

**ACCP Board of Regents Meeting Minutes**  
**July 28-29, 2022**  
**Hilton Kansas City Airport in Kansas City, MO**  
**(Approved October 13, 2022)**

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

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

**Guests:** Brian Hemstreet, incoming President-Elect; Melissa Badowski, incoming Regent; Shannon Finks, incoming Regent.

AGENDA ITEM	DISCUSSION	ACTION	COMMENTS
<b>July 28, 2022 – DAY 1</b>			
<b>CALL TO ORDER</b>		Leigh Ann Ross called Day 1 of the board meeting to order at 1:01 p.m. CDT. She welcomed everyone and all Board members, staff members, and guests introduced themselves.	
<b>CONFLICT OF INTEREST (pg 6)</b>		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.	
<b>ACCP DEI FILTERS (pg 7)</b>		Mike provided an update on the DEI filters and their use in BOR decision-making.	
<b>DATES OF 2023-2024 MEETINGS (pg 8)</b>		Mike confirmed the 2023-2024 meeting dates for the Board and Executive Committee.	
<b>REVIEW AND APPROVAL OF MEETING MINUTES (pg 8)</b>	Jennifer Clements asked the board to identify any errors or omissions in the minutes from the last board meeting.	The minutes of the April 21-22, 2022, meeting were approved (Farrington/Parker) with one abstention.	Minutes will be posted to 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>2022 YTD Financials (pg 17)</b></li> <li>• <b>2022 YTD Long-Term Investment Report, Total Assets, and Investment Policy (pg 25)</b></li> <li>• <b>2021 Year-End Accountants' Review (pg 35)</b></li> </ul>	<p>Melissa Blair presented the year-to-date (6/30/2022) balance sheet and operating budget summary. Melissa also provided an overview of the year-to-date operating budget summary for total assets, expenses, and liabilities through the second quarter of 2022. She also reviewed the year-to-date (6/30/2022) profit center performance in comparison to previous years.</p> <p>Melissa presented the long-term investment report for the end of the second quarter of 2022. The report reflected the course of the market during this time. Melissa reviewed the total assets and investments report with current policy for 2022 in comparison to 2011-2021.</p> <p>Melissa provided an overview of the accountants' review of finances, comparing 2020 to 2021. The Executive Committee reviewed the full report and had questions addressed by the accountants.</p>	<p>The 2022 YTD financial report was reviewed and received (Parker/Farrington).</p> <p>The 2022 YTD long-term investment report was reviewed and received (Farrington/See).</p> <p>The 2021 year-end accountants' review was reviewed and received (Parker/Phillips).</p>	<p>Questions were addressed regarding individual line items from the operating budget.</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 24)</b></li> <li>• <b>Awards (pg 53)</b></li> </ul>	<p>Leigh Ann asked board members to identify reports for action via the consent agenda.</p> <p>Ty Kiser provided an overview from the Awards Committee and mentioned potential updates with the portal and rubric for future Board review. He also mentioned how the committee operated to review nominations and provide recommendations in the report. The Board discussed strategies and</p>	<p>The following reports were approved on the consent agenda (Farrington/Blair):</p> <ul style="list-style-type: none"> <li>• Clinical Practice Affairs Committee A</li> <li>• Credentials: FCCP Committee</li> <li>• Credentials: Membership Committee</li> <li>• Organizational Affairs Committee</li> <li>• Research Affairs Committee</li> <li>• Resident Advisory Committee</li> <li>• Task Force on Treatment Guidelines</li> </ul> <p>Recipients of the following awards were approved:</p> <ul style="list-style-type: none"> <li>• <u>2023 Therapeutics Frontiers Lecture Award</u> (Farrington/Parker)</li> </ul>	<p>The Board was encouraged to send any final comments and feedback to respective liaisons regarding committee/task force papers.</p> <p>Additional information on the nominations portal and rubric will be shared for the October meeting. The deadline for the Therapeutic Frontiers Award</p>

