

APAHC Board Conference Call Meeting Minutes

January 27, 2020 – 5 PM EST / 4 PM CST / 2 PM PST

Call-In Info: [See calendar invite for audio and video options](#)

Present (bolded are voting members)

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

Call to Order and Approval of Minutes

1. **Call to Order** Ward
Meeting called to order at 05:07 pm local time
2. **Review of December 2019 minutes**..... Ward
Minutes edited to reflect change in date for webinar. Edited minutes approved by the board

Old Business

3. **Branding and strategic advertising initiative** Ward
Working on developing an editable version of the APAHC logo, files to be kept on a shared directory.

New Business

4. **APAHC shared drive for board members** Ward
New directory on Google drive for board member documents. Once access levels and file order are determined, the access link will be distributed to board members.
5. **Formal approval of new board positions** Ward
Confirmed current appointed chairs' start dates and that each were approved by board during previous meetings with the exception of Laura Shaffer renewing a term as CFAS Rep, which if confirmed would end at the time she transitions into the Presidency role. John Yozwiak and Amy Williams will serve as Co-Chairs of the Research Committee.

6. **Officer's Manual (not bylaws) missing new board positions**..... Ward
 Change to Membership section and two small edits to the appointment/terms table. Requested board members access the manual and request any updates or changes for respective sections. Link to folder on Google Drive will be sent to board members. All edits to be sent to Dr. Cash for entry into manual.
7. **Call for self-nominations for Committee Members** Ward
 Dr. Ward issued a call to the membership to solicit interest in committee work. Committee chairs reported getting a good response from the call. Social Media Committee would like to solicit more members via social medial channels and again through listserv if needed. Dr. Islam is working on building ECP subcommittees.
8. **Selling ads in newsletter; selling sponsors booths for conference**..... Ward
 Sponsorship activities for the past two conferences was reviewed. D54 has been contacted by a new group offering to sponsor a conference. There was also a suggestion to charge for special highlights in the newsletter. There are some restrictions on what can be advertised at conferences or newsletters, including sponsors approved by APA. Dr. Ward will contact APA to inquire about their regulations. Springer was discussed as a potential sponsor as well as ways to continue to grow APAHC's relationship with them as the JCPMS publisher.
9. **Finance committee update** Shahane
 Committee (Dr. Shahane, Dr. LaPaglia, Dr. Shaffer, Dr. Ward) has held one meeting during which the creation of a two-year budget plan was discussed, as division of registration income over the two calendar years of the conference impacts taxes. Also discussed revenue generating ideas. Budget requests are on hold until budget details are more fully laid out.
10. **D12 newsletter requests (deadline March 13)**..... Ward, LaPaglia
 Looking for items to submit. Discussed whether APAHC advertisements or written articles would be preferred, and whether any solicitation for these would compete with APAHC's own newsletter. D12's newsletter is published every quarter; four per calendar year. APAHC's is published twice a year. There may be opportunities to collaborate between the two newsletters to prevent competition and possible confusion. This may be a good way to advertise the association to potential members, highlight some of our committee work, conference or webinars, APAHC award winners, JCPMS table of contents or highlights. Diversity and Health Disparities has a webinar coming in April, and the JCPMS table of contents, can both be highlighted here.
11. **Website updates** Ward
 If any updates are noted by any board members, please let Dr. Ward and Dr. Fizur know, with the request to paste in the specific URL of page needing the update if not using the contact form specific to the page.

Reports

12. **President** Ward
- a. Requested feedback on how best to format reports. Conference committee liked written quarterly reports. Monthly reports were noted by some to be too time consuming. A method that fosters greater discussion was suggested.
 - b. Board member reports were deferred until format is determined.

Voting Items

13. **Motion to approve Dr. Shaffer as CFAS Junior Rep, and Dr. Yozwiak and Dr. Williams as Research Committee Co-Chairs** Ward
- Vote was approved by the board

Adjournment

14. **Meeting adjournment** Ward
- Meeting adjourned at 06:02 pm local time

Future Meetings

Next Conference Call: **Monday, February 24, 5 PM EST / 4 PM CST / 2 PM PST**