

**ACCP Board of Regents Meeting Minutes
January 27-28, 2022
Zoom Videoconference**

BOR Present: Leigh Ann Ross, President; Elizabeth Farrington, President-Elect; Jimmy Hatton Kolpek, Past President; Melissa Blair, Treasurer; Jennifer Clements, Secretary; Lari Cavallari, Regent; Tyree Kiser, Regent; Mary Parker, Regent; Sharon See, Regent; Beth Phillips, Regent; Keith Olsen, Regent.

Staff Present: Amie Brooks, Director of Strategic Initiatives; Marcia Buck, Director, Clinical Practice Advancement; Joanna Gillette, Director of Professional Development, Marketing, and Communications; Sheldon Holstad, Associate Executive Director and Director, ACCP Foundation; Michael Maddux, Executive Director; John McGlew, Director, Government Affairs; Kathy Pham, Director, Policy and Professional Affairs; Jon Poynter, Director of Member Services.

AGENDA ITEM	DISCUSSION	ACTION	COMMENTS
January 27, 2022 – DAY 1			
CALL TO ORDER		Leigh Ann Ross called Day 1 of the board meeting to order at 11:01 a.m. EDT.	
CONFLICT OF INTEREST (pg 5)		Mike Maddux called the board's attention to the ACCP conflict of interest policy and disclosure statement. Mike also provided an overview of Day 1 and 2 of the board meeting.	
REVIEW AND APPROVAL OF MEETING MINUTES (pg 6)	Jennifer Clements asked the board to identify any errors or omissions in the minutes from the last board meeting.	The minutes of the October 14-15, 2021 meeting were approved (Farrington/Cavallari).	Minutes will be posted in the governance section of the ACCP website.
TREASURER'S REPORT <ul style="list-style-type: none"> • 2021 year-end Balance Sheet and Operations Budget (pg 14) • 2021 year-end Operating Budget Summary (pg 19) 	Melissa Blair presented the year-end (12/31/2021) balance sheet and operating budget summary. Melissa provided an overview of the year-end operating budget summary.	The 2021 year-end balance sheet and operations budget were reviewed and received (See/Hatton Kolpek). The 2021 year-end profit center report was reviewed and received (Farrington/Parker).	

<ul style="list-style-type: none"> • 2022 Proposed Budget for Operations (pg 22) and 2022 Proposed Capital Expense Budget (pg 59) • 2021 Long-term Investment Report (pg 60) • Total Assets and Investments Report (pg 61) 	<p>Melissa reviewed the Executive Committee’s action on the proposed 2022 operations and capital expense budgets.</p> <p>Melissa reviewed the LTI report.</p> <p>Melissa presented the total assets and investments report.</p>	<p>The minutes from the January 18, 2022 Executive Committee meeting were ratified and the 2022 operations and capital expense budgets were approved (Olsen/Farrington).</p> <p>The LTI report was reviewed and received (Parker/Kiser).</p> <p>The total assets and investments report was reviewed and received (Farrington/Parker).</p>	
<p>2022 Staff Incentive Program (pg 62)</p>	<p>Mike led a discussion of the 2021 program outcomes and proposed criteria for the 2022 staff incentive program (other ACCP staff were excused for discussion and action on this item).</p>	<p>The 2021 Staff Incentive Program Outcomes were reviewed and received; action was taken on the outcomes of the 2021 program (Blair/Farrington). The 2022 Staff Incentive Program criteria were approved (Farrington/Parker).</p>	
<p>COMMITTEE AND TASK FORCE REPORTS</p> <ul style="list-style-type: none"> • Committee and Task Force Consent Agenda (pg 69) • Clinical Practice Affairs A (pg 70) • Clinical Practice Affairs B (pg 83) 	<p>Leigh Ann asked board members to identify reports for action via the consent agenda.</p> <p>Mary Parker provided an update on behalf of the Clinical Practice Affairs Committee A and an overview on the committee’s questions.</p> <p>Leigh Ann provided an update on the progress of the Clinical Practice Affairs Committee B.</p>	<p>The following reports were approved on the consent agenda (Clements/Kiser):</p> <ul style="list-style-type: none"> • Credentials: Membership Committee • Educational Affairs A • Educational Affairs B • Resident Advisory <p>The report was approved (Kiser/Farrington).</p> <p>The report was approved with feedback (Farrington/Parker).</p>	<p>It was noted that the theme of the year, “Advocacy to Advance the profession,” is consistent with the College’s strategic plan and emphasis on positioning clinical pharmacists within the current and future health care system.</p> <p>The absence of published outcomes data may require the committee’s final product to be a commentary rather than white paper.</p>

