

**Official Minutes
American Academy of Cardiovascular Perfusion
Annual Meeting
February 5 – 8, 2015
Omni La Mansion del Rio Hotel
San Antonio, Texas**

Official Minutes
36th Annual Meeting
American Academy of Cardiovascular Perfusion

Council Meeting

Thursday, February 5, 2015
Los Hildalgos Room
Omni La Mansion del Rio Hotel
San Antonio, Texas

Call-to-Order: 9:30 AM, Steven Sutton, President

Roll Call: No roll called

Attendees:

Steven Sutton, President
Vince Olshove, Vice President
Kevin Lilly, Treasurer
James Beck, Council Member
D. Scott Lawson, Council Member, Immediate Past President
Philip Fernandes, Council Member
Richard Melchior, Council Member
Linda Mongero, Past President
Edward Darling, Past President
David Palanzo, Executive Director
Richard Adams, Meeting Stenographer

- I. Approval of 2013 Minutes, Steven Sutton
Each member received a distribution copy and after review by those present, the minutes were approved with no revisions. Mr. Sutton requested a Motion-to-Approve and Scott Lawson made this motion and Philip Fernandes made a second to the motion.

Approval of 2014 Minutes, Steven Sutton
Each member received a distribution copy and after review by those present, the minutes were approved with no revisions. Mr. Sutton requested a Motion-to-Approve and James Beck made this motion and Kevin Lilly made a second to the motion.

- II. Treasurer's Report, Kevin Lilly
Total Revenue 2014: \$207,463
Total Expenses: \$176,273
Yearly Earnings: \$31,190
Equity: \$238,246
Motion-to-Approve:
Second-to-Motion:
Motion: all approved
A very lengthy discussion ensued regarding the direction financially that the AACP was moving and many points of interests were mentioned related to increasing

sponsorship and increasing membership both which influence the financial status greatly.

III. Program Committee Report, David Palanzo

Pre-Registrations: 85

Anticipated On-Site Registration: 30

Student Membership: 40

A very lengthy discussion ensued regarding a variety of topics ranging from venue site, alignment with the Society of Thoracic Surgeons, advertisements and mailings. Many concerns were voiced addressing location of meeting and regional participation.

IV. Membership Recruitment Report, David Palanzo

No recruitment letter from the AACP Council was mailed out this year. Suggestions were made to ways to increase overall membership and increase the number of Fellow Members. Discussion included purchasing the ABCP's mailing list, obtaining lists from state societies and manufacturers.

V. Perfusion Journal Agreement, John Toomasian

The *Perfusion* Journal is healthy and doing well. There were 229 total submissions for 2014 which is the highest ever. The journal's impact factor was 1.08 which is the fourth consecutive year of increase. The manuscript rejection rate was equal to 40-45%. *Perfusion* will publish eight issues per year beginning in 2015. The AACP and Sage Publishing signed a 5-year agreement in the spring of 2014 whereby papers presented at the AACP annual meeting will be submitted to *Perfusion*.

There was a review of the papers submitted to *Perfusion* from The Academy.

Twenty-one manuscripts were sent to London for peer review.

Thirteen were accepted.

Four were rejected.

Four underwent peer review: revision option expired.

Overall acceptance rate for AACP manuscripts submitted to *Perfusion* is 62%.

Recommendations were made and discussion ensued on ways to get more papers presented at the annual meeting revised and published in *Perfusion*.

VI. AACP Newsletter, David Palanzo

The newsletter was published (to the website) four times again this year. There were contributions from perfusion students under the coordination of Richard Chan and the perfusion schools, individuals presenting their research at the annual meeting and sponsoring partners. The number of pages for each issue varies but since it is no longer published in printed form, there is no additional cost. There was some discussion as to allowing advertising.

VII. AC-PE (Accreditation Committee for Perfusion Education), Linda Mongero

Last year the AC-PE met three times plus conference calls. There is much discussion around the AC-PE accrediting the perioperative blood management program. The AC-PE feels that it is not really their responsibility to do that right now. The AC-PE has approved isolated limb perfusion in the consensus curriculum. The AC-PE had much discussion dealing with the entry level degree for perfusionists. They want all of the sponsoring organizations to provide an opinion statement at the 2015 annual meeting which is going to be at AATS in Seattle in April.

