

**ACCP Board of Regents Meeting Minutes  
May 19-20, 2023  
Kansas City Airport Hilton  
Kansas City, MO**

**BOR Present:** Elizabeth Farrington, President; Brian Hemstreet, President-Elect; Leigh Ann Ross, Past President; Melissa Blair, Treasurer; Jennifer Clements, Secretary; Mary Parker, Regent; Sharon See, Regent; Keith Olsen, Regent; Beth Phillips, Regent; Melissa Badowski, Regent; Shannon Finks, Regent.

**Staff Present:** Amie Brooks, Director of Strategic Initiatives; Marcia Buck, Director of Clinical Practice Advancement; Joanna Gillette, Director of Professional Development and Marketing; Sheldon Holstad, ACCP Associate Executive Director and Director, ACCP Foundation; Michael Maddux, Executive Director; John McGlew, Director of Government Affairs; Kathy Pham, Senior Director of Policy and Professional Affairs (Day 2, virtually); Jon Poynter, Director of Member Services; Keri Sims, Director of ACCP Career Development Programs and Pharmacotherapy Publications, Inc. Operations.

**Guests:** None.

**Excused:** Kathy Pham, Senior Director of Policy and Professional Affairs (Day 1).

AGENDA ITEM	DISCUSSION	ACTION	COMMENTS
<b>MAY 19, 2023 – DAY 1</b>			
<b>CALL TO ORDER</b>		Elizabeth Farrington called Day 1 of the board meeting to order at 8:09 a.m. CDT.	
<b>CONFLICT OF INTEREST (pg 6)</b>		Mike Maddux called the board’s attention to the ACCP conflict of interest policy and disclosure statement.	
<b>ACCP DEI FILTERS (pg 7)</b>		Amie Brooks highlighted the ACCP DEI filters and asked that BOR members apply them during the meeting to board decision-making, as appropriate.	
<b>REVIEW AND APPROVAL OF MEETING MINUTES (pg 8)</b>	Elizabeth asked the board to identify any errors or omissions in the minutes from the last board meeting.	The minutes of the February 8-9, 2023 meeting were approved as written (Blair/Badowski).	Minutes will be posted in the <a href="#">governance section</a> of the ACCP website.

<p><b>TREASURER'S REPORT</b></p> <ul style="list-style-type: none"> <li>• <b>2023 YTD Balance Sheet and Operations Budget (pg 19)</b></li> <li>• <b>2023 YTD Profit Centers Report (pg 25)</b></li> <li>• <b>2023 YTD Long-Term Investment Report (pg 26)</b></li> <li>• <b>Total Assets and Investments Report (pg 27)</b></li> </ul>	<p>Melissa Blair presented the year-to-date (4/30/2023) balance sheet and operating budget summary. Melissa also provided an overview of the year-to-date operating budget summary for total revenues and operating expenses, representing the first quarter of 2023. Mike provided answers to questions regarding PRN accounts and membership dues.</p> <p>Melissa reviewed the year-to-date (4/30/2023) profit centers, including comparison previous years.</p> <p>Melissa presented the long-term investment report for the end of the first quarter of 2023. The report reflected overall market performance during this time.</p> <p>Melissa reviewed the total assets and investments report for 2023 in comparison to 2011-2022.</p>	<p>The 2023 YTD balance sheet and operations budget were reviewed and received (Parker/Finks).</p> <p>The 2023 YTD profit centers report was reviewed and received (See/Phillips).</p> <p>The 2023 YTD long-term investment report was reviewed and received (Parker/Olsen).</p> <p>The total assets and investments report was reviewed and received (Badowski/Olsen).</p>	<p>Questions were addressed regarding individual operating budget line items.</p>
<p><b>COMMITTEE AND TASK FORCE REPORTS</b></p> <ul style="list-style-type: none"> <li>• <b>Committee and Task Force Consent Agenda (pg 29)</b></li> <li>• <b>2021 Educational Affairs Committee (pg 30)</b></li> </ul>	<p>Elizabeth asked board members to identify reports for action via the consent agenda.</p> <p>Amie provided an update on the status of the 2021 Educational Affairs Committee and its</p>	<p>The following reports were approved or received on the consent agenda (Blair/Ross):</p> <ul style="list-style-type: none"> <li>• Certification Affairs</li> <li>• Credentials: Membership</li> <li>• Educational Affairs</li> <li>• Public and Professional Relations</li> <li>• Publications</li> <li>• Research Affairs</li> <li>• Task Force on Advancements in PGx Practice</li> <li>• Task Force on Clinical Pharmacy Services</li> <li>• Presidential Task Force</li> </ul>	