<ul style="list-style-type: none"> <li>• <b>Clinical Practice Affairs B (pg 93)</b></li> <li>• <b>Educational Affairs B (pg 172)</b></li> <li>• <b>Member Relations (pg 173)</b></li> <li>• <b>Nominations (pg 183)</b></li> <li>• <b>Publications (pg 191)</b></li> <li>• <b>Career Transitions Task Force (pg 222)</b></li> </ul>	<p>opportunities for the future evaluation of awards. Each award was voted on separately. Additional recommendations were discussed, and questions were addressed.</p> <p>Leigh Ann provided an update on the progress of the committee for drafting a white paper on longitudinal collaborations between community-based and clinic-based pharmacists.</p> <p>Sharon See reported on the committee's progress to date in developing a white paper on simulation modalities in Pharm.D. and residency training programs.</p> <p>Jimmi Hatton Kolpek provided an update on the progress of the Member Relations Committee. She summarized the progress and proposed initiatives from three subgroups (social media/external; face-to-face; resources). Jimmi highlighted certain components of each initiative for clarification.</p> <p>Lari Cavallari presented the Nominations Committee's report, including the recommended slate of candidates (President, Secretary, Board of Regents, Board of Trustees) for the 2023 election. Additional recommendations were discussed, and questions were addressed.</p> <p>Kathy provided an update from the Publications Committee. Feedback will be given to the Publications Committee to avoid duplication from other current papers.</p>	<ul style="list-style-type: none"> <li>• <u>2022 New Investigator Award</u> (Farrington/Parker)</li> <li>• <u>2022 New Clinical Practitioner Awards</u> (Farrington/Parker)</li> <li>• <u>2022 New Educator Award</u> – (Blair/Clements)</li> </ul> <p>No board action required.</p> <p>No board action required.</p> <p>The report was received. (Farrington/See).</p> <p>The report was received, and the recommended slate approved.(Parker/Kiser).</p> <p>No board action required.</p> <p>The report was received with suggestions (Parker/Kiser) for staff review and implementation.</p>	<p>deadline will be changed to February 15 in accordance with the committee's recommendation.</p> <p>The final white paper draft will be distributed to the BOR by e-mail later this summer.</p> <p>A final draft of the paper will be distributed for electronic review following the board meeting.</p> <p>The committee's work was commended. Specific recommendations will now be addressed by staff for future board action/implementation.</p> <p>A final draft will be distributed for electronic review following the board meeting.</p> <p>The Task Force was commended on their comprehensive report.</p>
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<ul style="list-style-type: none"> <li>• <b>DEI Task Force (pg 250)</b></li> </ul>	<p>Jennifer reviewed the final report from the Task Force on Career Transitions. Recommendations were reviewed and questions were addressed.</p> <p>Amie Brooks provided the background on the Task Force’s report. She highlighted the proposed revision to the PRN Handbook section on nomination procedures for elected PRN officers. Amie also summarized the committee’s recommended procedures for the ACCP Nominations Committee.</p>		<p>Specific recommendations will now be addressed by staff for future board action/implementation.</p> <p>Due to time limitations, continued discussion of the report was held over until Day 2.</p>
<p><b>REPORTS</b></p> <ul style="list-style-type: none"> <li>• <b>Membership Development Report (pg 230)</b></li> </ul>	<p>Jon Poynter presented current membership data and member development activities, including percent change in membership from 2021 to 2022. He also provided insight into trends among postgraduate trainees and student members, and full/associate members as of 6/30/2022. Jon addressed questions from the Board regarding membership trends.</p>	<p>No board action required.</p>	
<p><b>BOARD EXERCISES</b></p>	<p>The Board participated in a “scavenger hunt” competition involving identification and interpretation of strategic plan progress.</p>	<p>Board members relied on review of the strategic plan monitoring form, 2020 strategic plan, and ACCP website to retrieve answers to a series of questions.</p>	
<p><b>ADJOURN</b></p>		<p>Leigh Ann adjourned Day 1 of the BOR meeting at 5:27 p.m. CDT.</p>	
<p><b>JULY 29, 2022 – DAY 2</b></p>			
<p><b>CALL TO ORDER</b></p>		<p>Leigh Ann Ross called Day 2 of the board meeting to order at 7:53 a.m. CDT.</p>	
<p><b>BOARD DEVELOPMENT</b></p>	<p>The board and staff engaged in Part 3 of “Turning the ACCP Flywheel,” based on the monograph by James Collins.</p>	<p>Board members identified important steps needed to sustain, renew, and extend the ACCP Flywheel.</p>	
<p><b>OLD BUSINESS</b></p> <ul style="list-style-type: none"> <li>• <b>Old Business Consent Agenda (pg 382)</b></li> </ul>			