The Academy's AC-PE representatives, Linda Mongero, William Riley and alternate Daniel FitzGerald were directed by the Council to draft a statement for the Council and Membership to review.

- VIII. Perfusion Simulation Committee, Edward Darling
Under the Presidency of Daniel FitzGerald, the AACP was encouraged to become involved with the Simulation Task Force formed by AmSECT and working with the ABCP. The Council was encouraged to participate by inclusion of the AACP in these meetings. Over the last few years, there have been some initiatives out of this task force. Last year, the task force came up with a position statement that specialty accreditation and/or recognition of high fidelity perfusion simulation centers should come from professional organizations like AmSECT and The Academy. Over the past year, they have been working on developing standards and guidelines for accreditation of high fidelity perfusion simulation centers.
- IX. Student Liaison Committee, Richard Melchoir
Student membership has increased again this year. The committee continues to engage the students and get them involved as best they can in The Academy by attendance at the meeting and presentation of research. There will be two Student Only Fireside Chats this year. Many of the students will be attending the Induction Dinner. There will be some decisions made as to whether the Academy should continue the Student Ambassador / Student Society as well as the Mentorship Program. Several sponsors and other companies have donated funds to contribute to the Academy's Student Travel Expenses Fund.
- X. National Office Contract
The Council reviewed the terms and conditions on the National Office Contract with David Palanzo as Executive Director and decided to continue the agreement for three more years (April 2016 – March 2019).
- XI. Motion-to-Suspend was made by Edward Darling and a second to the motion was made by Steven Raskin, recess at 1:35 p.m.

Opening Business Meeting

Thursday, February 5, 2015
Omni La Mansion del Rio Hotel
San Antonio, Texas

- I. Call-to-Order, Welcome: 5:05 PM, Steven Sutton, President
- II. Roll Call: Vincent Olshove, Vice President (in absence of Secretary)
- III. Appointment of Nominating Committee (meet 8:30 PM, Room 428)
 - Dan FitzGerald
 - Linda Mongero
 - D. Scott Lawson
- IV. Appointment of Audit Committee
(To meet with David and Jill Palanzo along with Kevin Lilly, Treasurer at 8:30 PM in Room 428)
 - Scott Noesges
 - Steven Raskin
 - Cris Clay
- V. Appointment of Membership Committee
 - D. Scott Lawson (Chairman)
 - Edward Darling
 - Dennis Long
 - Justin Resley
 - Marijean Zacha
- VI. Election of Awards Committee
(To meet with David Palanzo immediately after Opening Business Meeting for instructions)
 - Harry McCarthy (Chairman)
 - Richard Ginther
 - John St. Onge
 - Kathleen Kibler
- VII. Other or New Business Appeal to Membership, Steven Sutton
 - Linda Mongero voiced her concern about the letter that we all received from the American Board of Cardiovascular Perfusion about changes it was going to make. Linda proposed that a small committee get together to discuss this issue and possibly compose a letter to the ABCP concerning these proposed changes. After some discussion, it was decided to let the committee discuss the issues and report back to the Council.
 - Richard Melchior announced that the Student Society would be hosting a fundraising table located in the break areas. Please support the students.

- Mr. Palanzo encouraged all AACP Members to express appreciation to the Sponsors for their support and for what they do each year.

VIII. Motion-to-Recess (5:35 PM) until the Closing Business Meeting on Saturday.

AACP Officers and Sponsors Luncheon Meeting

Friday, February 6, 2016
Omni La Mansion del Rio Hotel
San Antonio, Texas

Call-to-Order / Welcome: 11:50 AM Steven Sutton, President

AACP Attendees:

Steven Sutton, President
Vincent Olshove, Vice President
Kevin Lilly, Treasurer
Philip Fernandes, Council Member
Richard Melchior, Council Member
James Beck, Council Member
D. Scott Lawson, Past President
David Palanzo, Executive Director

Sponsor Representatives

Richard Hayes, Quest Medical
Jack Bantley, Spectrum Medical
Denise Steinbring, Medtronic
Gregory Johnson, Maquet
Michael Rebuldela, Terumo

Introductions by President Steven Sutton
Treasurer's Report presented by Kevin Lilly

