

**ACCP Board of Regents Meeting Minutes
August 1-3, 2023
Kansas City Airport Marriott in Kansas City, MO**

BOR Present: Elizabeth Farrington, President; Brian Hemstreet, President-Elect; Leigh Ann Ross, Past President; Melissa Blair, Treasurer; Jennifer Clements, Secretary (virtual); 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; Jon Poynter, Director of Member Services; Keri Sims, Director of ACCP Career Development Programs and Pharmacotherapy Publications, Inc. Operations.

Guests: Jo Ellen Rodgers, incoming President-Elect; Kayla Stover, incoming Secretary; Candice Garwood, incoming Regent; Hanna Phan, incoming Regent; Paul Kelly (virtual, Day 2 only), President of Capital Advocacy and Government Affairs.

AGENDA ITEM	DISCUSSION	ACTION	COMMENTS
AUGUST 1, 2023 – DAY 1			
CALL TO ORDER		Elizabeth Farrington called Day 1 of the board meeting to order at 1:00 p.m. CDT. Elizabeth and Mike Maddux welcomed everyone and all Board members, staff members, and guests made brief introductions.	
CONFLICT OF INTEREST (pg 5)		Mike called the board’s attention to the ACCP conflict of interest policy and disclosure statement. He also provided an overview of the board meeting.	
ACCP DEI FILTERS (pg 6)		Mike highlighted the ACCP DEI filters and asked that BOR members apply them during the meeting to board decision-making, as appropriate. Mike highlighted the ACCP DEI filters and asked that BOR members review and apply them during the meeting to board decision-making, as appropriate.	
WELCOME: “GETTING TO KNOW YOU” (pg 7)		Elizabeth and Mike led a “getting to know you” activity with staff members, current Board members, and incoming Board members.	
REVIEW AND APPROVAL OF MEETING MINUTES (pg 8)	Elizabeth asked the board to identify any errors or omissions in the minutes from the last board meeting.	The minutes of the May 19-20, 2023 meeting were approved with one correction received via email (Badowski/Parker).	Minutes will be posted in the governance section of the ACCP website.

2024-2025 BOARD MEETINGS (pg 17)		Mike confirmed the 2024-2025 meeting dates for the Board and Executive Committee.	Board members were askedare encouraged to mark calendars with these 2024-2025 dates.
TREASURER'S REPORT <ul style="list-style-type: none"> • 2023 YTD Financials (pg 19) • 2023 LTI Report, Assets History, and ACCP Investment Policy (pg 26) • 2022 Year-End Accountants' Review and Management Letter (pg 36) 	<p>Melissa Blair presented the year-to-date (6/30/2023) 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 2023. She reviewed the year-to-date (6/30/2023) 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 2023. The report reflected the course of the market during this time. Melissa reviewed the total assets and investments report with current policy for 2023 in comparison with to 2011-2022.</p> <p>Melissa highlighted the accountants' review of finances, comparing 2021 to 2022. The Executive Committee reviewed the full report in June. The Executive Committee previously reviewed the full report in June and met with the auditing firm.</p>	<p>The 2023 YTD financial reports werereport was reviewed and received (Hemstreet/Badowski).</p> <p>The 2023 YTD long-term investment, total assets, and long-term investmentinvestments reports were reviewed and received (Parker/Ross).</p> <p>The 2022 year-end accountants' review and management letter was received (Badowski/Parker).</p>	<p>Questions were addressed by staff regarding individual line items from the operating budget.</p>
COMMITTEE AND TASK FORCE REPORTS <ul style="list-style-type: none"> • Committee and Task Force Consent Agenda (pg 50) • Awards (pg 51) 	<p>Elizabeth asked board members to identify reports for action via the consent agenda.</p> <p>Brian Hemstreet provided an overview of the Awards Committee report. He also reviewed how the committee reviewed nominations and developed its recommendations. Brian also highlighted the items, comments, and</p>	<p>The following reports were approved or received on the consent agenda (See/Badowski):</p> <ul style="list-style-type: none"> • Credentials: Membership • Student National Advisory Committee • Resident Advisory Committee <p>Recipients of 2024 Therapeutics Frontiers Lecture Award, and 2023 New Investigator, Clinical Practitioners, and Educator Awards were approved (Parker/See). Brian will provide additional follow-up to the committee.</p>	<p>Approved ACCP papers will be finalized and forwardedare sent to the journal for copyediting prior to publication.</p> <p>The Board recognized the Awards committee and its leadership for service and dedication this year.</p>

