

To: AACP Council and Officers

From: National Office

RE: Council Meeting and AACP Annual Financial Review

The 2019 Annual Seminar Council Meeting will be held in the **Hammock Boardroom** of the Hammock Beach Resort and Spa in Palm Coast, Florida on Wednesday, February 6, 2019.

Enclosed:

- Agendas for all meetings
- AACP Balance Sheet and Income Statement
- AACP Annual Financial Review Summary Sheets
- Related meeting items

Please bring these items with you to the Council Meeting. We look forward to seeing everyone again in Palm Coast. Call if you have any questions and *Thanks* in advance.

**THE AMERICAN ACADEMY OF CARDIOVASCULAR PERFUSION
COUNCIL MEETING MINUTES 2019**

**Wednesday, Feb 4, 2019
Hammock Boardroom
Hammock Beach Resort
Hammock Boardroom**

Attendees:

Kevin Charette, President
Harry McCarthy, Treasurer
Carmen Giacomuzzi, Secretary
Greg Smigla, Council Member
Bill Riley, Council Member
Molly Bryant, Council Member
Tami Rosenthal, Council Member
James Beck, Past President
David Palanzo, Executive Director

Meeting called to order by Kevin Charette at 0915

Correction of 2018 Minutes : Secretary – Carmen Giacomuzzi

Revisions included correction to the 2018 financials reported on by Harry McCarthy. Corrections are as follows:

- Total Revenue 2017: \$182,729
- Yearly Earnings 2017: (\$33,428)
- Total Equity 2017: \$195,534

Motion –to-Approve: Harry McCarthy

Second-to-Motion: Jimmy Beck

Treasurer’s Report for 2018: Treasurer – Harry ‘Mac’ McCarthy

- Total Revenue: \$259,796
- Total Expenses: \$246,627
- Yearly Earnings: \$13,169
- Total Equity:\$208,165

2018 Budget Variance: \$29,566

Positive Variance primarily due to increased revenue from sponsorship. Expenses increased due to increased meeting attendance in 2018. David mentioned that we currently need ~ 20 webcast registrants to break even on cost. Webcast attendees beyond 20 will increase our revenue.

Year to date 2019

Budget for 2019 deferred to Saturday’s Council meeting for a vote

Motion –to-Approve: Jimmy Beck

Second-to-Motion: Kevin Charette

Program Committee Report

President – Kevin Charette

Registration

- Pre-Registration:141
- Student Registrations:27
- Webcast Registrations:60
- Currently webcast registration is similar to the pre-registration fee. There was some discussion surrounding a 1 day, 2 day or 3 day registrations tiered registration fee. Some tiered registrations had been accepted for this meeting.

Any Problems: None reported

- Expenses: NA
- Future Meetings: Lengthy discussion on potential future meeting locations. New locations discussed were Ft. Worth and Houston. Discussion surrounding possibility of rotating between same 2 locations to take advantage discounts offered by hotels to “repeat customers”. Discussed adding a survey to EventMobi App regarding what’s important for attendees when considering meetings, ie family location, etc.

Sponsors’ Hands-On Workshop

- Brief discussion on intent of new hands-on workshop to increase engagement with attendees as well as give sponsors more exposure. Only 2 company’s participated this year: Quest and Spectrum Medical
- Brief discussion on new format of the sponsors/exhibitors event on Thursday evening. NASCAR Event to be reviewed/explained in detail at the Open Business Meeting Wed afternoon.

Old Business

- Membership Recruitment Report: nothing to report
- Perfusion Agreement: Lengthy discussion surrounding letter from Mark Kurusz & John Toomasian. Council members discussed frustrations from both the Perfusion Journal editors as well as frustrations by those submitting manuscripts and contradictory reviews of several papers. Also possible “blacklisting” of some manuscripts being submitted. Discussed how possibility of severing relationship with Perfusion Journal as cost of journal is \$20,000. This could be one way to decrease expenses, especially as electronic journal access is so readily available. Further discussion on this is needed...
- Newsletter: David stated he’s encouraged vendors to place ads in the newsletter.
- Accreditation / AC-PE: nothing new to report
- Simulation Committee: nothing to report
- Student Liaison Committee: Molly stated she has not received any negative comments surrounding increasing the student registration fee to \$100. Student fund proceeds from 2018 were ~ \$2000 primarily from T-shirt sales. This year they have had several new items for sale.
- National Office Report: nothing to report

