

**ACCP Board of Regents Meeting Minutes  
October 14-15, 2021  
Zoom Videoconference  
(Approved January 27, 2022)**

**BOR Present:** Jimmi Hatton Kolpek, President; Leigh Ann Ross, President-Elect; Brian Erstad, Past-President; Miranda Andrus, Treasurer; Jennifer Clements, Secretary; Lari Cavallari, Regent; Tyree Kiser, Regent; Sarah McBane, Regent; Shawn McFarland, Regent; Mary Parker, Regent; Sharon See, Regent.

**Staff Present:** Amie Brooks, Director of Strategic Initiatives; Marcia Buck, Director, Clinical Practice Advancement; Wafa Dahdal, Senior Director, International Programs and Associate Director, Professional Development; Sheldon Holstad, Associate Executive Director and Director, ACCP Foundation; Michael Maddux, Executive Director; John McGlew, Director, Government Affairs; Nancy Perrin, Senior Director, Professional Development; Kathy Pham, Director, Policy and Professional Affairs.

**Guests Present:** Elizabeth Farrington, Melissa Blair, Beth Phillips, Keith Olsen (October 14 and October 15).

AGENDA ITEM	DISCUSSION	ACTION	COMMENTS
<b>OCTOBER 14, 2021 – DAY 1</b>			
<b>CALL TO ORDER</b>		Jimmi Hatton Kolpek called Day 1 of the board meeting to order at 11:01 a.m. EDT.	
<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 of the board meeting.	
<b>REVIEW AND APPROVAL OF MEETING MINUTES (pg 7)</b>	The board was asked to identify any errors or omissions in the minutes from the last board meeting.	The minutes of the July 29-30, 2021, meeting were approved (McBane/See).	Minutes will be posted in the <a href="#">governance section</a> of the ACCP website.
<b>TREASURER’S REPORT</b> • <b>2021 YTD Balance Sheet (pg 15)</b>	Treasurer Miranda Andrus presented the YTD (9/30/2021) balance sheet.  Miranda provided an overview of YTD operating budget summary.	The Treasurer’s report was reviewed and received (Kiser/Parker).	Additional information was provided regarding the timeline for preparation of the 2022 budget.

<ul style="list-style-type: none"> <li>• <b>2021 YTD Operating Budget Summary (pg 19)</b></li> <li>• <b>2021 YTD Profit Centers Report (pg 20)</b></li> <li>• <b>2021 Quarterly LTI Report (EMAIL)</b></li> <li>• <b>Total Assets and Investments Report (pg 21)</b></li> <li>• <b>Annual Business Meeting Report (pg 22)</b></li> </ul>	<p>Nancy Perrin commented on the YTD profit centers report. She also provided an update on the 2021 Annual Meeting and its transformation from face-to-face to virtual/on-demand formats.</p> <p>Miranda reviewed the quarterly LTI reports, which was sent via email as separate document.</p> <p>Miranda presented the total assets and investments report.</p> <p>Miranda shared slides from the Treasurer's Report for the annual business meeting, which has already been pre-recorded and will be streamed this weekend.</p>		<p>LTI benchmarks will be included in amended report that will be distributed after the BOR meeting.</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 35)</b></li> <li>• <b>Educational Affairs (pg 47)</b></li> </ul>	<p>Jimmi asked board members to identify reports for action by consent.</p> <p>Sarah McBane provided an update on the work of the 2020-2021 Educational Affairs committee.</p>	<p>The following report was approved via consent agenda:</p> <ul style="list-style-type: none"> <li>• Credentials: Membership Committee (Parker/Kiser)</li> </ul> <p>No BOR action needed.</p>	
<p><b>2022 COMMITTEE AND TASK FORCE CHARGES (pg 48)</b></p>	<p>Leigh Ann Ross reviewed the charges of the committees and task forces to focus on the 2022 theme of the year: "Advocacy to Advance the profession." The theme is consistent with the College's strategic plan and emphasis on DEI.</p>	<p>No BOR action required.</p>	<p>Leigh Ann will share information on the selection of 2022 Committees and Task Forces and her theme at the upcoming PRN Officers Meeting.</p>
<p><b>OLD BUSINESS</b></p> <ul style="list-style-type: none"> <li>• <b>Old Business Consent Agenda (pg 86)</b></li> <li>• <b>Code of Conduct Status Report</b></li> </ul>	<p>Jimmi 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 acted on via the consent agenda</p> <ul style="list-style-type: none"> <li>• Status of Pending Committee and Task Force Paper (McFarland/McBane)</li> </ul> <p>No BOR action needed.</p>	

