

APAHC Board Conference Call Meeting Minutes

May 6, 2019 – 5 PM EST / 4 PM CST / 2 PM PST

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

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

1. Call to order: 5:04 pm called to order.
2. Review of April 2019 minutes (attachment): Minutes approved by the board.
3. President's Item – Dr. Butt recounted that some members are receiving spam emails that appear to be from him or Dr. Ward requesting assistance. Dr. Ward's IT consult indicated that there is no threat to individuals' actual emails. Dr. Butt recounted suggestions made over the board listserv, including converting email addresses on the website to plain text or images, using an association service account rather than personal emails, or removing emails completely. Dr. Islam stated she liked having contact info available on the website. Dr. Shaffer commented that no direct contacts seem to have occurred from the APAHC website. Dr. Fizur suggested using a contact form on the site and removing individual email addresses. Forms can be directed to specific individuals, alleviating the need to monitor a service account, and would prevent visibility of emails on the website but still allowing a method of direct contact. Dr. Fizur will set up a demo for board review before decision is made.
4. For Board Review and Discussion
 - a. Trainee Updates (Mr. Young) – The trainee committee would like to know what APAHC committees are open to increasing trainee involvement. Trainees are interested in becoming more active with mid-level and senior individuals. Mr. Young will develop a survey/needs assessment to understand what trainees want to see from committee, and APAHC broadly, and what can be offered. Potential initiatives include a mentorship program. Survey will be very general and sent to board for review in May-June. Dr. Butt asked chairs to think about how trainees may get involved to help accomplish initiatives.
 - b. Draft Advertising Policy (attachment, Dr. Penwell-Waines) – A recent request to advertise on the listserv sparked the initiation of a guideline to facilitate future advertising decisions. Dr. Penwell-Waines drafted a policy for board review, feedback and consideration of adoption as policy. Document is based on D12 and D38 guidelines, allows for automatic approval of APA initiated ads but prohibits commercial ads based on our non-profit tax-exempt status. Dr. Bradford asked whether policy applies to all outlets (listserv, social media, newsletter) and if considerations might be different based on advertising outlet. Concern is whether this could open the door for less relevant items, or those that might pose a potential conflict. Dr. Butt suggested there should be some oversight with regard to the venue in which the ad will be placed. Dr. Clark suggested the addition of a phrase denoting that advertising decisions

will be made at the discretion of the board. Dr. Penwell-Waines will update and send for review.

- c. Elections Update and Discussion (Dr. Cash) – We opened the polls on April 17 with 103 ballots submitted so far. Polls are open until Thurs, May 16. It was noted that 3 ballots were partially completed, and unclear if we want to include those votes in the final tally. Prior elections at APAHC and in other divisions have tallied complete responses. It could make a difference in the case of a close-call or tie. Dr. Butt believes there is no precedent for exclusion; Drs. Shaffer and LaPaglia echoed. Dr. Yost asked if there were any instructions to respondents to this effect, or an option to review ballot before submitting. Dr. Shaffer thought partial ballots should be counted. Dr. Robiner agreed, stating no election expects respondents to vote for every office. Dr. Butt recommended counting incomplete ballots, and Dr. Brown concurred. Dr. Butt suggested in the future including the instruction that respondents can vote for slates on which they feel comfortable voting.
5. Other Business (All) – none.
6. Executive Session (Elected Officers) – Voting members of the Board reviewed and discussed participant feedback and financials of the APAHC 2019 meeting.
7. Next Conference Call: **Monday, June 3, 5 PM EST / 4 PM CST / 2 PM PST**