<ul style="list-style-type: none"> <li>• <b>Awards (pg 32)</b></li>   <li>• <b>Clinical Practice Affairs (pg 69)</b></li>   <li>• <b>Credentials: FCCP (pg 70)</b></li>   <li>• <b>Educational Affairs (pg 84)</b></li>   <li>• <b>Member Relations (pg 85)</b></li>   <li>• <b>Public and Professional Relations (pg 91)</b></li>   <li>• <b>Publications (pg 92)</b></li>   <li>• <b>Research Affairs (pg 93)</b></li> </ul>	<p>charge for developing a commentary on best practices in distance/remote pharmacy practice course didactic instructions.</p> <p>Brian Hemstreet provided an overview of the Awards Committee report. He also reviewed how the committee reviewed nominations and developed its recommendations. The Board discussed the intent of awards from the Committee's perspective regarding an international focus.</p> <p>Leigh Ann Ross provided an update on the progress of the Clinical Practice Affairs Committee.</p> <p>Melissa presented the committee's report. She explained the committee's intent in seeking to include DEI activities as a component of the FCCP application process. The board provided general comments on the committee's suggestions.</p> <p>Mary Parker provided an update on the Educational Affairs Committee and its current progress.</p> <p>Joanna Gillette highlighted the current work of the Member Relations Committee. She summarized the proposed questions to be posed to PRN leadership on best practices and answered questions from the Board.</p> <p>John McGlew summarized the current progress of the Public and Professional Relations Committee.</p> <p>Sharon See provided an update on the Publications Committee progress in developing the 2023 ACCP Pharmacotherapy Didactic Toolkit.</p>	<p>The report was reviewed and the revised ACCP Commentary outline approved (Olsen/Parker).</p> <p>The report was received and approved (Parker/Badowski).</p> <p>No board action required.</p> <p>The report was reviewed and approved with feedback (Blair/Badowski). Melissa will communicate the feedback to the committee.</p> <p>No board action required.</p> <p>The report was reviewed and approved (Blair/Badowski).</p> <p>No board action required.</p> <p>No board action required.</p> <p>No board action required.</p>	
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<ul style="list-style-type: none"> <li>• <b>Resident Advisory Committee (pg 94)</b></li> <li>• <b>Task Force on Advancements in PGx Practice (pg 101)</b></li> <li>• <b>Task Force on Clinical Pharmacy Services (pg 102)</b></li> <li>• <b>Task Force on DEIA (pg 104)</b></li> <li>• <b>Presidential Task Force (pg 115)</b></li> </ul>	<p>Beth Phillips reported on the status of the commentary from the Research Affairs Committee.</p> <p>Keri Sims presented the Resident Advisory Committee report, focusing on annual meeting programming, social media postings, and Emerge programming. She welcomed feedback on the proposed mentoring guide and platform. Keri commented on the survey to evaluate and promote student/resident awareness of various post-graduate training opportunities.</p> <p>Shannon Finks reported on the status of the commentary from the Task Force on Advancements in Pharmacogenomics Practice.</p> <p>Mike provided a brief update on Kathy Pham's behalf. The first draft of the committee's paper is currently under review by the Kathy and Mary.</p> <p>Amie provided the background and rationale for recommendations from the Task Force on DEIA. She shared updates and suggestions from the Toolkit, Mentoring &amp; Belonging, and Awards subcommittees. Amie provided clarification and additional information in response to suggestions and comments from the Board.</p> <p>Marcia Buck reported on the progress of the Presidential Task Force.</p>	<p>No board action required.</p> <p>No board action required.</p> <p>No board action required.</p> <p>The report was reviewed and recommendations either approved or declined, with feedback (Parker/See).</p> <p>No board action required.</p>	<p>The Task Force was commended on its work.</p>
<p><b>REPORTS</b></p> <ul style="list-style-type: none"> <li>• <b><i>Professional Development Report (pg 116)</i></b></li> </ul>	<p>Joanna provided an update on pending and newly released board-prep and recertification educational programs. She highlighted the ongoing programs delivered via distance learning, as well as webinars in the first quarter of 2023. She also highlighted publications added to the bookstore in the first quarter and others in development.</p>	<p>No board action required.</p>	