<ul style="list-style-type: none"> <li>• <b>Parker Medal Criteria (pg 89)</b></li> </ul>	<p>Mike reviewed the Parker Medal Committee’s selection process and presented the request from the 2021 Committee regarding award criteria revision. There was discussion of the addition of a fourth domain to the selection criteria.</p>	<p>The board referred this issue to the 2022 Parker Medal Committee to develop the proposed changes in the criteria, including point allotments for any new criteria and/or how they would be applied to the scoring rubric (Parker/McBane).</p>	<p>Any changes to the Parker Medal criteria will be incorporated into the call for nominations for the 2023 award.</p>
<p><b>NEW BUSINESS</b></p> <ul style="list-style-type: none"> <li>• <b>New Business Consent Agenda (pg 98)</b></li> </ul> <ul style="list-style-type: none"> <li>• <b>APhA-NASPA “The Pharmacist’s Fundamental Responsibilities and Rights” (pg 111)</b></li> </ul> <p><b>REPORTS</b></p> <ul style="list-style-type: none"> <li>• <b>2021 ACCP Annual Meeting (pg 115)</b></li> </ul> <ul style="list-style-type: none"> <li>• <b>Education and Meetings Report (pg 117)</b></li> </ul>	<p>Jimmi asked board members to identify any new business items for action via the consent agenda.</p> <p>Mike and Jimmi provided background on the purpose and description of the document from APhA-NASPA.</p> <p>Nancy provided an update on 2021 Annual Meeting registration and programming. Amie also shared details about the status of the virtual recruitment event. Mike summarized Annual Meeting board member responsibilities.</p> <p>Nancy reviewed the quarterly educational activities.</p>	<p>The following reports were approved on the consent agenda (McFarland/McBane):</p> <ul style="list-style-type: none"> <li>• Approval of Publications Committee paper</li> <li>• Approval of Executive Committee and PAC Governance Council appointments</li> <li>• Approval of Research Affairs committee commentary</li> <li>• Approval of Presidential Task Force commentary</li> <li>• Approval of 2021 Annual Meeting conversion to virtual</li> </ul> <p>The BOR reviewed and approved support of the APhA-NASPA “The Pharmacist’s Fundamental Responsibilities and Rights.” (Erstad/Kiser).</p> <p>No BOR required.</p> <p>No BOR action needed.</p> <p>No BOR action required.</p>	<p>Board members should reach out and follow-up with PRNs one month before the next board call in preparation of January 2022 meeting and consideration of any issues raised by PRNs.</p> <p>Board members were asked to encourage new practitioners and other clinicians to submit case examples for the CMM consultancy session.</p>

