

**Official Minutes  
American Academy of Cardiovascular Perfusion  
Annual Meeting  
February 4 – 7, 2016  
Hilton Savannah DeSoto Hotel  
Savannah, Georgia**

Official Minutes  
37<sup>th</sup> Annual Meeting  
American Academy of Cardiovascular Perfusion

**Council Meeting**

Thursday, February 4, 2016  
Lafayette Suite  
Hilton Savannah DeSoto Hotel  
Savannah, Georgia

Call-to-Order: 9:15 AM, Vincent Olshove, President

Roll Call: No roll called

Attendees:

Vince Olshove, President  
Kevin Lilly, Vice President  
James Beck, Treasurer  
Steven Sutton, Immediate Past President  
Kevin Charette, Council Member  
Philip Fernandes, Council Member  
Karen Smith, Council Member  
Haven Young, Council Member  
Linda Mongero, Past President  
David Palanzo, Executive Director

- I. Correction of 2015 Minutes, Vincent Olshove  
Each member received a distribution copy and after review by those present, the minutes were approved with no revisions. Steven Sutton made a motion to approve the minutes and James Beck made a second to the motion.
  
- II. Treasurer's Report, James Beck  
Total Revenue 2015: \$174,612  
Total Expenses: \$195,609  
Yearly Earnings: -\$20,997  
Equity: \$218,770  
Motion-to-Approve: Kevin Lilly  
Second-to-Motion: Haven Young  
Motion: all approved  
A very lengthy discussion ensued regarding the financial direction that the AACP was moving and many points were mentioned related to increasing membership and increasing sponsorship both which would greatly influence the financial status.
  
- III. Program Committee Report, David Palanzo  
Pre-Registrations: 104  
Anticipated On-Site Registration: 35  
Student Membership: 50  
A very lengthy discussion ensued regarding a variety of topics that ranged from

location of meeting and regional participation, advertisements, mailings, alignment with the Society of Thoracic Surgeons and the webcast.

- IV. Membership Recruitment Report, David Palanzo  
No recruitment letter from the AACP Council was mailed out this year. Suggestions were made on how to continue to increase the number of active Fellow Members and how to increase overall membership as well.
- V. Perfusion Journal Agreement, David Palanzo  
The AACP continues to have a strong agreement with Perfusion. A report from Mark Kurusz and John Toomasian was reviewed. Twenty-four papers were presented at the 2015 meeting. As of October 31, 2015 (the date of the letter) only six manuscripts had been accepted for publication by Perfusion. Seven others were undergoing revision by the authors. Two manuscripts were rejected and two were withdrawn by the author(s). One presenter never submitted a manuscript. Eight of the 24 papers underwent peer review and the authors chose to not resubmit a revision.  
  
Manuscript submissions and editorial reviews were discussed and ways to follow up with the authors (especially when the lead author is a student) were proposed. It has been very positive that the discussion points following a presentation have been published along with the scientific papers. When the papers do not get published, we lose these discussions.
- VI. AACP Newsletter, David Palanzo  
Discussion ensued that included possible ways to update the newsletter and the possibility of adding advertisements.
- VII. AC-PE (Accreditation Committee for Perfusion Education),  
A report from William Riley and Linda Mongero was reviewed. Some of the points discussed were the idea of limiting duty hours for perfusion students in clinical rotations, requirement for clinical site instructors to complete training to qualify as clinical instructors, Master's Degree as entry into the field and simulation.
- VIII. Perfusion Simulation Committee  
A report by Edward Darling and William Riley was reviewed. The Standards and Guidelines for Accreditation of High-Fidelity Extracorporeal Simulation Programs had been further revised within the Simulation Taskforce and was now ready for public comment, which will take place during two Fireside Chats at this meeting. Currently, the Simulation Taskforce is designing the accreditation process for simulation centers.
- IX. Student Liaison Committee  
A report from William Riley was reviewed. The Student Ambassador Program was extremely time consuming for the student representatives and after two years did not appear to provide any added benefit for the ambassadors or the general population of students at the meeting. The committee will discuss whether the absence of this program created a void for the 2016 meeting as opposed to the previous two years. Should the committee decide to rejuvenate the Student Ambassador Program, the council will be contacted for guidance.

X. National Office Report

XI. New Business

A. AmSECT Merger

A letter from Jeff Riley was reviewed.

“One of AmSECT’s 2014-2016 strategic goals under our Community Pillar in the Collaborate Professional Relationships section is to: Strengthen our Perfusion Profession by uniting the AACP and AmSECT organizational structures by 2016 while preserving the traditions and heritage of both organizations.”

The Council decided that no action was required.

B. Future of the AACP

Many topics were discussed and several plans were reviewed but no decisions were made. Three new Program Committee subcommittees were formed: Video Committee, Information Technology Committee and Exhibitors/Sponsors Committee.