<ul style="list-style-type: none"> • Certification Affairs (pg 102) • Clinical Practice Affairs (pg 113) • Credentials: FCCP (pg 153) • Educational Affairs (pg 173) • Member Relations (pg 174) • Nominations (pg 175) • Public and Professional Relations (pg 190) 	<p>suggestions as discussed by the Awards Committee. Mike provided historical perspective and intent of the Therapeutics Frontiers Lecture Award. The general process for “rollover” nominations was clarified for the Board.</p> <p>Jennifer Clements provided an overview of the Certification Affairs Committee's progress since the last meeting. The Board provided comments to clarify certain statements within the paper.</p> <p>Leigh Ann Ross provided an update on the progress of the Clinical Practice Affairs Committee. Shannon Finks and Leigh Ann have provided feedback to the committee.</p> <p>Melissa presented the committee's report. She explained the committee's intent in proposed language, in adding DEIA work to the FCCP application. 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 with the position statement.</p> <p>Joanna Gillette highlighted the current work of the Member Relations Committee and progress since the last Board meeting. She addressed questions from the Board.</p> <p>Keith presented the Nominations Committee's report, including the recommended slate of candidates (President, Treasurer, Board of Regents, Board of Trustees) for the 2024 election. Keith Olsen presented the Nominations Committee's report, including the recommended slate of candidates (President, Treasurer, Board of Regents, Board of Trustees) for the 2024 election. Additional recommendations from the committee were discussed, and questions were addressed.</p>	<p>The report and paper were reviewed and approved with feedback (Ross/Parker).</p> <p>No board action required.</p> <p>The report was reviewed and approved (See/Phillips). The committee's recommendations were reviewed and approved (Finks/Hemstreet).</p> <p>No board action required.</p> <p>No board action required.</p> <p>The report was received, and the recommended slate for the 2024 elections was approved (Olsen/ Badowski). The committee's recommendations were reviewed and approved (Parker/See). Keith will provide BOR feedback to the committee,</p>	<p>Feedback will be given to the Certification Affairs' leadership and the final draftpaper will be forwardedforward to ACCP staff.</p> <p>The Board will review the white paper via email before the next BOR meetingfor electronic voting.</p> <p>Staff will incorporate these changes in the 2024 FCCP application</p> <p>The Board will review the position statement via email before the next BOR meetingfor electronic voting.</p> <p>The Board will review the committee's final report via email once it is finalized and submittedfor electronic voting.</p> <p>The Board applauded the Nominations Committee for incorporating DEI into the process and its charges.</p>
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<ul style="list-style-type: none"> • Publications (pg 204) • Research Affairs (pg 243) • Task Force on Advancements in PGx Practice (pg 281) • Task Force on Clinical Pharmacy Services (pg 282) • Task Force on DEIA (pg 328) 	<p>John McGlew summarized the current progress of the Public and Professional Relations Committee. He highlighted the key sections of the commentary on how clinical pharmacists should address the dissemination of medical misinformation. Feedback and formatting suggestions were provided on the current draft of the commentary.</p> <p>Sharon See provided an overview of the Publications Committee's work and their final report for developing the 2023 ACCP Pharmacotherapy Didactic Toolkit. Suggestions were provided and comments were received. The original intent of the toolkit was clarified for the Board.</p> <p>Beth Phillips reported on the final draft of the commentary from the Research Affairs Committee. She highlighted the evidence included within the paper. Comments and feedback were received from the Board.</p> <p>Shannon Finks reported on the status of the commentary from the Task Force on Advancements in Pharmacogenomics Practice. She highlighted its ABCD approach for decoding pharmacogenomic test interpretation and application to patient care. Questions were addressed.</p> <p>Kathy Pham reviewed and highlighted the Task Force's process for including evidence and drafting a comprehensive white paper on optimal patient to clinical pharmacist ratios in different care settings. Comments were received on the white paper.</p> <p>Amie Brooks provided the background and rationale for the four recommendations from the Task Force on DEIA. She provided clarification and additional information in</p>	<p>No board action due to feedback.</p> <p>The report was reviewed and approved with feedback (Blair/Finks).</p> <p>The report was reviewed with feedback.</p> <p>No board action required.</p> <p>The report was reviewed and approved with feedback (Blair/Olsen).</p> <p>The proposed recommendation for travel scholarships was reviewed and approved (Badowski/See). The proposed changes to the annual attestation and Code of Conduct statement were reviewed and deferred at this</p>	<p>Feedback will be given to the committee's leadership and the Board will review the commentary via email once the following revisions are completed.</p> <p>Staff will now finalize the manuscript and forward it on to the journal.</p> <p>The Research Affairs Committee was commended for their work. E-mail review and vote will be completed by the Board prior to the next BOR meeting.</p> <p>The Task Force's commentary will be sent to the Board via email for review prior to the next BOR meeting and an electronic vote.</p> <p>Additional feedback on the white paper can be sent to Kathy. It will then be finalized by staff and forwarded to JACCP.</p>
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<ul style="list-style-type: none"> Presidential Task Force (pg 337) 	<p>response to suggestions, questions, and comments from the Board.</p> <p>Marcia Buck reported on the final draft of the commentary from the Presidential Task Force. The commentary highlights the benefits of serving in leadership roles within professional associations to the leaders themselves, their employers, colleagues, and the broader profession. Comments were received and clarifying questions were addressed for clarification.</p>	<p>time. The proposed title, scope, eligibility, and timeline for the new DEIA award was reviewed and approved (Clements/See). The Phase II action plan was reviewed and received by the Board.</p> <p>The report was reviewed and approved with feedback (Olsen/Finks).</p>	<p>The Task Force was commended on its work and recommendations for the 2023-2024 cycle. Amie will follow-up with the task force regarding the board's discussion of its recommendations.</p> <p>Additional feedback on the commentary can be sent to Marcia. It will then be finalized by staff and forwarded to JACCP.</p>
ADJOURN		Elizabeth adjourned Day 1 of the Board meeting at 5:20 p.m. CDT.	
AUGUST 2, 2023 – DAY 2			
CALL TO ORDER		Elizabeth called Day 2 of the board meeting to order at 8:00 a.m. CDT.	
BOARD DEVELOPMENT (pg 345)	The Board and Staff engaged in Part 1 of “How the Mighty Fall” by Jim Collins. Each group reviewed and presented summaries of posed questions on the assigned reading.	The Board and Staff further discussed the important steps and components to sustain, renew, and extend the ACCP flywheel.	The Board will participate in Part 2 of “How the Mighty Fall” at the November 2023 Board meeting.
OLD BUSINESS <i>Old Business Consent Agenda (pg 347)</i> Code of Conduct Status Report	<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 report was received via the consent agenda (Blair/Finks):</p> <ul style="list-style-type: none"> Status of Pending Committee and Task Force Papers <p>No board action required.</p>	
NEW BUSINESS			

<ul style="list-style-type: none"> • New Business Consent Agenda (pg 350) • Biennial Review of Dues (pg 351) • New PRN Application (pg 358) 	<p>Elizabeth asked board members to identify any new business items for action via the consent agenda.</p> <p>Jon Poynter provided an overview of how and when the Board reviews an increase in ACCP member dues. He highlighted the changes in the consumer price index and Staff recommendations for the Board's review of ACCP's current dues structure. Jon and other staff addressed questions and comments from the Board.</p> <p>Jon provided a historical overview of PRNs and the application process. He addressed questions and comments were welcomed from the Board.</p>	<p>The following report was received via the consent agenda (Olsen/Ross): BOR Education Committee Actions</p> <p>The recommendations for full, associate, affiliate, spouse, international, and retired membership were reviewed, discussed, and approved by the Board (Olsen/Finks). The Board discussed, reviewed, and did not approve the recommended increase in recommendation on resident/fellow dues (Hemstreet/Ross) and student dues (Olsen/See).</p> <p>The Integrative and Functional Medicine PRN application was discussed, and action was deferred at this time. The Board requested that additional information from a focus group of experts/leaders in this area be convened to provide additional information for future BOR review (Ross/Parker).</p>	<p>Membership services staff will implement these changes beginning in January 2024.</p> <p>Staff will follow-up with the leader who submitted the application and ask for recommendations of 2-3 individuals to serve on a focus group with a board and staff member.</p>
<p>REPORTS</p> <ul style="list-style-type: none"> • Professional Development – Education and Meetings Report (pg 364) • Professional Development – Publications Projects Report (pg 384) • Membership Development Report (pg 386) 	<p>Joanna Gillette 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 from the second quarter of 2023. Joanna also provided some preliminary statistics data for the 2023 Annual Meeting.</p> <p>Joanna highlighted publications added to the bookstore in the second quarter and others in development.</p> <p>Jon Poynter presented current membership data, trends, and member development activities. He also provided insights into trends across all membership types, including retention and recruitment. Jon highlighted membership development activities for student, resident,</p>	<p>No board action required.</p> <p>No board action required.</p> <p>No board action required.</p>	

