

**ACCP Board of Regents Meeting Minutes  
November 9-10, 2023  
Sheraton Dallas Hotel  
Dallas, Texas**

**BOR Present:** Elizabeth Farrington, President; Brian Hemstreet, President-Elect; Leigh Ann Ross, Past President; Melissa Blair, Treasurer; Jennifer Clements, Secretary; 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; 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.

**Excused:** Kathy Pham, Senior Director of Policy and Professional Affairs.

AGENDA ITEM	DISCUSSION	ACTION	COMMENTS
<b>NOVEMBER 9, 2023 – DAY 1</b>			
<b>CALL TO ORDER</b>		Elizabeth Farrington called Day 1 of the board meeting to order at 8:03 a.m. CST. She welcomed everyone to Dallas.	
<b>CONFLICT OF INTEREST (pg 6)</b>		Mike called the board's attention to the ACCP conflict of interest policy and disclosure statement. He also provided an overview of day 1 and day 2 of the board meeting.	
<b>ACCP DEI FILTERS (pg 7)</b>		Marcia Buck called attention to the ACCP DEI filters and how to apply them to board decision-making, as appropriate.	
<b>REVIEW AND APPROVAL OF MEETING MINUTES (pg 8)</b>	Elizabeth asked the board to identify any errors or omissions in the minutes from the last board meeting.	The minutes of the August 1-3, 2023 meeting were approved as written (Blair/Parker).	Minutes will be posted in 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>2023 YTD Balance Sheet (pg 20)</b></li> <li>• <b>2023 YTD Operating Budgets (pg 25 and emailed attachment)</b></li> <li>• <b>2023 YTD Long-term Investments Reports (pg 27 and emailed attachment)</b></li> <li>• <b>Total Assets and Investments Report (pg 28)</b></li> </ul>	<p>Melissa Blair presented the year-to-date (9/30/2023) balance sheet and highlighted changes from the previous quarter.</p> <p>Melissa reviewed the year-to-date operating budget summary, including revenues and expenses through the third quarter of 2023. She commented on the year-to-date (9/30/2023) profit center performance compared to 2021 and 2022. Mike and Joanna Gillette provided additional details regarding specific categories of the operating budget, including publications and the 2023 Annual Meeting.</p> <p>Melissa presented the long-term investment report for the end of the third quarter of 2023, noting current trends.</p> <p>Melissa highlighted total assets and investments through 9/30/23, noting growth trends over the past 12 years.</p>	<p>The 2023 YTD balance sheet was reviewed and received (Badowski/Phillips).</p> <p>The 2023 YTD operating budgets report was reviewed and received (Hemstreet/Ross).</p> <p>The 2023 YTD long-term investments report was reviewed and received (Olsen/Badowski).</p> <p>The total assets and investments report was reviewed and received (See/Clements).</p>	<p>Clarification was provided by staff regarding individual budget or balance sheet line items.</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 29)</b></li> <li>• <b>Member Relations Committee (pg 80 and emailed supplement)</b></li> </ul>	<p>Elizabeth asked board members to identify reports for action via the consent agenda.</p> <p>Joanna reflected on the charge of the 2023 Member Relations Committee to identify best practices among the PRNs. She gave an overview of the committee's suggestions based on discussion with PRN leadership. Questions were answered and suggestions were received by staff regarding webinars, CE credit/process,</p>	<p>The following reports were approved on the consent agenda (Parker/Blair):</p> <ul style="list-style-type: none"> <li>• Credentials: Membership</li> <li>• Educational Affairs Committee</li> </ul> <p>The report from the 2023 Member Relations Committee was reviewed and received (Badowski/Parker).</p>	<p>The Board commended the committee for its work over the past year and highlighted the valuable information compiled in the report.</p>

