

ACCP Board of Regents Meeting Minutes February 7-8, 2024 Kansas City Airport Marriott in Kansas City, MO

BOR Present: Brian Hemstreet, President; Jo Ellen Rodgers, Present-Elect; Elizabeth Farrington, Past President; Kayla Stover, Secretary; Melissa Blair, Treasurer; Candice Garwood, 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, Senior Director of Government Affairs; Jon Poynter, Director of Member Services; Keri Sims, Director of Career Development Programs and Journal Operations.

Guests: None.

Excused: Hanna Phan, Regent; Kathy Pham, Senior Director of Policy and Professional Affairs

AGENDA ITEM	DISCUSSION	ACTION	COMMENTS
FEBRUARY 7, 2024 – DAY 1			
CALL TO ORDER		Brian Hemstreet called Day 1 of the board meeting to order at 8:04 a.m. CDT.	
CONFLICT OF INTEREST (pg 6)		Mike Maddux called the board's attention to the ACCP conflict of interest policy and disclosure statement.	
ACCP DEI FILTERS (pg 7)		Marcia highlighted the ACCP DEI filters and asked that BOR members apply them during the meeting to board decision-making, as appropriate.	
REVIEW AND APPROVAL OF MEETING MINUTES (pg 8)	Kayla Stover asked the board to identify any errors or omissions in the minutes from the last board meeting.	The minutes of the November 9-10, 2023 meeting were approved as written (Farrington/Badowski).	The minutes will be posted to the governance section of the ACCP website.
TREASURER'S REPORT			

<ul style="list-style-type: none"> • 2023 year-end Balance Sheet and Operations budget (pg 18) • 2023 Profit Centers Report (pg 48) • Executive Committee Action on proposed 2024 Operations and Capital Expense Budgets (email; pg 49) • Proposed 2024 Capital Expense Budget (pg 51) • 2023 Year-end LTI Report (pg 52) • Total Assets and Investments Report (pg 53) • Disposition of 2021 Net Operating Revenues (email) 	<p>Melissa presented the year-end (12/31/2023) balance sheet and highlighted changes from the last quarter of 2023. She also provided an overview of the year-end operating budget.</p> <p>Melissa provided a detailed overview of the 2023 profit centers report, including comparisons to the previous 3 years.</p> <p>Melissa summarized Jan 25 Executive Committee actions and presented the proposed 2024 operations budget.</p> <p>Melissa presented the proposed 2024 capital expense budget.</p> <p>Melissa reviewed the 2023 year-end LTI report.</p> <p>Melissa provided an overview of total assets and investments.</p> <p>Mike presented the proposed plan for disposition of 2023 Net Operating Revenues.</p>	<p>The 2023 year-end balance sheet and operations budget were reviewed and received (Farrington/Badowski).</p> <p>The 2023 profit centers report was reviewed and received (Olsen/Farrington).</p> <p>The actions at the January 25, 2024 Executive Committee meeting were ratified (Farrington/Badowski).</p> <p>The 2024 operations budget was approved (Farrington/Badowski).</p> <p>The 2024 capital expense budget was approved (Farrington/Badowski).</p> <p>The LTI report was reviewed and received (Farrington/Finks).</p> <p>The total assets and investments report was reviewed and received (Badowski/Farrington).</p> <p>The Disposition of the 2023 Net Operating Revenues was approved (Farrington/Finks).</p>	<p>Questions were addressed and individual items from the Treasurer's report were clarified for the Board.</p>
<p>COMMITTEE AND TASK FORCE REPORTS</p> <ul style="list-style-type: none"> • Committee and Task Force Consent Agenda (pg 54) 	<p>Brian asked board members to identify reports for action via the consent agenda.</p>	<p>The following committee/TF reports were approved on the consent agenda (Badowski/Finks):</p> <ul style="list-style-type: none"> • Approve: 2021 Educational Affairs Committee (pg 55) • Approve: Clinical Practice Affairs Comm A (pg 69) • Approve: Credentials: Membership Comm – New Mbrs (pg 74) • Approve: Publications 	

