

**APAHC Board Conference Call Meeting Minutes**

October 1, 2018 – 5:00 PM EST/4:00 PM CST/2:00 PM PST

Present on the call (**bolded** are voting members):

<input checked="" type="checkbox"/> <b>Annie Bradford</b>	<input checked="" type="checkbox"/> <b>Wendy Ward</b>	<input checked="" type="checkbox"/> Lauren Penwell-Waines
<input checked="" type="checkbox"/> <b>Ron Brown</b>	<input checked="" type="checkbox"/> Laura Daniels	<input type="checkbox"/> Bill Robiner
<input checked="" type="checkbox"/> <b>Zeeshan Butt</b>	<input type="checkbox"/> RoseAnne Illes	<input checked="" type="checkbox"/> Laura Shaffer
<input checked="" type="checkbox"/> <b>Liz Cash</b>	<input checked="" type="checkbox"/> Brian Isakson	<input checked="" type="checkbox"/> Amy Williams
<input checked="" type="checkbox"/> <b>Molly Clark</b>	<input checked="" type="checkbox"/> Leila Islam	<input checked="" type="checkbox"/> Joey Yost
<input checked="" type="checkbox"/> <b>Donna LaPaglia</b>	<input type="checkbox"/> Michael Mejia	<input checked="" type="checkbox"/> John Yozwiak
<input checked="" type="checkbox"/> <b>Amit Shahane</b>	<input checked="" type="checkbox"/> Teresa Pan	

1. Call to order: 5:03 pm called to order.
2. Review of August 2018 minutes: Minutes approved by the Board.
3. President's Items (Dr. Butt)
  - a. Webinars and other CE offerings. These are offered as a tangible reminder of what APAHC has to offer to members, trainees, etc. Dr. Butt asked board to consider how best to use the webinar, a resource offered by D12, with content that is unique and of interest. Goal is to offer 2 more webinars by end of calendar year. Dr. Shahane suggested Mark Lumley's talk about pain management from Detroit conference might be good. Dr. Butt requested ongoing consideration from the board and for submission of ideas of potential speakers via email to him and Dr. Ward.
  - b. Support from SCP/D12. Dr. LaPaglia and Dr. Butt to discuss with administrative officer D12's upcoming initiatives and whether APAHC needs anything from D12 for our goals. Requested board input to relay to D12. Dr. Williams requested clarification on CE application for APAHC conference, submitted 2-3 weeks ago. Dr. Shahane requested clarification on any funds distributed to sections from D12. Dr. Brown mentioned funds are incentive for timely completion of Section income tax forms. Dr. LaPaglia indicated these funds are still available provided this continues to occur. Dr. Shahane recalled these reports may be due on or around Jan 9. Dr. Butt stated funds were used to support student to attend APAHC convention in the past. A decision is needed on if those funds remain available to us and if there are stipulations about what they are used for (i.e., is this decided this year to year); Dr. Butt will investigate prior minutes to determine the precedent for this.
  - c. 2019 Awards. Dr. Shaffer noted prior board decision to present APAHC awards at every biennial conference. Dr. Butt pointed board members to the updated page on the website for reference. Dr. Brown will be in charge as Past President. He suggested board members nominate recipients rather than solicit nominations. Historically, the number of nominations varies widely across the different awards. Dr. Shaffer suggested a combined approach of opening nominations up to the membership with board members also nominating. A consideration is that the AAMC awards nominations, especially research and teaching, benefit from the pool of APAHC awards applicants

from which to draw. Dr. Ward seconded the desire for an open call from membership so as not to inadvertently omit potentially eligible applicants. Suggested capping the amount of information provided (e.g., 250-word statements) to facilitate nomination and committee decision making process. Dr. Brown suggested one awards committee member take the lead on each of the 6 awards. One call should go out over the listserv to solicit for all awards and use the APAHC Gmail account to submit nominations. Dr. Brown suggested one person collate nominations and distribute to each committee member. Dr. Brown will order plaques for winners by the time of the conference; needs decisions by Jan 10. Nominations should be made within one month (e.g., Nov 15) to allow 2-3 weeks for committee members to decide. Dr. Williams currently monitors the APAHC Gmail account, and will distribute nominations to committee members once they come in. Dr. Ward will send the nomination email out to the membership. Dr. Butt will suggest Award Committee members. Dr. Cash confirmed the revised approach falls within the APAHC Officer's Manual guidelines.

d. Communications from Board. Tabled for later discussion.

#### 4. Board Reports

a. Please see attachments for available Board updates

b. Items for discussion

- i. Website updates (Dr. Isakson). Dr. Isakson indicated they are nearly ready for membership renewal page to go live. Timeline for members to renew is typically mid-October to January 31. Dr. Pan helped recruit two early career members who have been very helpful keeping the website updated. Dr. Butt requested board members review site for any updates that may be required in each member's particular area.
- ii. New Trainee lead (Dr. Pan). Dr. Pan is starting a new occupational role and suggested we think about beginning to recruit for a new lead on this committee. Dr. Butt requested board suggest any trainee members that might be appropriate and could start to shadow Dr. Pan to provide a transition period of 6 months or so. Previous leads have solicited trainee members' interest in the position and turned over the position at the beginning of the calendar year. Dr. Pan suggested using the conference to advertise and generate interest in the position. She questioned whether an application process to vet interested parties would be warranted. Dr. Shahane suggested a simple process, such as sending a CV or publishing a call. Some ideas for advertising the committee were generated, such as at the conference, on social media and in the newsletter. Appointed chairs will serve 2-year terms with no limit on reappointment. Plan will be to aim for a Spring appointment.
- iii. Early Career Boot Camp budget; Liaison (Dr. Islam). Dr. Islam noted that the ECBC budget has historically been subsumed under full conference budget,

and the conference typically breaks even or ends in a budget surplus. ECBCs have hosted 18, 25 and this year planning for 25 attendees again. Asked for ideas on how to keep ECBC sustainable as it grows. Noted that the vast majority of cost is related to food and beverage. ECBC cost last conference was \$8400, with 81% of costs for F&B. Speakers and facilitators have also received compensation for one hotel night for their effort. There is also an early career social hour that the board has historically supported at \$290. Dr. Brown noted Springer has offered to sponsor some conference activities. Dr. Cash, Conference Sponsorship Chair, will get contact info for Springer to solicit monetary support. Dr. Butt recommended we continue to come back to this topic in coming months since budget is not always known until registration closes. Dr. Shaffer expressed concern about feasibility of covering speakers' hotel nights since Mid-Career Boot Camp does not offer this and it may deter speakers in the future. We have not supported both due to costs in the past. For parity, up to 6 speaker nights would need to be offered for both boot camps. Only costs for one hotel night would be. Dr. Williams commented that keynote speakers get registration fees waived, though planning committee members do not receive discounted rates or fee waivers. Dr. Butt commented there is precedent for invited speakers to have costs waived. Dr. Yozwiak echoed this year's keynotes in particular are requesting cost reductions/waivers. Dr. Butt suggested soliciting abstracts next conference to alleviate some of this expectation. Due to time constraints, discussion of ECBC/MCBC subsidization will continue offline.

- iv. Advertising in APAHC Grand Rounds (Drs. Penwell & Yost). Tabled for later discussion.

5. Next Conference Call:

- a. Monday, November 5th, 5 PM EST/4 PM CST/2 PM PST