XII. Motion-to-Suspend was made by Vincent Olshove, recess at 1:55 p.m.

## **Opening Business Meeting**

Thursday, February 4, 2016  
Hilton Savannah DeSoto Hotel  
Savannah, Georgia

- I. Call-to-Order, Welcome: 5:05 PM, Vincent Olshove, President
- II. Roll Call: Kevin Lilly, Vice President (in absence of Secretary)
- III. Appointment of Sergeants At Arms: Vincent Olshove
- IV. Appointment of Nominating Committee (meet 8:30 PM)
  - Linda Mongero
  - D. Scott Lawson
  - Steven Sutton
- V. Appointment of Audit Committee  
(To meet with David and Jill Palanzo along with James Beck, Treasurer)
- VI. Appointment of Membership Committee
  - Steven Sutton (Chairman)
  - Edward Darling
  - Dennis Long
  - Justin Resley
  - Marijean Zacha
- VII. Election of Awards Committee  
(To meet with David Palanzo immediately after Opening Business Meeting for instructions)
  - Harry McCarthy (Chairman)
  - John St. Onge
  - Kathleen Kibler
- VIII. Any Other Business of an Urgent Nature, Vincent Olshove
  - David Palanzo encouraged all AACP Members to express appreciation to the Sponsors for their support and for what they do each year.
- IX. Motion-to-Recess (5:35 PM) until the Closing Business Meeting on Saturday.

## **AACP Officers and Sponsors Luncheon Meeting**

Friday, February 5, 2016  
Hilton Savannah DeSoto Hotel  
Savannah, Georgia

Call-to-Order / Welcome: 11:50 AM Vincent Olshove, President

### **AACP Attendees:**

Vince Olshove, President  
Kevin Lilly, Vice President  
James Beck, Treasurer  
Steven Sutton, Past President  
Kevin Charette, Council Member  
Philip Fernandes, Council Member  
Karen Smith, Council Member  
Haven Young, Council Member  
David Palanzo, Executive Director

### **Sponsor Representatives**

Eva Bailey, Terumo  
Richard Hayes, Quest Medical  
Denise Steinbring, Medtronic

Introductions by President Vincent Olshove  
Treasurer's Report presented by Kevin Lilly

- 2015 Actual Income and Expenses
- 2016 AACP Budget

General discussion ensued on a variety of topics consisting of Panels, future host sites, AACP Website and Newsletter, Sponsors' Workshop, Sponsorship pricing and adding an Exhibitor category. New committees, attendance and membership were reviewed. All representatives were well pleased with the quality of the AACP Meeting but encouraged seeking ways to increase attendance. After much informal discussion, the meeting was adjourned at 12:50 PM

## **Council Meeting Reconvene**

Saturday, February 6, 2016  
Lafayette Suite  
Hilton Savannah DeSoto Hotel  
Savannah, Georgia

- I. Call-to-Order / Welcome: 11:45 PM, Vincent Olshove, President
- II. Roll Call: No roll called

Attendees (present during the course of the meeting):

Vince Olshove, President  
Kevin Lilly, Vice President  
James Beck, Treasurer  
Steven Sutton, Immediate Past President  
Kevin Charette, Council Member  
Philip Fernandes, Council Member  
Karen Smith, Council Member  
Haven Young, Council Member  
David Palanzo, Executive Director

- III. Treasurer's Report 2016, Kevin Lilly, Treasurer  
2016 Total Revenue Budgeted: \$158,660  
Total Expenses Budgeted: \$188,560  
Projected deficit: \$29,900  
Motion to Approve: Philip Fernandes  
Second to Motion: Kevin Charette  
Motion: Passed

Discussion ensued regarding ways to relieve this deficit including increase sponsorship, increase memberships and increase attendance. The 2016 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  
None
- VI. Membership Committee, Steven Sutton  
Applications for Fellow Membership: 8
  - Deborah Adams – reinstate
  - Joseph Deptula
  - Kenmond Fung
  - Molly Hageman
  - Ashley Hodge
  - Kirti Patel
  - Sanjay Patel