	and opportunities for discussion of PRN best practices.		
<b>2024 COMMITTEES AND TASK FORCES</b> <ul style="list-style-type: none"> <li><b>2024 Committee and Task Force Charges (pg 83)</b></li> <li><b>Board/Committee Member Responsibilities (pg 110) and Committee Meeting Minutes Worksheet and Template (pg 115)</b></li> </ul>	<p>Brian Hemstreet discussed his theme of the year, which will focus on “What’s Next for Clinical Pharmacy: Rising to the Challenges, Leading the Way, and Turning It Up to 11.” He commented on feedback from the annual committee volunteer survey and general charges for the 2024 ACCP committees and task forces. Questions were addressed and clarification was offered as needed for each committee and task force.</p>	No board action required.	<p>The DEI filters will be made available to the 2024 ACCP Committees and Task Forces. In addition, the scoring rubrics for ACCP Awards have been posted on the <a href="#">website</a>.</p> <p>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 <a href="#">process</a> for development of ACCP papers has been added to the charges for respective 2024 committees/task forces.</p>
<b>OLD BUSINESS</b> <ul style="list-style-type: none"> <li><b>Old Business Consent Agenda (pg 117)</b></li> <li><b>Status of Pending Committee and Task Force Papers (pg 118)</b></li> <li><b>Code of Conduct Status Report</b></li> <li><b>Keynote Selection Process (pg 120)</b></li> </ul>	<p>Elizabeth asked board members to identify any old business items for action via the consent agenda.</p> <p>Amie Brooks commented on the status and timeline for the manuscript from the 2021 Educational Affairs.</p> <p>Mike provided a status report to the board regarding any communications received relevant to the code of conduct.</p> <p>Amie presented the staff’s proposal for a timeline and process of selecting future keynote speakers. This proposal would be piloted for the 2024 and 2025 annual meetings and then revised, as needed. There was discussion of</p>	<p>No items were acted on via the consent agenda.</p> <p>No board action required.</p> <p>No board action required.</p> <p>The accelerated timeline and proposed process for the 2024 keynote speaker was reviewed and approved (Parker/Badowski). The timeline and process for the 2025 keynote</p>	<p>The pilot process will be revisited by the Board on an ongoing basis to determine if it should be continued, with or without modifications.</p>

	gathering member suggestions for keynote speakers, outside of current processes for the 2025 annual meeting. Suggestions for consideration were made regarding the process.	speaker was also reviewed and approved (Hemstreet/Blair).	
<p><b>NEW BUSINESS</b></p> <ul style="list-style-type: none"> <li><b><i>New Business Consent Agenda (pg 122)</i></b></li> <li><b><i>2023 ACCP Annual Meeting Vital Signs (pg 155)</i></b></li> <li><b><i>BOR Responsibilities and PRN Liaisons (pg 156 and</i></b></li> </ul>	<p>Elizabeth asked board members to identify any new business items for action via the consent agenda.</p> <p>Joanna Gillette provided an overview of total registrations for the Annual Meeting, compared to the past 10 to 15 years. Registrations have been increasing over the past week and she commented on factors that may influence or impact total registrations. Joanna noted that more than 500 first-time attendees are registered for the Annual Meeting. To welcome first-time attendees, volunteers will be present at the registration booth during peak times. Ribbons for name tags and a guide will be provided to these registrants. A link to the ACCP website will allow access to all annual meeting information via mobile phone or tablet during the meeting.</p> <p>Mike reviewed the updated attachment detailing BOR responsibilities and PRN business meetings. Questions were addressed and Mike received comments and additional corrections.</p>	<p>The following reports were approved, received, or ratified via the consent agenda (Parker/Olsen):</p> <ul style="list-style-type: none"> <li>• COC Report</li> <li>• DEIA Plan</li> <li>• PRN Name Change</li> <li>• Approval of Research Affairs Commentary</li> <li>• Approval of PGx Task Force Commentary</li> <li>• Approval of Clinical Practice Affairs White Paper</li> <li>• Approval of Publications and Professional Relations Commentary</li> <li>• PAC Governing Council Appointment</li> <li>• BOR Education Committee Actions</li> <li>• Approval of 2024 Keynote Session</li> </ul> <p>No board action required.</p> <p>No board action required.</p>	

<p><i>emailed attachment)</i></p> <ul style="list-style-type: none"> <li>• <b>Business Meeting Agenda (pg 159)</b></li> </ul>	<p>Mike reviewed the agenda for the annual business and town hall meeting.</p>	<p>No board action required.</p>	
<p><b>REPORTS</b></p> <ul style="list-style-type: none"> <li>• <b>PPI BOD Report (pg 160)</b></li> <li>• <b>Foundations Director’s Report (pg 163)</b></li> <li>• <b>Professional Development Report (pg 166)</b></li> <li>• <b>Membership Development (pg 179)</b></li> </ul>	<p>Beth Phillips provided a report on PPI, including updates on <i>JACCP</i> and <i>Pharmacotherapy</i>, journal-specific metrics, upcoming themed issues, and in-progress consensus recommendation papers. She noted that the <i>JACCP</i> MEDLINE application will soon be submitted with a future decision expected in 2024. <i>JACCP</i> also received its first impact factor, which is 1.6. The recent publication of the updated ACCP standards of practice has a related podcast and commentary. PPI continues to offer its peer-review training program. 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.</p> <p>Sheldon Holstad reported on the Foundation’s activities over the past quarter. He commented on the current status of IMMERSE and the new MedOp RFA. He discussed the 2024 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.</p> <p>Joanna reported on educational products, services, and webinars/meetings. She also provided an update on pending programs, those under development, and newly released programs.</p> <p>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</p>	<p>The PPI BOD Report was reviewed and received (Olsen/Badowski).</p> <p>The Foundations Director’s report was reviewed and received (Blair/Parker).</p> <p>No board action required.</p> <p>No board action required.</p>	<p>Board members were encouraged to donate to the Foundation – donations can be made at any time.</p>