New Business:

- Council discussed need for increased communication of appointed committees. Council suggested quarterly updates on action items, etc to the vice-president and president to help keep committees focused and on target with action items. Council also felt this would help the vice president and president in their roles. Chair appointments of all committees should be a fellow, with other committee members being filled by either members or possibly even students, ie student liaison committee.
- Reed Lecturer speaker description should be updated to remove “foreigner” as the speaker requirement
- Discussion surrounding does it make sense to change meeting format back again to 2 days. However, this would decrease the overall CEU points awarded. Currently with CEUs points awarded at **44.4**, actually allows perfusionist to meet their recertification requirements by attending only 1 meeting every 3 years.

Motion to suspend meeting until Saturday made by Kevin Charette and meeting adjourned until Saturday at 1200 back in the Hammock Boardroom.

(Adjourn until Saturday Feb 9, 2019 at 12:00 PM)

Submitted 2/13/19
Carmen Giacomuzzi
Secretary, AACP

**THE AMERICAN ACADEMY OF CARDIOVASCULAR PERFUSION
COUNCIL MEETING MINUTES Feb 9, 2019**

(Re-convene) **Saturday Feb 6, 2019 @1200**

**Hammock Boardroom
Hammock Beach Resort**

Attendees:

Kevin Charette, President
Harry McCarthy, Treasurer
Carmen Giacomuzzi, Secretary
Greg Smigla, Council Member
Bill Riley, Council Member
Molly Bryant, Council Member
Tami Rosenthal, Council Member
Vince Olshove,
James Beck, Past President
David Palanzo, Executive Director

Meeting called to order by Kevin Charette at 1215

2019 Budget Approval: Reported by Harry ‘Mac’ McCarthy

- Total Revenue: ~\$231,000
- Total Expenses:~ \$237,000
- Yearly Earnings: ~(\$6,000)
- Motion –to-Approve: Molly Bryant
- Second-to-Motion: Carmen Giacomuzzi

The overall expenses will likely go down as David negotiated a 10% discount as table service for dinner was extremely slow and some confusion regarding the wine service during dinner. Overall meeting revenue:expense ratio may be budget neutral. InvoSurg covered the entire cost (~\$2500) of the track

By-Laws Committee Report: Nothing to report

Membership Committee: Vince Olshove

- Fellow applicants: two complete applicants, one incomplete potential applicant
Bharat Datt: complete
Ryan Piech; complete

Larry Garrison: Incomplete applicant failed to submit application. If he can get application in ASAP including the third sponsor letters etc, he will likely be accepted as fellow Membership for current year:

- Fellows: 4 + (1, not present)
- Members: 20
- Students: 85

Recommendations for Council:

- Council will look into the feasibility of potentially increasing the sponsorship fee
- Formation of 3 new committees
 - Social Media/IT/Web
 - Sponsor's Committee
 - Awards/Manuscript/Publications
- Add Social Media/IT/Website member to council as a non-voting member
- Create a "link" on AACB website for easier video viewing of abstracts

New Business:

- David Palanzo approached by George Glenn. Apparently Comprehensive Care negotiated a discounted AmSect membership rate for all employees. George asking if that is something that The AACP would also consider.

Motion to Adjourn at 1323: Greg Smigla
Second: Jimmy Beck

Submitted 2/13/19
Carmen Giacomuzzi
Secretary, AACP

**THE AMERICAN ACADEMY OF CARDIOVASCULAR PERFUSION
OPENING BUSINESS MEETING MINUTES Wed Feb 6, 2019**

1. Welcome to all Academy Members especially the Members (Associate) Membership
President – Kevin Charette
2. Roll Call of Active, Senior and Honorary Membership
Secretary – Carmen Giacomuzzi, See Roll call
3. Appoint Sergeant at Arms (3)
Please see David Palanzo after this meeting for instructions.
Joshua Walker, Bob Grommet, Molly Bryant
4. Election (Appointment) of Nominating Committee (3)
Appoint last three past presidents present at meeting.
James Beck Kevin Lilly Vincent Olshove
5. Appointment of Audit Committee (3)
Please meet with Jill Palanzo and Harry McCarthy at 9:00PM in Room _____.
Rich Walczak, Allison Weinberg, Isaac Chinnappan
6. Membership Committee
Vincent Olshove (Chairman),
James Beck, Christine Chan, Kathleen Kibler, D. Nicole Michaud
7. Awards Committee
Please see David Palanzo after this meeting for instructions.
Christine Chan, Justin Resley (Chair), Michael Brewer
8. Any Other Business of an Urgent Nature
 - Kenny Fung walked group thru mobi app.
 - Rich Melchior walked group thru NASCAR team event