- Tami Rosenthal

Application for Member: 15

Application for Student Associate Membership: 52

Motion-to-Approve: James Beck

Second-to-Motion: Karen Smith

Motion: passed

VII. Motion-to-Adjourn was made by James Beck at 12:45 PM.



## **Closing Business Meeting**

Saturday, February 6, 2016  
Hilton Savannah DeSoto Hotel  
Savannah, Georgia

- I. Call-to-Order, Welcome: 5:40 PM, Vincent Olshove, President
- II. Roll Call: Kevin Lilly, Vice President (in absence of Secretary)
- III. Approval 2015 Minutes, Vincent Olshove  
Each member received a distribution copy and after review by Mr. Palanzo and those present, the minutes were approved with no revisions. Vincent Olshove requested a Motion-to-Approve and Ian Shearer made this motion and Eric Jenkins made a second to the motion, motion was approved.
- IV. 2015 Treasurer's Report, James Beck
  - Actual Revenue: \$174,612.00
  - Total Expenses: \$195,609.00
  - Variance: (-) \$20,997.00
  - Total Assets: \$218,770.00Motion-to-Approve: Linda Mongero  
Second-to-Motion: Harry McCarthy  
Motion: passed
- V. Audit Committee, Carmen Giacomuzzi  
The Audit Committee approved their review of the AACP books.  
Motion-to-Approve: Steven Sutton  
Second-to-Motion: James Beck  
Motion: passed
- VI. 2016 Treasurer's Report, James Beck
  - Budgeted Revenue: \$158,660.00
  - Budgeted Expenses: \$188,560.00
  - Variance: (-) \$29,900.00
  - Discussion ensued about the projected loss being the result of a loss of sponsorships.Motion-to-Approve: Debra Zarro  
Second-to-Motion: Greg Smigla  
Motion: passed
- VII. Program Committee, Vincent Olshove  
Pre-Registrants: 104  
On-Site Registrants: 54  
Webcast: 27  
Senior and Fellows: (40)  
Students: (27)  
Speakers: 11

Sponsors Representatives: 26  
Total: 222

There was some discussion concerning AV and webcasting. We will continue to use CMI/AV as long as the estimates for AV/Webcasting stay below the hotel's rates. It was also decided to continue to offer the webcast.

VIII. Recommendations Emanating from Council, Kevin Lilly

Formation of three new Program Committee subcommittees:

Video Committee

The role of this committee is to fill all open spots in the program and webcast with instructional videos. This committee reports bimonthly to the Council.

Information Technology Committee

The goals of this committee include: proposed redesign to the Academy website, setup and use of social media, create a financial plan for advertising, proposed face of perfusion, post the contact information for Council and Committee members on the website, and list all of the members with their contact information on the website. This committee will report monthly to the Council.

Exhibitors/Sponsors Committee

This committee will evaluate and define levels of exhibitors and sponsors, increase exhibitors at all levels, establish a value list for exhibitors and sponsors, and define proposed changes to the annual meeting structure on feedback from exhibitors and sponsors. This committee will report monthly to the Council. The Co-Chairpersons of this committee will be the Vice President and the Executive Director.

IX. Unfinished Business: None

X. New Business:

Motion was requested to make the Induction Dinner inclusive of all meeting attendees. Dark suit and tie required, black tie optional. The motion was made by James Beck and Carmen Giacomuzzi made a second to the motion, motion was approved.

XI. Membership Committee, Steven Sutton

Applications for Fellow Membership: 8

- Deborah Adams – reinstate
- Joseph Deptula
- Kenmond Fung
- Molly Hageman
- Ashley Hodge
- Kirti Patel
- Sanjay Patel
- Tami Rosenthal

Application for Member: 15  
Application for Student Associate Membership: 52  
Motion-to-Approve: James Beavers  
Second-to-Motion: Carmen Giacomuzzi, Haven Young  
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: Kevin Lilly  
Vice President: James Beck  
Secretary: Haven Young  
Treasurer: Kevin Charette  
Council:  
One-Year Term (replacing Kevin Charette): Harry McCarthy  
Three-Year Term (replacing Haven Young): William Riley  
Four-Year Term: Greg Smigla  
AC-PE: Linda Mongero and William Riley. Alternate: Daniel Fitzgerald  
Motion-to-Accept : Debra Zarro  
Second-to-Motion: Steven Sutton  
Motion: passed

XIV. Appointment of Committees, President Elect Kevin Lilly  
Check signing privileges for the AACP are David Palanzo, Kevin Charette, Haven Young

*Membership:* Vincent Olshove (Chairman), Edward Darling, D. Scott Lawson, Dennis Long, Steven Sutton

*Awards:* Harry McCarthy (Chairman), Richard Ginther, John St. Onge, Kathleen Kibler

*Program:* Kevin Lilly (Chairman), James Beck, Kevin Charette, Daniel FitzGerald, Harry McCarthy, William Riley, Greg Smigla, Haven Young

*Subcommittee:*

*Vendors:* James Beck, Kevin Lilly, Marijean Zacha, David Palanzo

*IT:* Kevin Charette

*Videos:* Ken Fung

*Reed Lecture:* John Toomasian (Chairman), Richard Chan, Kevin

*Student Liaison:* Molly Bryant (Chairman), Richard Ginther, Richard Melchior, William Riley

*Simulation Committee:* Edward Darling (Chairman), Thomas Klein, William Riley

Motion-to-Adjourn: Steven Sutton

Meeting Adjourned: 6:35 PM