

APAHC Board Conference Call Meeting Minutes
 March 23, 2020 – 5 PM EST / 4 PM CST / 2 PM PST

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 type="checkbox"/> Laura Shaffer	<input type="checkbox"/> Leila Islam	<input checked="" type="checkbox"/> Alexander Young
<input checked="" type="checkbox"/> Amit Shahane	<input type="checkbox"/> Michael Mejia	<input checked="" type="checkbox"/> John Yozwiak
<input checked="" type="checkbox"/> Wendy Ward	<input 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 05:03 pm local time
2. **Review of February 2020 minutes**..... Ward
Minutes approved by the board

Old Business

3. **Branding and Strategic Advertising Initiative** Ward
This is in process. Updates forthcoming.
4. **Nominations Committee** Ward
Slate of nominees was presented to the board; no concerns were raised. If Dr. Fizur is elected as Treasurer in the upcoming election, he has agreed to also continue serving as Web Editor. No other issues raised by board members. Election survey will be set up and distributed through the APAHC members only side of the website.
5. **Online folder for all members** Ward
This should be ready by the next board conference call.
6. **Selling ads in newsletter; selling sponsor booths for conference** Ward
APA legal has provided clear information on rules surrounding these, and this has been distributed to conference co-chairs and newsletter editor.
7. **Finance committee update** Shahane
Budget development is ongoing in preparation for board review.

New Business

8. **COVID-19** Ward
Board members raised no immediate concerns with work or health. Many using telemedicine services now. Some are doing wellness programming for physicians, faculty, and staff. Some are developing tip sheets and policies, staffing support phone lines. Many working from home at least part of the time. Some are using MyChart and EHR resources for telehealth and with varying levels of success. Dr. Fizur has uploaded many resources on the APAHC website, including those for conducting assessments via telehealth; members encouraged to send additional resources to for posting. APAHC may want to host a webinar focused specifically on integrating telehealth into an academic medical practice. There is a concern about responding without being duplicative with efforts from APA and other clinical groups. This may be an opportunity for the Wellbeing Interest Group; Dr. Ward will connect them with Dr. Pan to think through this initiative. Dr. Yost will post resources to social media. It was mentioned that HeadSpace is free for providers with NPI numbers.
9. **Conference concern** Ward
Planners have a contract with a hotel under review. Due to recent pandemic experiences, hotel contract clauses need rewording to help mitigate the potential financial risk in the event of cancelation. It is not clear who ultimately is responsible for costs if they exceed an organization's budget. Consultation with APA legal counsel is taking place. Obtaining meeting insurance may also be possible. Hotels may be willing to reschedule a conference for a later date without financial penalty. Another concern is filling hotel room blocks if attendees are reluctant to travel. Discussion ensued around the timing of the conference, and considerations that went into choice of location and hotel. Negotiations together with legal counsel will continue.
10. **Board positions** Ward
End dates are asynchronous.
11. **Phone Number for APAHC** Ward
Question was raised as to whether there was a need for a phone number for contacting an APAHC representative. If this is done, there may not be a high volume of calls. Decision to be made pending further investigation.

Adjournment

12. **Meeting adjournment** Ward
Meeting adjourned at 05:56 pm local time

Future Meetings

Next Conference Call: **Monday, April 27, 5 PM EST / 4 PM CST / 2 PM PST**