		<p>Comm (pg 133)</p> <ul style="list-style-type: none"> • Approve: Research Affairs Comm (pg 140) • Approve: Rsch Fellowship Program Review Comm (pg 141) • Receive: National Student Network Advisory Comm (pg 143) • Approve: Presidential Task Force (pg 175) 	
<ul style="list-style-type: none"> • Clinical Practice Affairs B (pg 70) • Credentials: FCCP (pg 73) • Educational Affairs (pg 117) • Member Relations (pg 127) • Public and Professional Relations (pg 132 and email) • Resident Advisory (pg 146) • Task Force on Clinical Ethics Committees (pg 152) 	<p>Shannon provided an update on behalf of Clinical Practice Affairs Committee B.</p> <p>Melissa provided an overview of the current progress of the Credentials: FCCP Committee.</p> <p>Jo Ellen reviewed the current progress of the Educational Affairs Committee.</p> <p>Joanna Gillette reviewed the Member Relations Committee's progress to date.</p> <p>Brian provided an overview of the Public and Professional Relations Committee progress.</p> <p>Keri provided an update on behalf of the Residency Advisory Committee and an overview of the committee's recommended actions for the Board.</p> <p>Elizabeth summarized the current progress of the Task Force on Clinical Ethics Committees.</p>	<p>No action was taken.</p> <p>The report was approved with feedback (Blair/Farrington).</p> <p>The report was not approved; feedback was provided.</p> <p>The report was received with feedback (Blair/Badowski).</p> <p>The report was approved with feedback (Farrington/Finks).</p> <p>The report was received with feedback (Farrington/Badowski).</p> <p>The report was received (Phillips/Blair).</p>	<p>In cases where BOR feedback was provided, the respective committee or task force secretary/liaison will communicate details of the feedback to the committee/task force.</p>

<ul style="list-style-type: none"> • Task Force on DEIA (pg 153) • Task Force on Member Engagement (pg 160 and email) • Task Force on OUD (pg 161) 	<p>Amie Brooks provided an update on the progress of the Task Force on DEIA, including a request to establish the task force to a Standing Committee.</p> <p>Melissa Badowski summarized the progress from the Task Force on Member Engagement.</p> <p>John McGlew summarized the progress from the Task Force on OUD.</p>	<p>The report was approved with feedback (Blair/Badowski).</p> <p>The report was received (Farrington/Blair).</p> <p>The outline was approved and the Board, including the option for the TF to reformat the paper to a White Paper, if sufficient literature exists pertinent to the charge (Blair/Olsen).</p>	
<p>REPORTS</p> <ul style="list-style-type: none"> • Membership Development Report (Email) • Professional Development Report on Education and Meetings (pg 178) • Professional Development Report on Publications (pg 224) • Foundation Director's Report (pg 227) • Foundation Operations Budget (pg 231) 	<p>Jon Poynter presented current membership data, trends, and member development activities. He also provided insights into trends across all membership types and the uptake of member benefits.</p> <p>Joanna provided an update on the 2023 Annual Meeting outcomes. She also provided an update on educational programs, such as recertification courses and webinars.</p> <p>Joanna reviewed the quarterly educational activities and reported on new publications and those in development.</p> <p>Sheldon reported on the Foundation's activities over the past quarter. He summarized progress on the strategic plan, investigator development programs, and future grants.</p> <p>Sheldon presented the 2024 ACCP Foundation Operations budget for BOR approval.</p>	<p>No board action required.</p> <p>No board action required.</p> <p>No board action required.</p> <p>The report was received (Farrington/Blair).</p> <p>The 2024 Foundation Operations Budget was approved (Farrington/Olsen).</p>	<p>Board members were encouraged to donate to the Foundation.</p>