<ul style="list-style-type: none"> • Member Relations (pg 147) • Publications (pg 153) • Research Affairs (pg 158) • National Student Network Advisory (pg 193) • Career Transitions (pg 200) • DEI (pg 212) • Residency Training (pg 217) • Treatment Guidelines (pg 227) 	<p>Jimmi Hatton Kolpek provided an overview of the Member Relations Committee's progress to date.</p> <p>Kathy Pham reviewed the current progress of the Publications Committee.</p> <p>Elizabeth Farrington reviewed the first interim report from the Research Affairs committee.</p> <p>Mike provided an overview of the progress from the National Student Network Advisory and focused on areas needing feedback.</p> <p>Jennifer reviewed the current progress of the Task Force on Career Transitions.</p> <p>Amie Brooks provided the background and rationale for pending charges from the Task Force on DEI.</p> <p>Beth Phillips summarized the first interim report from the Task Force on Residency Training and reviewed the questions from the committee</p> <p>Marcia Buck spoke on the progress and detailed outline from the Task Force on Treatment Guidelines.</p>	<p>The report was received (Clements/Parker).</p> <p>The report was approved with feedback (Kiser/Hatton Kolpek).</p> <p>The report was received with feedback (Parker/See).</p> <p>The report was received with comments (Farrington/Phillips).</p> <p>The report was received with feedback (Kiser/Parker).</p> <p>The report received with feedback (Farrington/Parker).</p> <p>The report was approved with feedback (Hatton Kolpek/Kiser).</p> <p>The report was approved (Farrington/See).</p>	<p>A revised outline was requested, for BOR review via email for approval.</p> <p>Staff will review the task force's survey via email and seek BOR feedback/approval if questions arise.</p>
<p>OLD BUSINESS</p> <ul style="list-style-type: none"> • Old Business Consent Agenda (pg 232) • Pending ACCP Committee (pg 233) 	<p>Leigh Ann asked board members to identify any old business items for action via the consent agenda.</p>	<p>The following report was received via the consent agenda (Hatton Kolpek/Cavallari):</p> <ul style="list-style-type: none"> • Community Practice Advisory Panel Final Report <p>BOR co-reviewers were identified for 2022 committee and task force papers in development: Clin Practice Affairs A (Parker, Kiser), Clin Practice Affairs B</p>	

<ul style="list-style-type: none"> • Code of Conduct Status Report 	<p>Mike provided a status report to the board regarding any communications received relevant to the code of conduct.</p>	<p>(Ross, Farrington), Educational Affairs B (See, Parker), Pubs (Pham, Blair), Research Affairs (Farrington, Hatton Kolpek), TF Residency Training (Phillips, Olsen), TF Treatment Guidelines (Buck, Cavallari).</p>	
<p>NEW BUSINESS</p> <ul style="list-style-type: none"> • New Business Consent Agenda (pg 236) 	<p>Leigh Ann asked board members to identify any new business items for action via the consent agenda.</p>	<p>The following reports were approved on the consent agenda (Farrington/Hatton Kolpek):</p> <ul style="list-style-type: none"> • BOR Education Committee Actions • COC Report • Research Fellowship Program Peer Review 	<p>Board members are asked to reach out to PRNs prior to April 2022 meeting to identify potential future new business agenda items.</p>
<p>REPORTS</p> <ul style="list-style-type: none"> • Membership Development Report (pg 342) • Professional Development Report (pg 376) 	<p>Jon Poynter presented current membership data and member development activities.</p> <p>Joanna Gillette provided an updated on the 2021 Annual Meeting outcomes. She reviewed the quarterly educational activities and reported on new publications and those in development.</p>	<p>No board action required.</p> <p>No board action needed.</p>	
<p>STRATEGIC DISCUSSION</p>	<p>The BOR discussed communication of ACCP's work on behalf of its members.</p>		
<p>ADJOURN</p>		<p>Day 1 of the BOR meeting was adjourned at 5:05 p.m. EDT by Leigh Ann.</p>	
<p>JANUARY 28, 2022 – DAY 2</p>			
<p>CALL TO ORDER</p>		<p>Leigh Ann called Day 2 of the board meeting to order at 11:02 a.m. EDT.</p>	
<p>REPORTS (continued)</p> <ul style="list-style-type: none"> • Professional and Government 	<p>Kathy, Marcia, Amie, and John McGlew summarized government and professional affairs</p>	<p>The commentary was approved (Clements/Farrington).</p>	<p>It was suggested that information should be shared with PRNs on</p>

