

### APAHC Board Conference Call Meeting Minutes

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

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

<input type="checkbox"/> <b>Annie Bradford</b>	<input checked="" type="checkbox"/> <b>Wendy Ward</b>	<input type="checkbox"/> Lauren Penwell-Waines
<input 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 checked="" type="checkbox"/> RoseAnne Illes	<input 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 type="checkbox"/> Leila Islam	<input checked="" type="checkbox"/> Joey Yost
<input type="checkbox"/> <b>Donna LaPaglia</b>	<input checked="" 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: 5:04 pm called to order.
2. Review of October 2018 minutes: Minutes approved by the Board.
3. President's Items (Dr. Butt)
  - a. D12 yearly report: Dr. LaPaglia may be sending requests to members as she prepares D12 report. Dr. Butt requested members please respond to her in a timely manner.
4. For Board Review and Discussion
  - a. Grand Rounds Advertising (Dr. Penwell-Waines): Dr. Butt presented Dr. Penwell-Waines' request to determine how to approach potential advertisers. Dr. Shahane questioned the APA regulations regarding non-APA advertisers. Dr. Clark mentioned APA Trust is looking to give advertising funds. She has a good relationship with Jana and is aware of their willingness to offer funds. Unclear how much revenue this may have generated in the past and does not appear to be any dependence on advertising funds. Dr. Ward added that we might check with Div12 to confirm what is allowed. Dr. Butt will relay this information back to Dr. Penwell-Waines.
  - b. APAHC Awards – Eligibility (Dr. Butt): More than one person brought up the question of who is eligible; specifically, whether current APAHC board members would be eligible. Not described in Officer's Manual. Dr. Butt contacted Div12 for guidance; reported that Tara recommended following Div12 rules, which is to allow awards to only non-voting board members, and any other issues where written guidance is not available should be brought to board for vote. Dr. Clark mentioned limits to transparency and bias cause her to lean in favor of allowing nomination of only non-voting members. Dr. Shahane agreed especially in light of nominations committee being made up of board members. Dr. Cash recognized the officer's manual stipulation that a prior award winner should be present on the awards committee. Dr. Butt will identify and invite the past winner to the senior awards committee. Dr. Shahane, a previous ECP award winner, fulfills the requirement for the junior awards committee. Dr. Islam brought up the concern that potentially very deserving candidates may be ineligible just based on board service and would like to ensure all could be recognized for efforts. Dr. Ward commented that the limited number of

nominations makes her hesitant to limit eligibility further. We currently have no student award nominations, which Dr. Butt expressed as a concern given the uptick in membership and numbers of eligible student members. Dr. Clark inquired about student listservs that we might use. Dr. Pan suggested sending a separate student award email, so it does not get lost in with the lists of the rest of the awards. Dr. Ward is willing to send a separate, targeted appeal for student (and intern) nominations. Dr. Isakson mentioned he could nominate an intern working with him. Dr. Yost agreed to also post a single call for all awards on social media. Dr. Butt put forth a motion to restrict awards so that nominees cannot be sitting, voting members of the board, effective this year; will be sent via email for confidential vote, due noon Tuesday Nov 6.

- c. APAHC Awards – Timing (Dr. Butt): Dr. Butt questioned when we need to have decisions made for the awards to allow enough time for physical awards to be made. Dr. Butt requested awards committees spend 2 weeks reviewing and deciding on their nominations to ensure decisions are made in time for awards to be made.
  - d. Conference Budget (Drs. Williams and Yozwiak): Dr. Williams asked board members to review the draft budget. Brought for discussion regarding the costs related to room coverage (1 night) for ECBC and MCBC speakers. No boot camp invitations have been sent to ECBC speakers yet. MCBC has secured speakers but has not offered room nights. Current estimates suggest a shortage of \$2000 in the budget, but this underestimates sponsorship and registration fees that are likely to come in. Dr. Shahane suggested we not offer to cover room nights for boot camp speakers (n=9) in light of potential for budget shortage. Dr. Williams confirmed that the request is to allow the board the opportunity to vote on acceptance of the risk of a potential budget shortfall if room nights for all boot camp speakers are covered. This will be sent via email for confidential vote, due noon Tuesday Nov 6.
5. Other business (All): Deferred to email discussion given time limit reached for call.
6. Next Conference Call:
- a. Monday, December 3, 5 PM EST/4 PM CST/2 PM PST
7. Addenda:
- a. On November 5, 2018, Dr. Butt put forth two motions via email, as follows:
    - i. The first motion was to change the officers' manual to reflect that voting members of the Board are not eligible for APAHC awards while serving their term. That motion was passed with 7 votes for and 1 vote against. I will ask the Secretary to make that change to the officers' manual, which becomes effective immediately.
    - ii. The second motion was for the Board to consider a position in which it would cover a hotel room night for 5 Early Career and 4 Mid-Career Bootcamp speakers. That motion did not pass, following a tie vote of 4-4. Our bylaws require a simple majority to pass any motion. While neither our bylaws nor

our officers' manual directly address how to interpret a tie vote, the guidance from Robert's Rules of Order suggest that since the President is part of our voting body and does not have a "tiebreaking" vote, the motion should be considered defeated. That said, a motion can be raised at a future meeting to reconsider the vote, if somebody chooses to pursue that.

- b. Dr. Butt put forth a motion via email on November 14, 2018, for establishing a policy of supporting the APAHC Trainee Chair to attend either the biennial APAHC conference or the APA Conference. The motion recommended the establishment of a policy of financial support from APAHC at a minimum rate of \$750 per calendar year. The motion was approved unanimously by the Board.