**THE AMERICAN ACADEMY OF CARDIOVASCULAR PERFUSION
COUNCIL and SPONSORS MEETING MINUTES**

Thursday Feb 7, 2019 @ 0900

Hammock Boardroom

Hammock Beach Resort

Attendees:

Kevin Charette, President

Harry McCarthy, Treasurer

Carmen Giacomuzzi, Secretary

Greg Smigla, Council Member

Molly Bryant, Council Member

Tami Rosenthal, Council Member

James Beck, Past President

David Palanzo, Executive Director

Sponsor Attendees:

Tamara Bratland: **Medtronic**

Shirley Dusak: **Terumo**

Jeremy Tamari: **Spectrum Medical**

Steve Salvati: **InvoSurg**

Larry Petri: **LivaNova**

1. Welcome, Introductions, Thanks and Meeting Report
President – Kevin Charette
Introductions and Updating of Sponsoring Members for 2019
2. Financial Report: Treasurer – Harry “Mac” McCarthy
The report reflected that 2018 ended with a net revenue of ~\$13,000. This is primarily due to an increase in sponsorship. Total numbers of sponsors/exhibitors this year is 11.
Projected financials for 2019 meeting:
 - Total Revenue: ~\$231,000
 - Total Expenses: ~ \$237,000
 - Yearly Earnings: ~(\$6,000)
3. Communication
 - Newsletter Articles: David Palanzo emphasized the opportunity for sponsors to place ads and articles in the AACCP newsletter.
 - Many sponsors discussed the numerous internal changes to personnel this year perhaps explaining why David had such difficulty in contacting Sponsors and getting turn around communications. Discussions surrounding better collaboration with updating specific points of contacts. Discussed needing a back-up contact

person for each sponsor so we can stay more current on correct individuals to contact.

- Terumo asked why they were only allowed to demo 2 products. Response by David Palanzo was the AACP was trying to avoid larger “booth” type set ups, but there was some wiggle room on this.
 - Council and sponsors discussed feasibility of forming a type of focus group of perfusionists that Sponsors would have access to possibly twice throughout the year. Feel this is value added.
 - Sponsors stated they are still very much interested in being part of panel discussions and they particularly like supporting AACP meetings due to their quality scientific sessions and ability to attend. They stated many times the reason for continued support of the AACP meeting was level of engagement of attendees and meeting quality. High education value stated multiple times by Sponsors
 - Sponsors approached about their feelings on possibly increasing sponsorship fee. It was felt that maybe a \$1000 increase might be doable but probably not \$2000. Larry Petri state that we should all consider the Total Cost of Meeting Support ie travel distance from airport, shipping costs, etc. Sponsors did mention that overall costs for the AACP meeting were not out of proportion.
 - Discussion surrounding impact of Webcast attendees for sponsors. Webcast attendees is definitely increasing and it is the future. Sponsors recognize this and feel as long as it doesn’t draw attendees away from the meeting, this would be acceptable.
 - Discussion surrounding on sponsors providing short little video snippets or vignettes that could be shown during lunch hour or other times throughout the meeting
4. Sponsors’ New Technologies (Hands-On) Workshop: Everyone stated their excitement regarding the new workshop/reception and the NASCAR event. This should really help keep everyone engaged and provide more face time with attendees.
 5. Comments / Suggestions regarding this meeting: see comments that are rolled up into the communication section.
 6. Suggestions for Future Programs

Submitted 2/13/19
Carmen Giacomuzzi
Secretary, AACP

**THE AMERICAN ACADEMY OF CARDIOVASCULAR PERFUSION
ANNUAL BUSINESS MEETING MINUTES
Saturday February 9, 2019 @ 1730**

1. Roll Call
Secretary – Carmen Giacomuzzi

2. Approval of Minutes of the Preceding Meetings of The Academy and Council
Secretary – Carmen Giacomuzzi
Small correction made to 2017 financials
 - Total Revenue 2017: \$182,729
 - Yearly Earnings 2017: (\$33,428)
 - Total Equity 2017: \$195,534Motion –to-Approve: Steve Sutton
Second-to-Motion: James Beaver

