% interest rate. This is a conservative account because it's the members' money. The statements are online in Google Drive for further review.

The Steering Committee will continue to have monthly meetings occurring the first Wednesday of every month. This meeting will still be a 45 minute webinar.

Judicial - Dr. Juby reported that the PSRC is not notified if a respiratory therapist has any disciplinary action. If the PSRC wants to know what therapist has a disciplinary action taken, the PSRC would need to check the list periodically.

Leadership LARS- Mr. Monahan reported that there was one update to report. The LARS meetings will be held every other month instead of every month beginning with the even months. This will avoid conflicting with the AARC Summer Forum or AARC Congress. The day has also changed from Friday to Thursday. Therefore, the LARS meetings will be held the second Thursday of every even month, at 11 am (February, April, June, August, October, December).

Legislative - Mr. Jefferson Mixell submitted his report via email. However, he highlighted a few things. Compact licensing is close and we hope to complete it in 2026. McNeas is helping lobby Compact licensure. The PSRC has one year left with the McNeas Group contract and we need to

consider renegotiating or renewing our contract for 2027. Until another state goes from CRT to RRT, Pennsylvania is not likely to go first. The Legislative Committee is interested in pursuing state licenses for APRTs at a later time.

Membership – Mr. Brad Rogers was absent (excused) but he did submit his report via email. There was no discussion.

Public Relations - Mr. Brad Rogers was absent (excused) but he did submit his report via email. There was no discussion.

Research PRRC – Ms. Ann Donnelly submitted her report to BOD members via email. There was no discussion from her report.

Sputum Bowl – Ms. Melissa Ash inquired about where the Sputum Bowl would be held and when. A decision has not been made if the student Sputum Bowl would be held separately from the East Conference. If the East Conference is held in June, it will likely be too late to have the Student Sputum Bowl during the East Conference. Ms. Ash will reach out to Lauren DiDuch from CCP to see if she will help Ms. Ash put together the Student Sputum Bowl in 2026.

Old Business:

- Conference Education Update: Gail Varcelotti
 - Comparison Summary of West, Central, East: She reviewed the costs and expenses for all conferences, as well as provided the CRCEs and the number of exhibitors. The evaluations are available for review. West \$45472.25 Central \$26040 East \$54812 UPMC 998 West April 15th & 16th. Speakers were not paid but they were given Starbucks cards. However, they did pay for one speaker's hotel room. Ms. Varcelotti suggested getting warm fuzzy blankets with the PSRC logo on it and selling them at the conferences for people who complain that the room temperature is too cold.
 - Venue Pricing- Sheraton said prices are fixed. The food, the gratuity, and the taxes are very high. The taxes needed to be reimbursed because of the nonprofit status. Ms. Varcelotti is shopping prices for the Central and East conferences. However, the West Conference has been selected. UPMC is happy to host. Hershey is willing to host a conference on May 9th. Ms. Varcelotti stated this is the second year of the cycle and hopefully the conference numbers will go up. Ms. Varcelotti is working on RFPs.
- 2026 Budget Approval: Mr. Ruppert sent the budget to the membership. There was no discussion. Ms. Varcelotti motioned to ratify the evote and Mr. Ruppert seconded it. The vote carried.
- HOSA – Western Pennsylvania Meeting- Mr. Monahan reported that there was not much traction for the PSRC and they did not get to talk to many students. However, they did get to speak to two students. The South college had most of the student interest. The PSRC should have been there at 8:30 instead of 9 in order to engage with more students, but they were told to be there at 9. Mr. Monahan doesn't believe that it was worth going back. However, he will be following-up with one student from the event on his way home from the meeting. Mr. Rogers paid for the booth out of his pocket and it did not cost the PSRC anything. The HOSA State conference is March 12, 2026.
- Specialty Practitioner Award Grading Rubric- Dr. Juby stated that in the past there was a Student Award, Clinical Practitioner, Education, Leadership, Research, and Future Leader

Awards. The Awards Committee proposed to expand the Clinical Practitioner Award into specialized areas. These areas include adding an Adult Critical Care, Neonatal/Pediatric Care, Diagnostics, Sleep Disorder Specialist, Asthma Educator, and General Clinical Practitioner Awards. Dr. Juby will create a document for the Awards submission like the "Best Practices" document with infographics to share on social media. He will also send emails. The documents will be opened next week until February. Ms. Cecello asked that every BOD member submit someone for an Award. Mr. Alvarado asked to include the CV on the applications as a requirement.

- added the credentials as a requirement.
- Change PFT to Diagnostics and add SDS and AC-E to diagnostics. Put on social media and open up the awards to the membership. Eileen- everyone please submit a nomination. The new awards will be NPS, ACCS, and Diagnostics. Jen suggested including the CV to the requirements for the awards. We can add an other category for RRTs that do not hold a specialty credential. General clinical practitioner award.

New Business:

2026 Bundle Membership: Ms. Cornman wanted to know how to propose the 2026 All-in-One Bundle. She proposed to increase the All-in-One Bundle rate from \$120 to \$150 for AARC members and \$180 to \$220 for non-AARC members. The members would get an extra webinar going from 4 to 5 webinars for the increased rate. Ms. Cornman also stated to ask for sponsors for each webinar.

- Lottery Ticket Fundraiser for PSRC - Webinar Offering: Ms. Cornman proposed to purchase a bundle of lottery tickets (\$50) to be raffled off at each webinar. Ms. Varcelotti said that this could be an FCC violation, but we can ask people to donate to the PSRC and in return spin to get a name to give the lottery tickets for the donation. Linda will buy the tickets and get reimbursed after the sale of the tickets. She will keep \$50 for the next batch of tickets.
- Expense Requests- Ms. Censullo requested that everyone fill out the expense report on the following document for reimbursement.
 - o <https://docs.google.com/spreadsheets/d/1tclO3GtmnTTveld53a5GZ8Pv8aE-sZYb/edit?gid=1776479971#gid=1776479971>
- LVHN Student Conference (Linda)- If the PSRC will advertise the LVHN Student Conference on the PSRC website, it will be as an endorsement and they should pay the endorsement fee. Otherwise, the PSRC will send the link to the CoARC website so they can get the Program Director's information directly from CoARC. Everything is on the CoARC website. Ms. Cornment was inquiring if she could say no about sending the information out to the Program Directors without a formal endorsement and approval was granted by Ms. Censullo.
- Liability Insurance- Ms. Varcelotti motioned not to renew liability insurance. Jefferson seconded it. Ms. Censullo asked if CCP requires liability insurance and if they do, we should have the student conference at a location that does not require liability insurance. The vote passed to drop liability insurance.

Other Business:

Ms. Censullo requested any additional business be brought forward at this time. Nothing additional to be discussed.

Adjournment: Call for a motion to adjourn by President Eileen Censullo

Motion to adjourn made by Mr. Tony Ruppert

Second Mr. Jefferson Mixell

Discussion summary None

Vote carried

Result of Vote: NAY- 0 ABSTAIN - 0

Meeting was closed at 1:26 pm by Ms. Censullo.

The next meeting of the PSRC BOD will be held on Friday, December 12 and hosted at the Penn State – Hershey Medical Center. Guests may be invited, let Dr. Clark know if you expect any to attend. Refreshments, Light Breakfast and Lunch will be available.

The meeting will be live and will be a full day; all members are expected to be present from 9AM – 1 PM for the 4th Quarter Meeting and for 1:00 – 2:00 for the Bylaws required “Annual PSRC Business Meeting. It is essential for both meetings to have a quorum.

Minutes submitted by:

Dr. Myava Clark

Minutes approved by: