ACCP Board of Regents Meeting Minutes
October 10-11, 2024
Sheraton Phoenix Downtown
Phoenix, AZ

BOR Present: Brian Hemstreet, President; Jo Ellen Rodgers, Present-Elect; Elizabeth Farrington, Past President; Kayla Stover, Secretary; Melissa Blair, Treasurer; Candice Garwood, Regent; Hanna Phan, 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: Denise Rhoney, incoming President-Elect; Deb Bondi, incoming Regent; Sandra Kane-Gill, incoming Regent.

Absent: John Allen, incoming Treasurer (Guest)

AGENDA ITEM	DISCUSSION	ACTION	COMMENTS
OCTOBER 10, 2024 – DAY 1			
CALL TO ORDER		Brian Hemstreet called Day 1 of the board meeting to order at 8:02 a.m. MST.	
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 Buck called attention to the ACCP DEI filters and how to apply them 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 July 17-18, 2024 meeting were approved with edits (Farrington/Phan).	Minutes will be posted to the governance section of the ACCP website.

TREASURER'S REPORT • *2024 YTD Balance Sheet (emailed attachment)* • *2024 YTD Operating Budget (emailed attachment)* • *2024 YTD Profit Centers Report (emailed attachment)* • *2024 YTD Long-term Investments Reports (emailed attachment)* • *Total Assets and Investments Report (emailed attachment)*	Melissa Blair presented the year-to-date (9/30/2024) balance sheet and highlighted changes from the previous quarter and since 9/30/2023. Melissa reviewed the year-to-date operating budget summary, including revenues and expenses through the third quarter of 2024. Melissa commented on the year-to-date (9/30/2024) profit center performance compared to 9/30/2022 and 9/30/2023. Melissa presented the long-term investment report for the end of the third quarter of 2024, noting current trends. Melissa highlighted total assets and investments through 9/30/24, noting trends over the past 10 years.	The 2024 YTD balance sheet, operating budgets, profit centers, long-term investments, and total assets and investments reports were reviewed and received (Farrington/Badowski).	Clarification was provided by staff regarding individual budget or balance sheet line items.
COMMITTEE AND TASK FORCE REPORTS • *Committee and Task Force Consent Agenda (pg 21)* <u>2024 Committees and Task Forces</u> • **Educational Affairs Committee (pg 44)**	Brian asked board members to identify reports for action via the consent agenda. Jo Ellen Rodgers updated the Board on the progress of the 2024 Educational Affairs Committee.	The following reports were approved on the consent agenda (Farrington/Blair): • Credentials: Membership No board action required.	

• **Public and Professional Relations Committee (pg 46)**	Brian Hemstreet updated the Board on the progress of the 2024 Public and Professional Relations Committee.	No board action required.	
• **Task Force on Ethics Committee (pg 47)**	Elizabeth Farrington provided an update from the Task Force on Ethics Committee.	No board action required.	
2025 COMMITTEES AND TASK FORCES • *2025 Committee and Task Force Charges (pg 48)*	Jo Ellen Rodgers discussed her theme of the year, which will focus on "Medication Optimization: Realizing our Greatest Potential." She commented on the alignment of the charges for the 2025 ACCP committees and task forces with the ACCP Strategic Plan. Questions were addressed and clarification was offered, as needed, for each committee and task force charge.	No board action required.	The DEI filters will be made available to the 2025 ACCP Committees and Task Forces.
• *Board/Committee Member Responsibilities (pg 74) and Committee Meeting Minutes Worksheet and Template (pg 79)*	Board members were provided their assignments for the 2025 Committees and Task Forces. Questions were discussed and suggestions offered regarding selected committees and task forces.	No board action required.	The Board offered feedback and suggested tips for new liaisons from previous experiences. Liaisons can follow-up with ACCP staff as needed to facilitate committee/task force communications. In addition, the process for development of ACCP papers is included in the charges for respective 2025 committees/task forces.
OLD BUSINESS • *Old Business Consent Agenda (pg 83)*	Brian Hemstreet asked board members to identify any old business items for action via the consent agenda.	The following report was received via the consent agenda (Farrington/Badowski): • Status of Pending Committee and Task Force Papers	
• *Code of Conduct Status Report*	Mike provided a status report to the board regarding any communications received relevant to the code of conduct.	No board action required.	

• **_2025 Keynote Selection Progress Report_**	Joanna Gillette presented updates in the selection of the 2025 keynote speaker.	No board action required.	