<ul style="list-style-type: none"> <li>• <b>Executive Committee Report (pg 385)</b></li> <li>• <b>Code of Conduct Status Report</b></li> </ul>	<p>Leigh Ann asked board members to identify any old business items for action via the consent agenda.</p> <p>Leigh Ann provided an overview of the Robert M. Elenbaas Service and C. Edwin Webb Professional Advocacy awards, following a review by the Executive Committee. It was agreed that these are both intended to be lifetime achievement awards based on exceptional contributions beyond those that may be a part of one's employment.</p> <p>Mike provided a status report to the board regarding any communications received relevant to the code of conduct.</p>	<p>The following report was received via the consent agenda (Farrington/Parker):</p> <ul style="list-style-type: none"> <li>• Status of Pending Committee and Task Force Papers</li> </ul> <p>The report was approved (Clements/See).</p> <p>No board action required.</p>	<p>The Executive Committee will update the criteria and rubric for use in the upcoming awards cycle.</p>
<p><b>NEW BUSINESS</b></p> <ul style="list-style-type: none"> <li>• <b>New Business Consent Agenda (pg 389)</b></li> </ul>	<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/Clements):</p> <ul style="list-style-type: none"> <li>• Biennial Review of PRN Dues</li> <li>• BOR Education Committee Actions</li> <li>• 2022 Election Results</li> <li>• Approval of Immunosuppression Consensus Recommendations</li> </ul>	
<p><b>COMMITTEE AND TASK FORCE REPORTS (cont)</b></p> <ul style="list-style-type: none"> <li>• <b>DEI Task Force (pg 250), continued from day 1</b></li> <li>• <b>Residency Training (pg 280)</b></li> </ul>	<p>Amie provided additional background regarding recommendations to the ACCP Nominations Committee to develop a slate of qualified individuals that promotes the College's DEI goals. Additional recommendations were discussed, and questions were addressed.</p> <p>Beth Phillips summarized the progress of the Residency Training Task Force in developing a community on new, innovative ideas to increase the number of positions.</p>	<p>The report was received with (Farrington/Blair) and referred for staff review.</p> <p>The report was approved with feedback (Parker/Blair).</p>	<p>The Task Force was commended on their comprehensive work and Amie's role as facilitator was recognized. The task force recommendations will now be addressed by staff for future board action/implementation.</p> <p>The final draft of the paper will be distributed for electronic review following the board meeting.</p>
<p><b>REPORTS</b></p>			

