

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

**1st Quarter Meeting, Sunday, January 17, 2016
Teleconference, 2 p.m. EST**

Draft Minutes

Attendance

Officers (Executive Committee): Tim Goodridge, CAA, President, presiding; Megan Varellas, CAA, Immediate Past-President; Ty Townsend, CAA, Secretary; Gina Scarboro, CAA, President-Elect, and Jamie Taff, CAA, Treasurer.

Directors: Daniel Mesaros, CAA, Director #2; David Dunipace, CAA, Director #3; Mike Nichols, CAA, Director #4; Joy Rusmisell, CAA, Director #6; and Gregg Mastropolo, CAA, Director #7; Nikki Block, CAA, District #1; Robert Wagner, CAA, Director #5

Committee Chairs/Co-Chairs: Samantha Yakey Evankovich, CAA, (Annual Meeting); Chris Wade, CAA (Communication); Joe Borup, SAA, (Students); Laura Knoblauch (Membership).

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

Note: President may add or remove items from the agenda prior to convening.

| Agenda Topic (Packet Page Number in Parenthesis) | Presenter | Discussion | Action Taken | Next Steps |
|--|------------------|--------------------------|--|-------------------|
| Call to Order, Quorum and Minutes | | | | |
| 1. Call to Order | Tim Goodridge | Called to order 2:03 pm. | | |
| 2. Attendance towards Quorum | Ty Townsend | | | |
| 3. Acceptance of Agenda | Goodridge | | Townsend moved, Varellas seconded motion to accept | |

| Agenda Topic (Packet Page Number in Parenthesis) | Presenter | Discussion | Action Taken | Next Steps |
|--|------------------|---|---|--|
| | | | as presented. Passed. | |
| 4. Acceptance of (October 25, 2015) 4th QTR Board Meeting Minutes | Townsend | | Townsend moved, Wagner seconded motion to accept. Passed. | |
| Notifications | | | | |
| 5. Membership Survey Data | Goodridge | https://www.surveymonkey.com/results/S-M-69S3P9LQ/ | | |
| Executive, Financial and Membership | | | | |
| 6. Financial Report <ul style="list-style-type: none"> • Legislative Fund Net Asset Balance • Approved Budget 2016 • Balance Sheet 2015 • P&L • P&L with Prior Year | Jamie Taff | | | Complete 2016 financial reports to be emailed to Board in February. E-vote will be conducted for approval. |
| 7. Legislative Fund <ul style="list-style-type: none"> • Legislative Fund Activity Report • 2015 Legislative Fund Net Asset Balance | Maggie Riffel | | Unanimous consent to accept partnership with MHAUS, promote AA membership in MHAUS. | Include MHAUS promotion in 1 st quarter newsletter. Ask MHAUS to exhibit at annual meeting. |
| Committee Reports | | | | |
| 8. President's Update/ Executive Committee Report | Goodridge | MHAUS partner membership, presented by Carie Twichell | Varellas moved, Townsend | |

| Agenda Topic (Packet Page Number in Parenthesis) | Presenter | Discussion | Action Taken | Next Steps |
|--|------------------|---|--|------------------------------------|
| | | <p>Noted: AA membership in ASA being developed</p> <p>Noted: grant applications for meeting support by MERCK in progress</p> <p>Noted: AAAA is submitting applications for CME category 1 credits for annual meeting</p> <p>Noted: Soren Campbell, CAA, has resigned as vice-chair of the Legislative and Practice Committees.</p> <p>Stated NYSSA has committed to again contribute \$5,000 to AAAA Legislative Fund. Goodridge asked for approval to contract with Reid, McNally and Savage for legislative representation for 2016.</p> <p>Goodridge asked for approval of Maggie Riffel as Legislative Fund chair to replace Dan Bates.</p> <p>Goodridge asked for approval of Gregg Mastropolo to replace Rich Bassi as the chair on the Federal Affairs subcommittee and, subsequently, the AAAA representative on the ASA Committee on the Uniformed Services.</p> | <p>seconded motion to retain the Reid firm for 2016 legislative representation in New York State. Motion passed.</p> <p>Townsend moved, Wagner seconded motion to confirm appointment of Maggie Riffel as Legislative Fund chair.</p> <p>Varellas moved, Block seconded motion re: Gregg Mastropolo, chair. Motion passed. Mastropolo abstained.</p> | |
| 9. Finance Committee Report | Jamie Taff | Submitted as an addendum | | |
| 10. Executive Director's Update | Toney | | | |
| 11. Membership | Laura Knoblauch | Stated committee is working on promotional activities at the annual | | Create source addresses for e-news |