<ul style="list-style-type: none"> <li>• <b>Publications Projects Report (pg 123)</b></li> <li>• <b>Membership Development Report (pg 125)</b></li> <li>• <b>Foundation Director's Quarterly Report (pg 146)</b></li> <li>• <b>PPI BOD Report (pg 149)</b></li> <li>• <b>International Programs Report (pg 153)</b></li> <li>• <b>Professional and Government Affairs Report (pg 160)</b></li> <li>• <b>ACCP-PAC Report (pg 165)</b></li> <li>• <b>CMM Advancement: Avalere Consultation (pg 166)</b></li> </ul>	<p>Nancy reported on new publications and those in development.</p> <p>Nancy provided presented current membership data and member development activities.</p> <p>Sheldon Holstad reported on Foundation activities and the poster sessions for 2021 Virtual Annual Meeting.</p> <p>Lari Cavallari provided an update from PPI, including number of submissions and downloads for <i>JACCP</i> and <i>Pharmacotherapy</i>. Lari also gave an update on the status of the Medline application for <i>JACCP</i>.</p> <p>Wafa Dahdal reported on international activities.</p> <p>Kathy Pham summarized government and professional affairs activities over the past quarter and invited questions and comments from board members. Kathy, Marcia, and Amie provided an update on the purpose and progress of working groups through GTMRx.</p> <p>John McGlew presented the quarterly PAC report. He highlighted development to date of the PAC Captains initiative, including the October 10 PAC Captains meeting discussions/agenda.</p> <p>John summarized results of the Avalere consultative report regarding the feasibility of formally integrating CMM into a new or existing project within CMMI.</p>	<p>No BOR action needed.</p> <p>No BOR action required.</p> <p>No BOR action needed.</p> <p>No BOR action required.</p> <p>No BOR action needed.</p> <p>No BOR action needed.</p> <p>No BOR action required.</p> <p>No BOR action needed.</p>	<p>Board members were encouraged to donate to the Foundation. In past years, the Foundation has had 100% participation from the board in this regard.</p>
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<b>BOARD DEVELOPMENT: INCLUSIVE LEADERSHIP, PART 4</b>	Small group breakouts and large group discussions focused on Jennifer Brown's <u>How to be an Inclusive Leader</u> (Chapter 5, "Advocate" and Chapter 6, "Stay Committed to the Journey").		This was the final segment of a board development series that was initiated in October 2020.
<b>ADJOURN</b>		Day 1 of the BOR meeting was adjourned at 6:02 p.m. EDT by Jimmi.	
<b>OCTOBER 15, 2021</b>			
<b>CALL TO ORDER</b>		Jimmi called Day 2 of the board meeting to order at 11:01 a.m. EDT.	
<b>REPORTS (continued)</b> <ul style="list-style-type: none"> <li>• <b><i>Executive Director's Report</i></b></li>   <li>• <b><i>President's Report (pg 171)</i></b></li> </ul>	<p>Mike provided updates on weekly national pharmacy association meetings and headquarters/operations. Nancy and Sheldon commented on the staff's exceptional productivity as ACCP has moved to an all-remote working environment.</p> <p>Jimmi summarized presidential activities over the past quarter and welcomed questions and comments from board members. Highlights from previously held and attended meetings (CCP, JCPP, Midwestern student chapter) were shared.</p>	<p>No board action needed.</p> <p>No board action required.</p>	
<b>WORKSHOP/ACCP DIVERSITY EQUITY AND INCLUSION PLAN (pg 186)</b>	The board and staff engaged in DEI discussion with consultants from Ameli Global Partnerships on the application of "value filters" and ACCP's proposed DEI action plan.		
<b>ROUNDTABLE DISCUSSION</b>	Jimmi commented on the many contributions of outgoing board members Brian Erstad (Past President), Miranda Andrus (Treasurer), Shawn McFarland (Regent), and Sarah McBane (Regent). She also welcomed incoming board members Elizabeth Farrington (President-Elect), Melissa Blair (Treasurer), Keith Olsen (Regent), and Beth Phillips (Regent), who will begin their terms following the conclusion of the Virtual ACCP Member Meeting. Jimmi the opened the floor for comments/updates from individual board members.		

ADJOURN		Jimmi adjourned the meeting at 2:10 p.m. EDT.	
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Respectfully submitted,  
Jennifer Clements, ACCP Secretary

**FUTURE MEETINGS:**

Winter 2022: via Zoom Videoconferencing

Thursday, January 27: BOR Meeting, 11:00 a.m. – 5:00 p.m. EST

Friday, January 28: BOR Meeting, 11:00 a.m. – 5:00 p.m. EST

Spring 2022: St. Louis (ACCP Spring Meeting)

Wednesday, April 20: BOR arrival; no board activities scheduled

Thursday, April 21: BOR Meeting, 8:00 a.m. – 5:00 p.m.

Friday, April 22: BOR Meeting, 8:00 a.m. – 3:00 p.m.

Summer 2022 Executive Committee Meeting: Lenexa, KS

Wednesday, June 8: Exec Comm Meeting, 1:30 – 5:00 p.m. (arrive in a.m. on June 8)

Thursday, June 9: Exec Comm Meeting, 8:00 a.m. – 3:00 p.m.

Summer 2022: TBD

*New BOR mbrs/presidential officers arrive July 27 p.m. (Other BOR mbrs arrive July 28 a.m.)*

Thursday, July 28: New BOR Mbr Orientation, 8:00 a.m. – 12:00 p.m. (New BOR mbrs only)

Thursday, July 28: BOR Development/Planning, 1:00 – 5:00 p.m. (arrival in a.m.)

Friday, July 29: BOR Meeting, 8:00 a.m. – 5:00 p.m.

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

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: 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: TBD (ACCP Spring Meeting)

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 8)

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

Summer 2023: 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.