<ul style="list-style-type: none"> <li>• <b>Professional Development Report (pg 467)</b></li> </ul>	<p>Joanna Gillette provided an update on educational products, services, and meetings. She also reported on pending/in-development and newly released educational programs, and feedback from the 2022 Spring Forum. She concluded with a status report on the upcoming 2022 Global Conference on Clinical Pharmacy.</p>	<p>No board action required.</p>	<p>Questions were addressed and suggestions were provided on the review of PRN focus session proposals.</p>
<ul style="list-style-type: none"> <li>• <b>Government and Professional Affairs Report (pg 543)</b></li> </ul>	<p>Kathy, Marcia, Amie, and John McGlew summarized government and professional affairs activities over the past quarter and invited questions and comments from board members. Marcia provided updates on leadership development initiatives for students and ACCP members.</p>	<p>No board action required.</p>	<p>The Board applauded the increased member communications regarding Government and Professional Affairs activities. Board members were encouraged to share <a href="#">advocacy resources</a> from the ACCP website.</p>
<ul style="list-style-type: none"> <li>• <b>ACCP-PAC Reports (pg 549)</b></li> </ul>	<p>John presented the quarterly PAC report and highlighted government affairs activities, including current advocacy initiatives and the new <i>ACCP Advocacy in Action</i> newsletter.</p>	<p>No board action required.</p>	
<ul style="list-style-type: none"> <li>• <b>Career Center and “Emerge” Reports (pg 550)</b></li> </ul>	<p>Keri reported on the trends and activities of the Career Center. She provided details on the “Emerge from the Crowd...” programming and an update on tailored programming for schools and colleges of pharmacy with assistance from Resident Advisory Committee members.</p>	<p>No board action required.</p>	
<ul style="list-style-type: none"> <li>• <b>ACCP Foundation Director Report (pg 552)</b></li> </ul>	<p>Sheldon Holstad reported on the Foundation’s activities over the past quarter. He commented on the trends with research and scientific presentations for the virtual symposium and annual meetings.</p>	<p>The ACCP Foundation Director’s report was received (Blair/Farrington).</p>	<p>Board members were encouraged to donate to the Foundation as donations can be made at any time. The venue for the 2023 FIT/MeRIT program will be determined soon.</p>
<ul style="list-style-type: none"> <li>• <b>Pharmacotherapy BOD Report (pg 556)</b></li> </ul>	<p>Lari provided a report on PPI, including updates on <i>JACCP</i> and <i>Pharmacotherapy</i> and metrics for both journals. She also highlighted upcoming themed issues for <i>JACCP</i> and in-progress consensus recommendation papers.</p>	<p>No board action required.</p>	
<ul style="list-style-type: none"> <li>• <b>President’s Report (pg 562)</b></li> </ul>	<p>Leigh Ann summarized presidential activities over the past quarter and welcomed questions and comments from the Board. Her report included summaries of the NASPA Leadership Conference, CCP and JCPP meetings, the AACP BPEP</p>	<p>No board action required.</p>	

<ul style="list-style-type: none"> <li><b>Executive Director's Report</b></li> </ul>	<p>Summit, and the June Executive Committee meeting.</p> <p>Mike provided updates on interorganizational activities and nomination of an ACCP member to the AHRQ National Advisory Council.</p>	<p>No board action required.</p>	
<p><b>DRAFT OF 2023 THEME OF THE YEAR (pg 572)</b></p> <p><b>2022-2023 Draft Committee Charge (pg 572)</b></p>	<p>Elizabeth Farrington discussed her theme for next year, "Teamwork: Partnering to Achieve Optimal Patient Outcomes."</p>	<p>The Board provided feedback and comments on the draft charges for 2022-2023 ACCP Committees and Task Forces.</p>	<p>Board members were asked to contact Elizabeth and Mike if interested in serving as Board Liaison/secretary for a specific committee or task force.</p>
<p><b>PRN LIAISON REPORTS (pg 597)</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>• Community-based Pharmacy</li> <li>• Critical Care</li> <li>• Drug Information</li> <li>• Endocrinology and Metabolism</li> <li>• Geriatrics</li> <li>• GI/Liver/Nutrition</li> <li>• Health Outcomes</li> <li>• Hematology/Oncology</li> <li>• HIV</li> <li>• Infectious Diseases</li> <li>• Pediatrics</li> <li>• Perioperative Care</li> <li>• Pharmaceutical Industry</li> <li>• Pulmonary</li> </ul>		<p>Board members were asked to reach out to PRNs prior to the Global Conference to identify potential future new business agenda items.</p>
<p><b>ROUNDTABLE DISCUSSION</b></p>	<p>Leigh Ann opened the floor for comments and updates from individual board members. The group performed its usual de-brief on the qualitative aspects of the meeting. Leigh requested submission of suggested agenda items for future board meetings.</p>		
<p><b>ADJOURN</b></p>		<p>Leigh Ann adjourned the meeting at 2:30 p.m. CDT.</p>	

Respectfully submitted,  
Jennifer Clements, ACCP Secretary

**FUTURE MEETING DATES:**

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: Location 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: Location TBD

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 20)

Wednesday, June 21: Exec Comm Meeting, 8:00 a.m. – 3:00 p.m.

Summer 2023: Location 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.

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.