<ul style="list-style-type: none"> • Pharmacotherapy BOD Report (pg 233) • Pharmacotherapy PPI Operations Budget (pg 238) 	<p>Beth provided a report on PPI, JACCP, and <i>Pharmacotherapy</i>, including manuscript submissions, article downloads, upcoming themed issues, and forthcoming consensus recommendations. Updates were provided on indexing applications by JACCP.</p> <p>Keri presented the 2024 PPI Operations budget for BOR approval.</p>	<p>The report was received (Farrington/Fink).</p> <p>The 2024 PPI Operations Budget was approved. (Blair/Olsen).</p>	
OLD BUSINESS			
<ul style="list-style-type: none"> • Old Business Consent Agenda (pg 240) 	<p>Brian asked board members to identify any old business items for action via the consent agenda.</p>	<p>No actions were taken via the consent agenda</p>	
<ul style="list-style-type: none"> • Status of Pending Committee and TF Papers (pg 241) 	<p>Amie provided updates on pending papers from Committees and Task Forces. Reviewers were assigned as follows:</p> <p>Clinical Practice Affairs A (Garwood/Badowski)</p> <p>2024 Educational Affairs (Rodgers/Blair)</p> <p>2024 Public and Professional Affairs (Hemstreet/Finks)</p> <p>2024 Publications (Phillips/Rodgers)</p> <p>2024 Research Affairs (Phan/Garwood)</p> <p>2024 Task Force on Ethics (Farrington/Hemstreet)</p> <p>2024 Task Force on OUD (McGlew/Farrington)</p> <p>Presidential Task Force (Buck/Stover)</p>	<p>The report was received (Farrington/Olsen).</p>	

	Clinical Practice Affairs B Commentary (Finks/Phillips)		
<ul style="list-style-type: none"> Code of Conduct Status Report 	Mike provided a status report to the board regarding any communications received relevant to the code of conduct.	The report was received. (Phillips/Badowski).	
<ul style="list-style-type: none"> 2024 Annual Meeting Keynote Selection (pg 244) 	Joanna presented options for the 2024 Annual Meeting Keynote Speaker for BOR review.	Keynote options/outreach were approved by the BOR (Farrington/Olsen).	
NEW BUSINESS <ul style="list-style-type: none"> New Business Consent Agenda (pg 247) 	Brian asked board members to identify any new business items for action via the consent agenda.	<p>The following action was taken via the consent agenda (Farrington/Blair):</p> <ul style="list-style-type: none"> Ratify: ACC-AHA AF Guideline Endorsement (pg 248) Ratify: BOR Education Committee Actions (pg 249) 	The guidelines will be added to the BOR handbook and incorporated into new board member orientation.
<ul style="list-style-type: none"> Receive: Social Media Guidelines for Board Members (pg 293) 	Joanna presented Social Media guidelines for BOR with suggestions for engaging.	The report was received (Blair/Finks).	
<ul style="list-style-type: none"> Receive: APLD Capstone Group Reports (pg 297) 	Marcia presented APLD Capstone Group Reports.	The report was received (Rodgers/Phillips).	
<ul style="list-style-type: none"> “Emerge” and Career Center Report (pg 314) 	Keri Sims provided details and updates on “Emerge from the Crowd” and “Emerge First” programming. She also reported on the trends and activities of the Career Center.	No Board action required.	
<ul style="list-style-type: none"> President’s Report (pg 318) 	Brian summarized presidential activities over the past quarter and welcomed questions and comments from the Board. The President’s report included updates on the JCPP and CCP meetings.	No Board action required.	

<p>PRN LIAISON REPORT</p>	<p>Board members shared information from the following PRNs:</p> <ul style="list-style-type: none"> • Ambulatory Care • Community-Based • Drug Information • Education and Training • Endocrine and Metabolism • Geriatrics • Global Health • Health Equity • Health Outcomes • Hematology/Oncology • HIV • Infectious Diseases • Pain/Palliative Care • Pharmaceutical Industry • Transplant <p>The Board discussed position listings on PRNs (as opposed to through Career Center). Keri is monitoring job postings to the Communities and responding to individual job posts to encourage use of the Career Center.</p>		<p>Board members were asked to follow-up with PRNs prior to the April meeting to identify potential future BOR agenda items.</p>
<p>BOARD DEVELOPMENT (pg 321)</p>	<p>The Board and Staff engaged in a final discussion of Collins' <i>"How the Mighty Fall."</i> Each group reviewed and presented summaries of discussion questions.</p>		
<p>ADJOURN</p>		<p>Day 1 of the BOR meeting was adjourned at 5:14 p.m. CDT by Brian.</p>	