NEW BUSINESS			
• **New Business Consent Agenda (pg 86)**	Brian Hemstreet asked board members to identify new business items for action via the consent agenda.	The following actions were ratified via the consent agenda (Farrington/Rodgers): • Approval of the Presidential Task Force Commentary • Approval of Clin Practice Affairs B Commentary • Approval of Clin Practice Affairs A Commentary • Approval of Task Force on OUD White Paper • BOR Education Committee Activities	
• **COC Report**	Marcia Buck provided an update from the Commission on Credentialing.	No board action required.	
• **2024 ACCP Annual Meeting Vital Signs (pg 105)**	Joanna Gillette provided an overview of registrations for the Annual Meeting, compared to the past 15 to 20 years. She commented on factors that may influence or impact total meeting registration. Joanna noted changes (e.g., closed captioning during sessions, contrast in slide templates, pronoun ribbons) to enhance inclusivity/access during the Annual Meeting. Joanna noted that over 500 first-time attendees are registered this year. Ribbons for name tags and a guide will be provided to these registrants.	No board action required.	
• **BOR Responsibilities and PRN Liaisons (pg 106)**	Mike reviewed the information detailing BOR responsibilities and PRN business meetings. Questions were addressed and Mike received comments and some corrections to the schedule.	No board action required.	
• **Business Meeting Agenda (pg 108)**	Mike reviewed the agenda for the annual business and town hall meeting.	No board action required.	

REPORTS			
• **PPI BOD Report (pg 109)**	Beth Phillips provided a report on PPI, including updates on *JACCP* and *Pharmacotherapy*, journal-specific metrics, upcoming themed issues, and in-progress consensus recommendation papers. She noted that the *JACCP* MEDLINE application has been submitted with a future decision expected in late 2024. Stuart Haines was selected by the BOD as the newly appointed Editor-in-Chief for JACCP. The Editor's Choice award recipients and outstanding reviewers will be recognized at the Annual Meeting during the Awards and Recognition Ceremony and at the PPI reception.	The PPI BOD Report was reviewed and received (Blair/Finks).	
• **Foundations Director's Report (pg 112)**	Sheldon Holstad reported on the Foundation's activities over the past quarter. He commented on the status of IMMERSE, discussed the 2025 MeRIT/FIT programs, and the Foundation futures grants. Sheldon provided an update on research and scientific posters and presentations at the Annual Meeting. He also provided an update on Frontiers Fund contributions.	The Foundations Director's report was reviewed and received (Finks/Blair).	Board members were encouraged to donate to the Foundation – donations can be made online at any time.
• **Professional Development Report (pg 115)**	Joanna Gillette reported on educational products, services, and webinars/meetings. She also provided an update on pending programs, those under development, and newly released programs.	No board action required.	
• **Membership Development (pg 122)**	Jon Poynter presented current membership data, trends, and member development activities. He also provided insights into trends across all membership types and rates of member retention and recruitment. Jon highlighted membership development activities for students, residents, and fellow/graduate student members.	No board action required.	

• **Government and Professional Affairs Report (pg 131)**	Kathy Pham, Amie Brooks, Marcia Buck, and John McGlew summarized policy and professional affairs, advocacy activities, practice advancement initiatives, and other strategic initiatives over the past quarter, inviting questions and comments from the Board. The new NAM Fellow and Congressional Policy Fellow were recognized. The report highlighted advocacy efforts, GTMRx activities, the ACCP leadership APPE, the APLD program, and the International CMM Certificate Program. Amie provided an update on the first DEIA travel awards and the upcoming ACCP-SNPhA residency showcase.	No board action required.	
• **PAC Report (pg 141)**	John McGlew presented the quarterly PAC report and discussed donations to members of congress, PRN Captains' activities, and the 2024 PAC Challenge.	No board action required.	Board members were encouraged to donate to the PAC – donations can be made online at any time.
• **Battese Response to AMA Concerns (pg 142)**	John provided information related to the Battese Response to AMA Concerns.	No board action required.	
• **"Emerge" and Career Center Report (pg 144)**	Keri provided summaries of the current "Emerge" programs and career center activity. She updated the Board on "Emerge from the Crowd" and "Emerge First" programming. She also reported on "Emerge" events held since the last board meeting. Keri discussed the uptake of position listings in the Career Center.	No board action required.	
• **President's Report (pg 148)**	Brian summarized presidential activities, including the Asia Conference on Clinical Pharmacy, FIP, ACCP Taiwan Chapter Meeting, and the September CCP and JCPP meetings.	No board action required.	
• **Executive Director's Report**	Mike provided updates on the Executive Director's activities over the last quarter.	No board action required.	

PRN Liaison Reports	Board members shared information from the following PRNs: • Central Nervous System • Critical Care • Global Health • Hematology/Oncology • Pulmonary	No board action required.	The PRN meetings will take place Sunday and Monday at the Annual Meeting.
BOARD DEVELOPMENT (pg 161)	The Board and Staff engaged in Part 2 of "How To Be an Inclusive Leader," by Jennifer Brown. Each group reviewed and presented summaries addressing questions related to ACCP and the assigned reading.	The Board and Staff discussed the important steps and components to increase inclusivity in ACCP.	The Board will participate in Part 3 of "How To Be an Inclusive Leader" Board development at the February 2025 Board meeting.
ADJOURN		Brian adjourned Day 1 of the Board meeting at 5:08 p.m. MST.	