<p>Affairs Report (pg 402)</p> <ul style="list-style-type: none"> ACCP-PAC Reports (pg 415) 	<p>activities over the past quarter and invited questions and comments from board members. Kathy reviewed the intent of the commentary on state policy elements governing pharmacist collaborative practice. She welcomed any comments on this paper.</p> <p>John McGlew presented the quarterly PAC report and highlighted government affairs activities, including current advocacy initiatives.</p>	<p>No board action required.</p>	<p>the NAM fellowship: https://nam.edu/programs/health-policy-educational-programs-and-fellowships/nam-fellowship-program/nam-fellowship-in-pharmacy.</p>
<p>BOARD DEVELOPMENT</p>	<p>The board and staff engaged in Part 1 of a discussion of ACCP's Flywheel based on the monograph by James Collins.</p>		<p>The board will complete parts 2 and 3 at its April and July meetings, respectively.</p>
<p>REPORTS (continued)</p> <ul style="list-style-type: none"> Foundation Report (pg 418) PPI BOD Report (pg 423) ACCP Strategic Plan Progress Report (pg 428) President's Report Executive Director's Report 	<p>Sheldon Holstad reported on the Foundation's activities over the past quarter. He also presented the BOT-approved 2022 ACCP Foundation Operations budget for BOR approval.</p> <p>Lari provided a report on PPI, including updates for JACCP and <i>Pharmacotherapy</i> and the status of JACCP's Medline application.</p> <p>Amie called attention to the monitoring form which tabulates the status of each objective of the strategic plan.</p> <p>Leigh Ann summarized presidential activities over the past quarter and welcomed questions and comments from board members.</p> <p>Mike provided updates on headquarters, remote work of staff members, and new staff who recently joined the organization. Mike also reported on international activities. He welcomed questions and comments from board members.</p>	<p>The report was received (Kiser/Parker). The 2022 Foundation Operations Budget was approved (Farrington/Parker).</p> <p>No board action needed.</p> <p>No board action required.</p> <p>No board action needed.</p> <p>No board action required.</p>	<p>Board members were encouraged to donate to the Foundation. Excluding 2021, the Foundation has previously received 100% participation from the board in this regard.</p>
<p>ROUNDTABLE DISCUSSION</p>	<p>Leigh Ann opened the floor for comments and updates from individual board members. The BOR performed its usual de-brief on the qualitative aspects of the meeting. Leigh requested submission of suggested agenda items for future board meetings.</p>		

ADJOURN		Leigh Ann adjourned the meeting at 5:04 p.m. EDT.	
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Respectfully submitted,
Jennifer Clements, ACCP Secretary

FUTURE MEETINGS:

Spring 2022: St. Louis (ACCP Spring Meeting)

Wednesday, April 20: BOR arrival; no board activities scheduled
Thursday, April 21: BOR Meeting, 8:00 a.m. – 5:00 p.m.
Friday, April 22: BOR Meeting, 8:00 a.m. – 3:00 p.m.

Summer 2022 Executive Committee Meeting: Lenexa, KS

Wednesday, June 8: Exec Comm Meeting, 1:30 – 5:00 p.m. (arrive in a.m. on June 8)
Thursday, June 9: Exec Comm Meeting, 8:00 a.m. – 3:00 p.m.

Summer 2022: TBD

New BOR mbrs/presidential officers arrive July 27 p.m. (Other BOR mbrs arrive July 28 a.m.)
Thursday, July 28: New BOR Mbr Orientation, 8:00 a.m. – 12:00 p.m. (New BOR mbrs only)
Thursday, July 28: BOR Development/Planning, 1:00 – 5:00 p.m. (arrival in a.m.)
Friday, July 29: BOR Meeting, 8:00 a.m. – 5:00 p.m.
Saturday, July 30: BOR Meeting, 8:00 a.m. – 2:00 p.m.

Fall 2022: San Francisco, CA (2022 ACCP Global Conference on Clinical Pharmacy)

Wednesday, October 12: BOR arrival; no board activities scheduled
Thursday, October 13: BOR Meeting, 8:00 a.m. – 5:00 p.m.
Friday, October 14: BOR Mtg, 8:00–1:00 p.m.; BOD-BOR-BOT Joint Mtg, 1:30 p.m.–4:30 p.m.

Winter 2023: TBD

Tuesday, February 7: BOR arrival; no board activities scheduled
Wednesday, February 8: BOR Meeting, 8:00 a.m. – 5:00 p.m.
Thursday, February 9: BOR Meeting, 8:00 a.m. – 3:00 p.m.

Spring 2023: TBD (ACCP Spring Meeting)

Dates TBD

Summer 2023 Executive Committee Meeting: Lenexa, KS

Tuesday, June 20: Exec Comm Meeting, 1:30 – 5:00 p.m. (arrive in a.m. on June 8)
Wednesday, June 21: Exec Comm Meeting, 8:00 a.m. – 3:00 p.m.

Summer 2023: TBD

New BOR mbrs/presidential officers arrive July 31 p.m. (Other BOR mbrs arrive Aug 1 a.m.)

Tuesday, Aug 1: New BOR Mbr Orientation, 8:00 a.m. – 12:00 p.m. (New BOR mbrs only)

Tuesday, Aug 1: BOR Development/Planning, 1:00 – 5:00 p.m. (arrival in a.m.)

Wednesday, Aug 2: BOR Meeting, 8:00 a.m. – 5:00 p.m.

Thursday, Aug 3: BOR Meeting, 8:00 a.m. – 2:00 p.m.