FEBRUARY 8, 2024 – DAY 2

EXECUTIVE SESSION	Brian convened a scheduled executive session at 8:06 a.m.	No action was taken. Executive session was adjourned at 8:59 a.m. CDT.	Send any suggestions for orientation to Brian.
CALL TO ORDER		Brian called Day 2 of the board meeting to order at 9:02 a.m.	
REPORTS (continued)			
<ul style="list-style-type: none"> Government and Professional Affairs Report (pg 322) 	John, Marcia, and Amie summarized policy and professional affairs work, advocacy initiatives, practice advancement activities, and strategic initiatives over the past quarter. Comments were welcomed and questions were addressed.	No board action required.	
<ul style="list-style-type: none"> Executive Director's Report (pg 330) 	Mike provided updates to ACCP's year-end report, the JCPP CEO's meeting, and GTMRx. Joanna, Sheldon, and Jon reported on the exhibit at the ASHP mid-year clinical meeting.	No board action required.	
ROUNDTABLE DISCUSSION	Brian opened the floor for comments and updates regarding recent Town Hall sessions.		
STRATEGIC PLANNING	The BOR developed draft objectives for ACCP's 2024 strategic plan.		
ROUNDTABLE DISCUSSION	Brian 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. Brian requested submission of suggested agenda items for future board meetings.		
ADJOURN		Brian adjourned the meeting at 2:56 p.m. CDT.	

Respectfully submitted,
 Kayla Stover, ACCP Secretary

FUTURE BOR MEETING DATES:

Spring 2024: Kansas City

Tuesday, April 9: BOR arrival; no board activities scheduled

Wednesday, April 10: BOR Meeting, 8:00 a.m. – 5:00 p.m.

Thursday, April 11: BOR Meeting, 8:00 a.m. – 3:00 p.m.

Summer 2024 Executive Committee Meeting: Via Zoom

Tuesday, June 11: Exec Comm Meeting, 11:00 a.m. – 5:00 p.m. EDT

Summer 2024: Kansas City

New BOR mbrs, presidents/officers, & staff arrive Mon, 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. – 2:30 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.

Winter 2025: Location TBD

Tuesday, February 18: BOR arrival; no board activities scheduled

Wednesday, February 19: BOR Meeting, 8:00 a.m. – 5:00 p.m.

Thursday, February 20: BOR Meeting, 8:00 a.m. – 3:00 p.m.

Spring 2025: Location TBD

Dates TBD

Summer 2025 Executive Committee Meeting: Lenexa, KS

Tuesday, June 17: Exec Comm Meeting, 1:30 – 5:00 p.m. (arrive in a.m. on June 10)

Wednesday, June 18: Exec Comm Meeting, 8:00 a.m. – 3:00 p.m.

Summer 2025: Location TBD

New BOR mbrs, presidents/officers, & staff arrive Sun, July 20 p.m. (Other BOR mbrs arrive July 21 a.m.)

Monday, July 21: New BOR Mbr Orientation, 8:00 a.m. – 12:00 p.m. (New BOR mbrs only)

Monday, July 21: BOR Development/Planning, 1:00 – 5:00 p.m. (arrival in a.m.)

Tuesday, July 22: BOR Meeting, 8:00 a.m. – 5:00 p.m.

Wednesday, July 23: BOR Meeting, 8:00 a.m. – 2:30 p.m.

Fall 2025: Minneapolis, MN (2025 ACCP Annual Meeting)

Wednesday, October 15: BOR arrival; no board activities scheduled

Thursday, October 16: BOR Meeting, 8:00 a.m. – 5:00 p.m.

Friday, October 17: BOR Mtg, 8:00–1:00 p.m.; BOD-BOR-BOT Joint Mtg, 1:30 p.m.–4:30 p.m.