OCTOBER 11, 2024 – DAY 2

CALL TO ORDER		Brian called Day 2 of the board meeting to order at 9:11 a.m. CST.	
STRATEGIC DISCUSSION	Keri Sims, Sheldon Holstad and Mike Maddux led a discussion on the College's Corporate Entities.	The board reviewed options for future planning for ACCP's Corporate Entities. Further discussion will occur at the joint Board of Directors-Board of Regents-Board of Trustees session this afternoon.	
PREVIEW OF BOD-BOR-BOT SESSION	Mike provided an overview of the upcoming "combined boards' session."		
ROUNDTABLE DISCUSSION	Brian opened the floor for comments and updates from individual board members and suggestions on any emerging or "horizon issues." The Board also discussed potential future agenda topics and performed its usual de-brief on the qualitative aspects of the meeting.		The Board was encouraged to submit agenda items for future board meetings to Jo Ellen and Mike.
ADJOURN		Day 2 of the BOR meeting was adjourned at 1:14 p.m. CST by Brian.	

Respectfully submitted,

Kayla R. Stover, ACCP Secretary

FUTURE BOR MEETING DATES

<u>Winter 2025</u>: Kansas City, MO
    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.

<u>Spring 2025:</u> Kansas City, MO
    Tuesday, May 13: BOR arrival; no board activities scheduled
    Wednesday, May 14: BOR Meeting, 8:00 a.m. – 5:00 p.m.
    Thursday, May 15: BOR Meeting, 8:00 a.m. – 3:00 p.m.

<u>Summer 2025 Executive Committee Meeting</u>: Lenexa, KS
    Tuesday, June 17: Exec Comm Meeting, 1:30 – 5:00 p.m. (arrive in a.m. on June 17)
    Wednesday, June 18: Exec Comm Meeting, 8:00 a.m. – 3:00 p.m.

<u>Summer 2025</u>: 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. (<u>New BOR mbrs only</u>)
    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.

<u>Fall 2025</u>: 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.

<u>Winter 2026</u>: Location TBD
    Tuesday, February 17: BOR arrival; no board activities scheduled
    Wednesday, February 18: BOR Meeting, 8:00 a.m. – 5:00 p.m.
    Thursday, February 19: BOR Meeting, 8:00 a.m. – 3:00 p.m.

<u>Spring 2026</u>: Location TBD
    Tuesday, May 12: BOR arrival; no board activities scheduled
    Wednesday, May 13: BOR Meeting, 8:00 a.m. – 5:00 p.m.
    Thursday, May 14: BOR Meeting, 8:00 a.m. – 3:00 p.m.

<u>Summer 2026 Executive Committee Meeting</u>: Lenexa, KS
    Tuesday, June 16: Exec Comm Meeting, 1:30 – 5:00 p.m. (arrive in a.m. on June 16)
    Wednesday, June 17: Exec Comm Meeting, 8:00 a.m. – 3:00 p.m.

Summer 2026: Location TBD
   New BOR mbrs, presidential officers, & staff arrive Mon, Jul 27 p.m. (Other BOR mbrs arrive Jul 28 a.m.)
   Tuesday, July 28: New BOR Mbr Orientation, 8:00 a.m. – 12:00 p.m. (New BOR mbrs only)
   Tuesday, July 28: BOR Development/Planning, 1:00 – 5:00 p.m. (arrival in a.m.)
   Wednesday, July 29: BOR Meeting, 8:00 a.m. – 5:00 p.m.
   Thursday, July 30: BOR Meeting, 8:00 a.m. – 2:30 p.m.

Fall 2026: Salt Lake City, UT (2026 ACCP Annual Meeting)
   Wednesday, October 14: BOR arrival; no board activities scheduled
   Thursday, October 15: BOR Meeting, 8:00 a.m. – 5:00 p.m.
   Friday, October 16: BOR Mtg, 8:00–1:00 p.m.; BOD-BOR-BOT Joint Mtg, 1:30 p.m.–4:30 p.m.

Fall 2027: New York, NY (2027 ACCP Global Conference on Clinical Pharmacy)
   Wednesday, October 13: BOR arrival; no board activities scheduled
   Thursday, October 14: BOR Meeting, 8:00 a.m. – 5:00 p.m.
   Friday, October 15: BOR Mtg, 8:00–1:00 p.m.; BOD-BOR-BOT Joint Mtg, 1:30 p.m.–4:30 p.m.