<ul style="list-style-type: none"> <li>• <b>Membership Development Report (pg 143)</b></li> <li>• <b>ACCP Foundation Report (pg 164)</b></li> </ul>	<p>Jon Poynter presented current membership data, trends, and member development activities. He also provided insights into trends across all membership types and the utilization of member benefits among postgraduate trainees and student members. Jon also addressed questions regarding member retention.</p> <p>Sheldon Holstad reported on the Foundation's activities over the past quarter. He commented on the trends in research/scientific presentations at the upcoming virtual poster symposium. Sheldon also described the launch of two new Foundation initiatives – IMMERSE and the MedOp RFA.</p>	<p>No board action required.</p> <p>No board action required.</p>	<p>Board members were encouraged to donate to the Foundation as donations can be made at any time.</p>
<p><b>OLD BUSINESS</b></p> <ul style="list-style-type: none"> <li>• <b>Old Business Consent Agenda (pg 167)</b></li> <li>• <b>Code of Conduct Status Report</b></li> </ul>	<p>Elizabeth asked board members to identify any old business items for action via the consent agenda.</p> <p>Mike provided a status report to the board regarding any communications received relevant to the code of conduct.</p>	<p>The following actions were taken via the consent agenda (Blair/Parker):</p> <ul style="list-style-type: none"> <li>• Receive: Status of Pending Committee and Task Force Papers</li> <li>• Ratify: BOR action on Pain Management Specialty Petition</li> <li>• Ratify: BOR action on 2023 AHA/ACC Guidelines on CCD</li> </ul> <p>The Board received the report.</p>	
<p><b>NEW BUSINESS</b></p> <ul style="list-style-type: none"> <li>• <b>New Business Consent Agenda (pg 172)</b></li> </ul>	<p>Elizabeth asked board members to identify any new business items for action via the consent agenda.</p>	<p>The following actions were taken on the consent agenda (Parker/Finks):</p> <ul style="list-style-type: none"> <li>• Receive: 2023 Parker Medalist Selection Committee Report</li> <li>• Approve: Executive Committee Elenbaas/Webb Award Recommendations</li> <li>• Receive: COC Report</li> <li>• Ratify: 2023 Election Results</li> <li>• Ratify: BOR Education Committee Actions</li> </ul>	
<p><b>REPORTS</b></p> <ul style="list-style-type: none"> <li>• <b>Pharmacotherapy Publications, Inc.</b></li> </ul>	<p>Beth provided a report on PPI, including updates on <i>JACCP</i> and <i>Pharmacotherapy</i> and key performance metrics for both journals. She also</p>	<p>No board action required.</p>	

<p><b>(PPI) BOD Report (pg 252)</b></p> <p>• <b>PPI 2023 Operating Budgets (pg 256)</b></p> <p>• <b>Emerge, Mentoring, and Career Center Reports (pg 258)</b></p>	<p>highlighted upcoming <i>JACCP</i> themed issues and outlined the process/timeline of the Medline application for indexing of <i>JACCP</i>. She highlighted upcoming consensus recommendations in <i>Pharmacotherapy</i>.</p> <p>Keri provided an overview of the PPI 2023 operating budget.</p> <p>Keri provided details and updates on “Emerge from the Crowd” and “Emerge First” programming. She also reported on the Emerge events since the last board meeting. She commented on trends and activities of the Mentoring Program and the Career Center.</p>	<p>The 2023 PPI operating budget was approved (Blair/Hemstreet).</p> <p>No board action required.</p>	
<p><b>PRN LIAISON REPORTS (pg 263)</b></p>	<p>Board members shared information from the following PRNs:</p> <ul style="list-style-type: none"> <li>• Adult Medicine</li> <li>• Ambulatory Care</li> <li>• Central Nervous System</li> <li>• Clinical Administration</li> <li>• Community-Based</li> <li>• Drug Information</li> <li>• Endocrine and Metabolism</li> <li>• Health Equity</li> <li>• Hematology/Oncology</li> <li>• Immunology/Transplantation</li> <li>• Infectious Diseases</li> <li>• Nephrology</li> <li>• Pediatrics</li> <li>• Pharmaceutical Industry</li> <li>• Pulmonary</li> <li>• Women’s Health</li> </ul>		<p>Board members are asked to reach out to PRNs prior to the August 2023 meeting to identify potential future items for Board discussion and/or feedback.</p>
<p><b>BOARD DEVELOPMENT (pg 264)</b></p>	<p>The Board and Staff engaged in “BOR Journal Club” focusing on the theme, “Refining ‘The What.’” Each group reviewed and presented summaries of selected ACCP papers that set the stage for the core components of future communications and advocacy activities.</p>		
<p><b>ADJOURN</b></p>		<p>Day 1 of the BOR meeting was adjourned at 5:04 p.m. CDT by Elizabeth.</p>	