- 2014 Actual Income and Expenses
- 2015 AACP Budget

General discussion ensued on a variety of topics consisting of Panels, Future host sites, AACP Website and Newsletter, Sponsor Workshop, Sponsorship pricing and adding an Exhibitor category. All representatives were well pleased with the quality of the AACP Meeting but encouraged seeking ways to increase attendance. The overall opinion was very favorable. They wanted to continue moving the meeting site each year. After much informal discussion, the meeting was adjourned at 12:50 PM

Council Meeting Reconvene

Saturday, February 7, 2015
Omni La Mansion del Rio Hotel
Los Hidalgos Room
San Antonio, Texas

I. Call-to-Order / Welcome: 12:45 PM, Steven Sutton, President

II. Roll Call: No roll called

Attendees (present during the course of the meeting):

Steven Sutton, President

Vincent Olshove, Vice President

Kevin Lilly, Treasurer

James Beck, Council Member

Philip Fernandes, Council Member

D. Scott Lawson, Past President

David Palanzo, Executive Director

Richard Adams, Meeting Stenographer

III. Treasurer's Report 2015, Kevin Lilly, Treasurer

2015 Total Revenue Budgeted: \$181,120

Total Expenses Budgeted: \$193,950

Projected deficit: \$12,830

Motion to Approve: Philip Fernandes

Second to Motion: James Beck

Motion: Passed

Discussion ensued regarding two ways to relieve this deficit: increase sponsorship and/or increase memberships. The 2015 budget was then deferred until the Closing Business Meeting for final approval by the AACP Membership.

IV. Bylaws Committee Report, Steven Sutton

No report

V. Members Reporting to Council

The AC-PE representatives, Linda Mongero, William Riley and Daniel FitzGerald, met and concluded that it would be in the best interest of the AACP to check the views of the PPDC members before we send a statement to the AC-PE. If the consensus of the Program Directors is that it is appropriate to have entry level into the profession move to a Master's Degree, we (AACP) could agree and support the change by 2020.

VI. Membership Committee, D. Scott Lawson

Applications for Fellow Membership: 1

- Warren Goodwin

Application for Member: 18

Application for Student Associate Membership: 74

Motion-to-Approve: James Beck

Second-to-Motion: Vincent Olshove

Motion: passed

There was some discussion on ways to increase membership. Scott Lawson suggested a "Thank You" or follow up letter sent to meeting attendees.

- VII. Further discussion ensued related in general to topics such as adding the attendee's membership category to the name badge, looking at alternative times of the year to host the AACP meeting without conflicting with other organizations and increasing the number of CEUs for the meeting.
- VIII. Motion-to-Adjourn was made by James Beck at 1:35 PM.

Closing Business Meeting

Saturday, February 7, 2015
Omni La Mansion del Rio Hotel
San Antonio, Texas

- I. Call-to-Order, Welcome: 5:34 PM, Steven Sutton, President
- II. Roll Call: Vincent Olshove, Vice President (in absence of Secretary)
- III. Approval 2013 Minutes, Steven Sutton
Each member received a distribution copy and after review by Mr. Palanzo and those present, the minutes were approved with no revisions. Steven Sutton requested a Motion-to-Approve and Steven Raskin made this motion and James Beck made a second to the motion, motion was approved.

Approval 2014 Minutes, Steven Sutton
Each member received a distribution copy and after review by Mr. Palanzo and those present, the minutes were approved with one minor correction. When the vote was taken on the Academy endorsing the AmSECT Standards, there were two objections, Harry McCarthy and Mark Kurusz. That was not reflected in the minutes. Steven Sutton requested a Motion-to-Approve and Ian Shearer made this motion and Scott Lawson made a second to the motion, motion was approved.

