

APAHC Board Conference Call Meeting Minutes

November 4, 2019 – 5 PM EST / 4 PM CST / 2 PM PST

Present (**bolded** are voting members):

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

1. Meeting called to order at 05:03 pm local time.
2. Review of July and October 2019 minutes: Minutes approved by the board.
3. President's Items (Dr. Butt): APA D12 will soon ask Dr. LaPaglia for an end of year report, for which requests will be going out to APAHC finance, membership and diversity committees. Any other items that others want to put forth can be included by sending update to Dr. LaPaglia. The report is due in the next couple of weeks.
4. For Board Review and Discussion
 - a. Presidential transition calls (Dr. Ward): Dr. Ward asked for any board members who had not scheduled a call with her to please do so.
 - b. Branding and strategic advertising project (Dr. Ward): Dr. Ward is setting up an APAHC branding template to use for advertising and marketing outside the association. She will bring the design to the board for input and approval by next board call, with use anticipated to start in January.
 - c. ECP listserv (Dr. Islam; update shared via email): Dr. Islam is in the process of creating a listserv to reach our Early Career members directly. In the past (2014 or 2015) we had discussed the merits of having an ECP listserv and I have kept the discussion we had at that time in mind, including some valid points not so in favor. However, at this time we believe it is worth a try. Please stay tuned for when it is ready to use, and I will be happy to share any requests or announcements with that APAHC group.
 - d. Upcoming Association webinar (Dr. Pan and Dr. LaPaglia): Dr. LaPaglia received confirmation from Dr. Cindy Crusto at Yale to offer a webinar on diversity and inclusion in academic health centers on December 9, 2019. D12 has a webinar system that can be used. Training is required which costs \$100. Subsequent use of the system is \$10 per webinar. Questions were raised surrounding the nature of the training costs and regulations around advertising webinars that will offer CE credit. Dr. LaPaglia will contact D12 for clarification and report back to the board for consideration and decision via an email vote.
 - e. File sharing within the Association (Dr. Fizur): Recent issues on the website have been resolved. Board members agreed to begin using the file sharing portal to test usability.
 - f. Website updates (Dr. Fizur): Updates have been made to the website, including the board members page. Dr. Fizur will be setting up a way for site viewers to report needed updates

to pages. Dr. Butt encouraged board members to review site pages and submit updates where needed, with a proposed target of completed updates by January 2020. Dr. Ward suggested a recurring schedule for periodic review and update of board members' assigned pages.

5. Other business (All):

- a. Dr. Ward will be setting up a Doodle poll for next year's board meeting time to ensure the best time for all new onboarding members. Discussion centered around potential options for changing, or not changing, the frequency and timing of calls, as well as structure of calls and preferences for attendance frequency among non-voting members. Discussion will continue over the board listserv to allow those not present on the call to weigh in.
- b. Dr. Shahane serves on a health and behavior advisory group formed by APA, following nomination by APAHC. The group is tasked with developing a billing and coding guide for health and behavior assessment and intervention codes. Guide are intended for use by providers, payers, billers and coders, and will include vignettes with multiple examples for how these codes may be used across clinical settings. The guides are expected to be completed by end of November and will be distributed to APA membership.
- c. Dr. Bruschwein reported that the membership renewal period has begun. Emails going out to members include benefits of membership. She requested board members send any thoughts on potential additional benefits so that they may be added to this email.
- d. Dr. Ward proposed inviting members of various levels (trainee, early career, etc.) onto APAHC committees to help allow for representation across the career spectrum. She will send an announcement over the listserv to this effect.

6. Meeting adjourned at 05:54 pm local time.

7. Addendum: On 11/5/2019, Dr. Butt put forth a motion via email to approve APAHC paying a one-time fee of \$100 to D12 that would allow Dr. LaPaglia to be trained on the use of their webinar system, allowing use of this infrastructure for APAHC hosted webinars. A unanimous vote of approval was received.

8. Next Conference Call: **Monday, December 2, 5 PM EST / 4 PM CST / 2 PM PST**