3. Report of the Treasurer for the Last Fiscal Year (2018)
Treasurer – Harry McCarthy
 - Total Revenue: \$259, 796
 - Total Expenses: \$246,627
 - Yearly Earnings: \$13,169
 - Total Equity:\$208,165Increased revenue primarily due to increased sponsorship
Motion –to-Approve: Josh Walker
Second-to-Motion: Justin Resley

4. Report of the Audit Committee
Chairman – Allison Weinburg
Everything was found to be in order.
Motion –to-Approve: Matt Tyndal
Second-to-Motion: Joe Sistino

5. Report of the Treasurer for the Current Year to Date
Treasurer – Harry McCarthy
 - Total Revenue: ~\$231,000
 - Total Expenses:~ \$237,000
 - Yearly Earnings: ~(\$6,000)
 -
 - The overall expenses will likely go down as David negotiated a 15% discount as table service for dinner was extremely slow and some confusion regarding the wine service during dinner. Overall meeting revenue:expense ratio may be budget

6. Report of the Program Committee
President – Kevin Charette
Everyone did a terrific job. Thank you. We had a total of 11 sponsors/exhibitors

Meeting Attendance 2019: Total = 277

- 141 Pre-Registered
- 32 On-Site Registrations
- 74 Webinars
- 30 Students (included in numbers above)
- 30 Vendors

Awards for Presentations: Justin Resley

Outstanding Student Papers:

- 1st Place: Alexandra Rezler
- 2nd Place: Mitchel Katona
- 3rd Place: Nathali Gomez

Outstanding Papers:

- Al Stammers
- Jimmy Beck

7. Action on Recommendations Emanating from The Council
Vice-President – Carmen Giacomuzzi
Council recommends:
 - Formation of 3 new committees
 - Social Media/IT/Web
 - Sponsor’s Committee
 - Awards/Manuscript/Publications
 - Explore raising sponsor’s fee by X_____ amount
 - Add Social Media/IT/Website member to council as a non-voting member
 - Create a “link” on AACB website for easier video viewing of abstracts

8. Unfinished Business
President – Kevin Charette
None to report

9. New Business
President – Kevin Charette
 - If anyone needs new lapel pins, please contact David Palanzo
 - David Palanzo approached by George Glenn. Apparently Comprehensive Care negotiated a discount AmSect membership rate for all employees. George asking if that is something that The AACP would also consider.

10. Report of the Membership Committee
Chairman – Vince Olshove
Membership for current year:
 - Fellows: 2 + (1, not complete)
 - Members: 20
 - Students: 87

It was requested to post Fellow members induction year on the website. This would help the membership committee tremendously. This could be done on a Council/Membership Committee only page/access.

11. Election of New Members: Vince Olshove
Fellow applicants: two complete applicants, one incomplete potential applicant
Bharat Datt: complete
Ryan Piech; complete

Larry Garrison: Incomplete applicant failed to submit application. If he can get application in ASAP including the third sponsor letters etc, he will likely be accepted as fellow
12. Report of the Nominating Committee
Chairman – Vince Olshove
Recommendations:
President: Carmen Giacomuzzi
Vice President – Bill Riley
Secretary – Justin Resley
Social Media/IT/Media Non-voting Council Member: Kenmond Fung
13. Election of Officers
Motion was made and seconded for the election of officers noted above.
14. Appointment of New Committees – Carmen Giacomuzzi
Membership: Chair Vince Olshove
Program: Chair, Carmen Giacomuzzi
Reed Lecturer: Chair Carmen Giacomuzzi
Awards/Manuscripts/Publications: Chair, Kathleen Kibler
Simulation: Chair, Ed Darling
Social Media/IT/Website: Chair Christine Chan
Student Liaison: Chair, Molly Bryant
Fireside Chats: Chair, Allison Weinburg
Program Committee: Co-chairs, Carmen Giacomuzzi, Bill Riley, Tami Rosenthal
Sponsor's Committee; Chair, Rich Melchior

Submitted 2/13/19
Carmen Giacomuzzi