- IV. 2014 Treasurer's Report, Kevin Lilly
 - Actual Revenue: \$207,463.00
 - Total Expenses: \$176,273.00
 - Variance: (+) \$31,190.00
 - Total Assets: \$238,246.00Motion-to-Approve: James Beavers
Second-to-Motion: Eric Jenkins
Motion: passed
- V. Audit Committee, Steven Raskin
The Audit Committee approved their review of the AACP books.
Motion-to-Approve: Philip Fernandes
Second-to-Motion: Steven Sutton
Motion: passed
- VI. 2015 Treasurer's Report, Kevin Lilly
 - Budgeted Revenue: \$181,120.00
 - Budgeted Expenses: \$193,950.00
 - Variance: (-) \$12,830.00
 - Discussion ensued about the projected loss being the result of a loss of sponsorshipMotion-to-Approve: James Beavers
Second-to-Motion: Mark Kurusz
Motion: passed

- VII. Program Committee, Steven Sutton
Pre-Registrants: 85
On-Site Registrants: 58
Senior and Fellows: 45
Students: 41
Speakers: 8
Sponsors Representatives: 24
Total: 175

There was some discussion concerning the high quality of the AV company that we used this year. We brought in our own company instead of relying on the hotel's AV. We will continue to use them as long as the estimates for AV/Webcasting stay below the hotel's rates.

There was some discussion concerning the continuance of webcasting the annual meeting. Joseph Sistino commented that he liked getting the questions from the webcast audience. It was also decided to continue to offer the webcast to perfusion schools and student members of the Academy free of charge.

- VIII. Recommendations Emanating from Council, Vincent Olshove
Prior to the reading of the recommendations emanating from the Council, Vincent Olshove read the following statement.

According to our Constitution, Article IV, Officers and Government, Section 1, the officers of the Academy shall be President, Vice President, Secretary, Treasurer and five Councilors. These officers and councilors shall be the governing body of The Academy, shall be called a Council and shall have full power to act on all matters except as follows: may not alter initiation fees or dues, may not change Bylaws, may neither elect new members nor alter the status of existing members.

Any business matters regarding this American Academy of Cardiovascular Perfusion must be brought to the Council for consideration.

Additionally, any motion to be brought in front of the Membership will only occur after submitting the written motion to the Council for consideration, discussion and approval by the Council.

Recommendations:

Development of a Sponsors Committee to explore recruitment of sponsors and potential tiers in sponsorship

Increase activity with the Membership Committee working towards increased membership and attendance at meetings.

Increase the quantity of CEUs available for attendees

Continue to offer sponsors the opportunity to host sessions prior to the meeting or during breakfast, lunch, etc. so that they get more exposure while increasing the CEUs

Place membership category (Fellow, Member, Student) under the name on the name badges.

- IX. Unfinished Business: None
- X. New Business: None
- XI. Membership Committee, D. Scott Lawson
 - Applications for Fellow Membership: 1
 - Warren Goodwin
 - Application for Member: 18
 - Application for Student Associate Membership: 74

Some discussion ensued concerning the need to identify more individuals that would make good Fellows and clarification that you are a Fellow Member once you are voted in as a Fellow. You will receive your medallion the next year at the Induction Dinner.

Motion-to-Approve: James Beck
Second-to-Motion: Greg Smigla
Motion: passed

- XII. Awards Committee: Harry McCarthy
 - Since there are still more paper presentations tomorrow morning, the committee will defer their report until after the session.

- XIII. Nominating Committee, Daniel FitzGerald
 - President: Vincent Olshove
 - Vice President: Kevin Lilly
 - Secretary: William Harris
 - Treasurer: James Beck
 - Council:
 - Two Year Term (replacing James Beck): Kevin Charette
 - Four Year Term: Haven Young
 - AC-PE: Linda Mongero and William Riley. Alternate: Daniel Fitzgerald
 - Motion-to-Accept : John Toomasian
 - Second-to-Motion: Mark Kurusz
 - Motion: passed

- XIV. Appointment of Committees, President Elect Vincent Olshove
 - Check signing privileges for the AACP are David Palanzo, James Beck, William Harris
 - Membership: Steven Sutton (Chairman), Edward Darling, James Beck, Dennis Long, Marijean Zacha
 - Awards: Harry McCarthy, Richard Ginther, John St. Onge, Kathleen Kibler
 - Program: Vincent Olshove (Chairman), Harry McCarthy, Justin Resley, Joseph Sistino, Daniel FitzGerald, Scott Lawson, Edward Darling, Haven Young, James

Beck, Greg Smigla

Reed Lecture: Mark Kurusz, D. Scott Lawson, John Toomasian

Student Liaison: William Riley, Richard Ginther

Simulation Committee: Edward Darling, Thomas Klein, William Riley

Motion-to-Adjourn: James Beavers

Meeting Adjourned: 6:20 PM