| Agenda Topic (Packet Page Number in Parenthesis) | Presenter | Discussion | Action Taken | Next Steps |
|--|-----------------------------|--|---------------------|--|
| | | meeting, including distribution of membership card and member benefits lists. | | and other email communication which reflect the source as AAAA personnel rather than politics.org. |
| 12. Communication | Chris Wade | Noted revised newsletter submission deadlines: 1st Quarter - February 1st, 2016 2nd Quarter - May 2nd, 2016 3rd Quarter - August 1st, 2016 4th Quarter - November 1st, 2016 Goodridge noted that results of the member survey will be used by EC and the Board to guide future programs, decisions. | | |
| 13. Annual Meeting | Samantha Evankovich (Yahey) | Reported on several initiatives being considered for the AM. | | Goodridge noted the 2 nd Qtr Board of Directors meeting may be Saturday of the Annual Meeting rather than Sunday morning. |
| 14. Students | Joe Borup | Referred to his committee report. Noted that qualifications/points for the AAAA Cup competition will include incentives/competition regarding membership retention. | | |
| 15. Legislative | Mike Nichols | Referred to his report. | | |
| 16. Governance Committee | Varellas | As information, Goodridge reviewed the Board's October 2015 decision to task the | | |

| Agenda Topic (Packet Page Number in Parenthesis) | Presenter | Discussion | Action Taken | Next Steps |
|---|-------------------------------|--|---------------------|-------------------|
| | | EC to create a job description, a process for hiring a state issues director, and to begin the process. | | |
| 17. Practice Committee | David Biel | | | |
| 18. Federal Affairs Sub-Committee | Rich Bassi | | | |
| ASA Committees Reports | | | | |
| 19. Practice Management | Twichell | Goodridge reminded that AAAA members who serve on ASA committees are expected to submit a report. | | |
| 20. AAE & P | Gina Scarboro | | | |
| 21. Governmental Affairs | Goodridge | | | |
| 22. Communications | Townsend | | | |
| 23. Quality Management and Departmental Administration | Wagner | Stated he was appointed to an ASA taskforce on the definition of “immediately available”. | | |
| 24. Global Outreach | Varellas | | | |
| 25. Economics | Biel | | | |
| 26. ACT | Rusmisell | Noted she was appointed to an ASA taskforce on a revision of the “Statement on the Anesthesia Care Team”. | | |
| External Liaison Reports | | | | |
| 27. American College of Surgeons, Committee on Perioperative Safety | Goodridge | Noted that a liaison position from AAAA to the ACS is opening. Will need to fill with a AAAA Board member. | | |
| 28. APSF | Shane Angus | | | |
| 29. NCCAA | Soren Campbell/Jana McAlister | | | |

| Agenda Topic (Packet Page Number in Parenthesis) | Presenter | Discussion | Action Taken | Next Steps |
|--|------------------|-------------------|--|-------------------|
| 30. AAAPD | Scarboro | | | |
| E-vote | | | | |
| 31. E-votes conducted since last Board Meeting | | | | |
| Old Business | | | | |
| 32. | | | | |
| New Business | | | | |
| 33. Adjourn | Goodridge | | Varellas moved, Townsend seconded motion to adjourn. Motion approved at 3:48 pm. | |