**MAY 20, 2023 – DAY 2**

<b>CALL TO ORDER</b>		Elizabeth called Day 2 of the board meeting to order at 8:00 a.m. CDT.	
<b>STRATEGIC PLANNING</b>	Amie reviewed the strategic planning timetable and provided instructions in preparation for today's environmental scanning activity.	The Board and Staff engaged in a strategic planning environmental scan alignment exercise.	The Board will continue its strategic planning activities at the August 2023 meeting.
<b>REPORTS (continued)</b> <ul style="list-style-type: none"> <li>• <b><i>Government and Professional Affairs Report (pg 334)</i></b></li>   <li>• <b><i>ACCP-PAC Reports (pg 362)</i></b></li>   <li>• <b><i>President's Report</i></b></li>   <li>• <b><i>Executive Director's Report</i></b></li> </ul>	<p>Kathy, Marcia, Amie, and John summarized policy and professional affairs, advocacy activities, practice advancement initiatives, and other strategic initiatives over the past quarter and invited questions and comments from board members. The report also included information on legislative updates and proposed language for bills, advocacy efforts, and an HHS fact sheet on the end of the nation's public health emergency.</p> <p>John presented the quarterly PAC report and highlighted this quarter's advocacy newsletter and PAC Captains webinar series.</p> <p>Elizabeth summarized presidential activities over the past quarter and welcomed questions and comments from board members. Report included activities from CPP, JCPP, Zada Cooper Leadership Symposium, and APhA Annual Meeting, along with collaborative discussions with HOPA.</p> <p>Mike provided updates on JCPP and GTMRx and discussed the current outlook for the College's 2023 budget. He welcomed questions and comments from board members.</p>	<p>No board action required.</p> <p>No board action required.</p> <p>No board action required.</p> <p>No board action required.</p>	<p>The Board applauded the updates and continued work from Government and Professional Affairs.</p>
<b>DISCUSSION</b> <ul style="list-style-type: none"> <li>• <b><i>Horizon Issues and Future Agenda Items</i></b></li> </ul>	The Board was asked to suggest any emerging or "horizon issues" of strategic importance. The Board also discussed potential future agenda topics.	.	The Board was encouraged to submit agenda items for future board meetings.
<b>ROUNDTABLE DISCUSSION</b>	Elizabeth 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.		

ADJOURN		Elizabeth adjourned the meeting at 1:36 p.m. CDT.	
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Respectfully submitted,  
Jennifer Clements, ACCP Secretary

**FUTURE MEETING DATES:**

Summer 2023 Executive Committee Meeting: Virtual via Zoom  
Tuesday, June 21: Exec Comm Meeting, 11:00 am – 5:00 p.m. EDT

Summer 2023: Kansas City, MO  
*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. – 3:00 p.m.

Fall 2023: Dallas, TX (2023 ACCP Annual Meeting)  
Wednesday, November 8: BOR arrival; no board activities scheduled  
Thursday, November 9: BOR Meeting, 8:00 a.m. – 5:00 p.m.  
Friday, November 10: BOR Mtg, 8:00–1:00 p.m.; BOD-BOR-BOT Joint Mtg, 1:30 p.m.–4:30 p.m.

Winter 2024: Location TBD  
Tuesday, February 6: BOR arrival; no board activities scheduled  
Wednesday, February 7: BOR Meeting, 8:00 a.m. – 5:00 p.m.  
Thursday, February 8: BOR Meeting, 8:00 a.m. – 3:00 p.m.

Spring 2024: Location TBD  
Dates TBD

Summer 2024 Executive Committee Meeting: Lenexa, KS  
Monday, June 10: Exec Comm Meeting, 1:30 – 5:00 p.m. (arrive in a.m. on June 10)  
Tuesday, June 11: Exec Comm Meeting, 8:00 a.m. – 3:00 p.m.

Summer 2024: Location TBD  
*New BOR mbrs/presidential officers arrive July 15 p.m. (Other BOR mbrs arrive July 16 a.m.)*  
Tuesday, July 16: New BOR Mbr Orientation, 8:00 a.m. – 12:00 p.m. (New BOR mbrs only)  
Tuesday, July 16: BOR Development/Planning, 1:00 – 5:00 p.m. (arrival in a.m.)  
Wednesday, July 17: BOR Meeting, 8:00 a.m. – 5:00 p.m.  
Thursday, July 18: BOR Meeting, 8:00 a.m. – 2:00 p.m.

Fall 2024: Phoenix, AZ (2024 ACCP Annual Meeting)  
Wednesday, October 9: BOR arrival; no board activities scheduled  
Thursday, October 10: BOR Meeting, 8:00 a.m. – 5:00 p.m.



Friday, October 11: BOR Mtg, 8:00–1:00 p.m.; BOD-BOR-BOT Joint Mtg, 1:30 p.m.–4:30 p.m.