<ul style="list-style-type: none"> • <i>PRN Liaison Report (pg 404)</i> • <i>Emerge and Career Center Reports (pg 405)</i> • <i>Government and Professional Affairs Report (pg 408)</i> 	<p>fellow/graduate members. He also provided an update on the Outstanding Student Chapter award and planned presidential visits to schools/colleges of pharmacy (NTU, Tx Tech) in the Dallas area and prior to the annual meeting.</p> <p>Board members shared information from the following PRNs:</p> <ul style="list-style-type: none"> • Cardiology • Central Nervous System • Community-Based Pharmacy • Education and Training • Endocrine and Metabolism • Hematology/Oncology • Pain/Palliative Care • Immunology/Transplantation • Pulmonary • Women’s Health <p>Keri Sims provided a historical perspective on the “Emerge” programs and career center. She updated the Board on “Emerge from the Crowd” and “Emerge First” programming. She also reported on the EmERGE events since the last board meeting. Amie commented on the continued collaboration between ACCP and SNPhA. Keri reviewed commented on activities and associated fees of the Career Center.</p> <p>Kathy, Marcia, Amie, and John McGlew 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 highlighted the CMS Making Care Primary model, ACCP’s ACCP APLD program, collaboration with SNPhA, programming at the NPhA Annual Convention, JCPP, Sustainable Practice Advisory Council, and ACT. John and Paul Kelly (via Zoom) provided an update on the legislative proposal from HOPA, AAPP, and SIDP and summarized</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. The Board appreciated the comments from Paul Kelly and thanked him for being present virtually.</p>
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<ul style="list-style-type: none"> • ACCP-PAC Reports (pg 415) • ACCP Foundation Director's Report (pg 431) • Pharmacotherapy Publications, Inc. (PPI) BOD Report (pg 435) • President's Report • Executive Director's Report 	<p>ACCP's feedback and action since May 2023. John and Paul addressed questions from the Board.</p> <p>John presented the quarterly PAC report and reminded the Board about the advocacy newsletter and PAC Captains webinar series.</p> <p>Sheldon Holstad reported on the Foundation's activities over the past quarter. He commented on the current status of IMMERSE. He also highlighted the activities from the 2023 MeRIT and FIT programs. He reminded the Board of the approaching deadline for research grants. Sheldon reviewed the trends in research/scientific presentations at the virtual poster symposium and Annual Meeting.</p> <p>Beth provided a report on the PPI that occurred on May 22, 2023 PPI BOD meeting.. She highlighted key performance metrics for <i>JACCP</i> and <i>Pharmacotherapy</i>. She commented on upcoming <i>JACCP</i> themed issues and outlined the current status of its Medline application for indexing. She mentioned the impact factor of <i>Pharmacotherapy</i> and provided an explanation for the change from 6.251 to 4.1, which was consistent with the decline in other journal IFs this cycle.. Beth and Keri answered questions from the Board.</p> <p>Elizabeth commented on upcoming presidential activities in the next quarter, including speaking at an; these activities include in-person conference into Saudi Arabia in September and a virtual presentation to a professional pharmacy group in Shanghai, China.</p> <p>Mike provided updates on GTMRx Institute's Board and his involvement on the advisory board for the University of Health Sciences and Pharmacy. He also described his activities. He comments on the representation with Eshelman Institute Steering Board and as an expert</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>No board action required.</p>	<p>Board members were encouraged to donate to the Foundation as donations can be made at any time.</p>
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	examiner for the University of Malta. He welcomed questions from board members.		
DRAFT OF 2024 THEME OF THE YEAR (pg 441)	Brian explained the background in developing next year's theme – "What's Next for Clinical Pharmacy: Rising to the Challenges, Leading the Way, and Turning It Up to 11." ⁴⁴ . He also called attention to highlighted the 2023-2024 charge development calendar and the draft proposed 2024 Committees/Task Forces charges Issues Survey.	The Board provided feedback and comments on the draft charges for the 2023-2024 ACCP Committees and Task Forces.	Board members were asked to contact Brian and Mike if they are, if interested in serving as Board Liaison/secretary for a specific committee or task force.
BOARD EXERCISE	The Board participated in a "scavenger hunt" competition involving identification and interpretation of strategic plan progress.	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.	
ROUNDTABLE DISCUSSION	Elizabeth opened the floor for comments and updates from individual board members and suggestions on any emerging or "horizon issues." ⁴⁵ . The Board also discussed potential future agenda topics and performed its usual debrief on the qualitative aspects of the meeting.	.	The Board was encouraged to submit agenda items for future board meetings.
ADJOURN		Day 2 of the BOR meeting was adjourned at 5:10 p.m. CDT by Elizabeth.	
AUGUST 3, 2023 – DAY 3			
CALL TO ORDER		Elizabeth called Day 3 of the board meeting to order at 8:02 a.m. CDT.	
STRATEGIC PLANNING	Amie reviewed the 2024 strategic plan timetable and provided instructions regarding the day's activities.	The board and staff engaged in strategic planning exercises focused on organizational core values, mission, vision, and critical issues, and strategic priorities.	The Board will continue its strategic planning activities at the November 2023 meeting. The planning timeline calls for finalization and publication of the plan by summer 2024.
ADJOURN		Elizabeth adjourned the meeting at 2:02 p.m. CDT.	

Respectfully submitted,

Jennifer Clements, ACCP Secretary

FUTURE BOR MEETING DATES

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

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: 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, presidents, & 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.

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, & 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.