

**American Academy of Anesthesiologist Assistants
Board of Directors**

**1st Quarter Meeting, Saturday, January 17, 2015
By 9:00 a.m. (EST) teleconference**

Minutes

Officers (Executive Committee): Megan Varellas, AA-C, President, presiding; Carie Twichell, AA-C, Immediate Past-President; Ty Townsend, AA-C, Secretary; Tim Goodridge, President-Elect; and Jamie Taff, AA-C, Treasurer.

Directors: Bill Paulsen, PhD, AA-C, Director #1; Gina Scarboro, AA-C, Director #2; Patrick Bolger, AA-C, Director #3; Mike Nichols, AA-C, Director #4; Rob Wagner, AA-C, Director #5; Joy Rusmisell, AA-C, Director #6; and Gregg Mastropolo, AA-C, Director #7

Executive Staff: James E. “Jet” Toney, Executive Director; Devon Bacon, Associate Director.

Invited Guests: Danny Mesaros, AA-C, Annual Meeting Chair; Samantha Yakey, AA-C

Guests:

Agenda Topic (Packet Page Number in Parenthesis)	Presenter	Discussion	Action Taken	Next Steps
Call to Order, Quorum and Minutes				
1. Call to Order	Megan Varellas		Called to order at 9:04 a.m. EST	
2. Attendance towards Quorum	Ty Townsend		Roll taken, quorum established.	
3. Acceptance of Agenda	Varellas		Twichell moved, Wagner seconded motion to accept. Passed.	
4. Acceptance of (October 12, 2014) 4th QTR Board Meeting Minutes	Varellas	Recognized Board service of Layne Paviol and Bill Buntin.	Twichell moved, Townsend	

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			seconded motion to accept. Passed.	
Notifications				
5. Revised 2016 Annual Meeting Dates	Jet Toney	Stated that due to conflicts with other future national medical meetings, staff recommend change of contract date with Denver facility to April 1-5, 2016	Exec Comm approved change.	HQ to effect contract date change.
6. Leadership focused discussion on PSH	Carie Twichell	Saturday, April 11, 2015 (tentatively 1:00-5:00 pm) AAAA leaders to participate. Select chairs and reps of affiliated organizations to be invited.		HQ to invite reps of ARC-AA, NCCAA and AAAPD. Note: Date changed to Saturday, April 10.
7. Next Board of Directors Meeting	Twichell	Sunday, April 12, 2015 Tentatively 7:00 am to Noon		LeAnn to conduct budget training for leaders 4/11/15 in Orlando 1-3 pm.
8. New Honor Award Process	Twichell	Outlined considerations of new approach and process for nominating and selecting. No nominations were presented Fall 2014 for 2015.		Governance Comm to consider new approach in 2015.
9. FAAA and HCA update	Wagner	Stated FAAA is asking Florida Bd. of Medicine for clarification of meaning of “assist” and “surgical suite”.		
10. PGA Report	Twichell	See attached.		
11. AA Day in New York State	Mastropolo	Set for April 22, 2015		Note: subsequently changed to April 27, 2015.
12. Newsletter deadline	Toney	Deadline for 1 st Qtr article submission is February 15, 2015.		

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13. ASA Nominations	Varellas	Deadline for self-nomination for ASA committees is January 20, 2015.		
Executive, Financial and Membership				
14. President's Update	Megan Varellas	Requested names for ARC-AA nominations; requested newsletter content ideas.		
15. Executive Director's Update	Jet Toney	Noted efficiencies which have been created during initial year of management by Cornerstone Communications. Congratulated Board on its streamlined approach to conducting organizational governance.		
<ul style="list-style-type: none"> • Legislative Fund Net Asset Balance • Approved Budget 2015 • Balance Sheet 2014 • P&L • P&L with Prior Year • Operating account signature threshold 	Jamie Taff	Vote to accept Financial Report.	Goodridge moved, Townsend seconded motion to accept financial reports. Motion passed.	
16. Legislative Fund <ul style="list-style-type: none"> • Legislative Fund Activity Report • 2014 Legislative Fund Net Asset Balance 	Taff		Unanimous consent to accept Leg Fund report.	
Committee Reports				
17. Executive Committee	Carie Twichell	Reported on the NY PGA activities; Ordered e-Record blurb urging participation in the MHAUS survey. Add to e-Record encouragement to		

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		participate in the VA/Uniformed Services survey to help give ASA info on AAs who would be interested in serving in those systems.		
18. Annual Meeting	Mesaros	Speakers confirmed; one speaker change already necessary.		
19. Finance	Jamie Taff	Resolution approval needed to add Jamie Taff and Megan Varellas as signers on the financial account. Approval needed to increase HQ's signature (Jet Toney) limit to checks for up to \$2,000.	Unanimous consent given to approve both the resolution and the recommendation.	
20. Membership (Buntin)				
21. Communication (Davies)	Varellas	Noted Nick Davies was elected FAAA president and will be unable to continue as AAAA Communication Committee chair. Noted EC recommended Chris Wade as Communication chair.	Unanimous consent to the appointment.	
22. Legislative Affairs	Mike Nichols	See attached.		
23. Practice Committee (Biel)				
24. Student Committee (West)				
25. Legislative Fund (Bates)	Twichell	Stated that New Mexico's request was sent day before. Request must work through required process of Board consideration (by e-vote if necessary) once the Legislative Fund subcommittee makes a recommendation.	NMAAA request sent to Leg Fund chair, Legislative Comm chair, and treasurer for consideration.	

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ASA Committees Reports				
26. Practice	Twichell			
27. Membership (Buntin)		For information.		
28. Future Models	Nichols	For information.		
29. ACT (Allinger)		For information.		
30. Occupational Health	Townsend	For information.		
31. AAE & P (Scarboro)		For information.		
32. Government Affairs (Chandler)		For information.		
33. ASA Committee on Future Models of Anesthesia Representative Report	Mike Nichols	For information.		
34. VA and Uniformed Services (Bassi)		For information.		
35. Communication		For information.		
External Liaison Reports				
36. AA Partnership	Patrick Bolger	For information.		
37. ASA BOD Representative Report	Mike Nichols	For information.		
38. Patient Safety and Education (Hojdila)		Did not attend.		
39. ARC-AA				
40. APSF				
E-vote				
41. E-votes conducted since last Board Meeting	Twichell	1. Approval of Gregg Mastropolo, AA-C to replace Tim Goodridge on Board 2. Approval of lobby contract with Reid, McNally and Savage in NY for 2015		

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Old Business				
42. N/A				
New Business				
43. ASA Committee Recommendations	Varellas		Board gave unanimous consent to approve the recommended AAAA representatives.	Note: Varellas sent to ASA President-Elect Dr. Dan Cole on 2/1/15.
44. AAAPD request to jointly sponsor/staff AA booth at ASA annual meetings in 2016	Twichell	Consensus raised to postpone until the August Board and Strategic planning session when the budget would be worked on.	Postponed.	Scarboro stated this will allow ample time for planning; she will notify AAAPD.
45. Component use of exhibit hall at AAAA annual conferences	Toney	HQ requests guidelines for component use of exhibit space.	Unanimous consent given to approve FAAA request for exhibit space if no solicitations made to registrants.	Annual Meeting Committee asked to recommend guidelines for component use of exhibit space and for complimentary or discounted use of space.
46. APSF Contribution, Charitable Contributions for 2015	Toney	Noted that APSF contribution was approved at October Board meeting and that check will be sent to APSF.		

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Information Only				
47. Adjournment	Varellas		Townsend moved, Goodridge seconded motion to adjourn. Passed.	