<ul style="list-style-type: none"> <li>• <b>Government and Professional Affairs Report (pg 192)</b></li>   <li>• <b>HOPA-AAPP-SIDP Proposal</b></li>   <li>• <b>PAC Report (pg 204)</b></li>   <li>• <b>“Emerge” and Career Center Report (pg 205)</b></li> </ul>	<p>development activities for students, residents, and fellow/graduate student members. He reported on the Outstanding Student Chapter award and presidential visits by Elizabeth and Brian to schools/colleges of pharmacy in the Dallas area prior to the Annual Meeting. Jon also addressed questions from the Board on membership development.</p> <p>Amie, 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 report highlighted the GTMRx Evidence-Based Research subgroup, JCPP, status of advocacy efforts related to oral phenylephrine’s lack of efficacy, ACCP’s APPE rotations, the APLD program, COC, AHA/ACC Joint Committee, and NCICLE. Amie updated the Board on current collaborative efforts between ACCP and AMA and highlighted DEIA efforts and the recent residency showcase collaboration with SNPhA.</p> <p>John provided an update on the legislative proposal from HOPA and summarized actions since the last board meeting. Questions were addressed, and comments were received by staff.</p> <p>John presented the quarterly PAC report and discussed donations to members of congress, PRN Captains’ activities, and the 2023 PAC Challenge.</p> <p>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 offered since the last board meeting. Keri discussed the uptake of position listings in the Career Center.</p>	<p>No board action required.</p> <p>The HOPA-AAPP-SIDP proposal was reviewed and approved (Ross/Blair).</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.</p>
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<ul style="list-style-type: none"> <li>• <b>President’s Report (pg 209)</b></li> <li>• <b>Executive Director’s Report</b></li> <li>• <b>Reflections on Member Feedback/Town Hall Meetings (pg 211)</b></li> </ul>	<p>Elizabeth summarized presidential activities, including the September CCP and JCPP meetings.</p> <p>Mike provided updates on the Executive Director’s activities over the last quarter.</p> <p>The Board discussed emails, social media posts, other communication from members, and town hall meeting feedback.</p>	<p>No board action required.</p> <p>No board action required.</p>	
<b>PRN Liaison Reports</b>	<p>Board members shared information from the following PRNs:</p> <ul style="list-style-type: none"> <li>• Adult Medicine</li> <li>• Community-Based Pharmacy</li> <li>• Endocrine and Metabolism</li> <li>• Hematology/Oncology</li> <li>• Immunology/Transplantation</li> <li>• Pain and Palliative Care</li> </ul>	No board action required.	Board members were asked to reach out to PRNs prior to the February 2024 BOR meeting to identify potential future new business agenda items.
<b>BOARD DEVELOPMENT (pg 244)</b>	The Board and Staff engaged in Part 2 of “How the Mighty Fall” by Jim Collins. 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 sustain, renew, and extend the ACCP flywheel.	The Board will participate in Part 3 of “How the Mighty Fall” Board development at the February 2024 Board meeting.
<b>ADJOURN</b>		Elizabeth adjourned Day 1 of the Board meeting at 5:11 p.m. CST.	
<b>NOVEMBER 10, 2023 – DAY 2</b>			
<b>CALL TO ORDER</b>		Elizabeth called Day 2 of the board meeting to order at 8:02 a.m. CST.	
<b>STRATEGIC PLANNING</b>	Amie reviewed the strategic planning timetable and reviewed vision statements from previous board meetings. She provided an overview of the critical issues and drafted strategic directions for the breakout session.	The Board and Staff engaged in a strategic planning exercise to focus on vision statements, critical issues, and drafting of strategic directions.	The Board will continue its strategic planning activities at the February 2024 meeting with finalization and approval of a new plan expected by summer 2024.
<b>GTMRX INSTITUTE</b>	Mike reported on the GTMRx Institute’s financial status and future activities for 2024.		
<b>PREVIEW OF BOD-BOR-BOT SESSION</b>	Mike provided an overview of the upcoming “combined boards’ session.”		

<b>ROUNDTABLE DISCUSSION</b>	Elizabeth 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 Brian and Mike.
<b>ADJOURN</b>		Day 2 of the BOR meeting was adjourned at 1:00 p.m. CST by Elizabeth.	

Respectfully submitted,  
Jennifer Clements, ACCP Secretary

**FUTURE BOR MEETING DATES**

Winter 2024: Kansas City

- 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: 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: 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/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.

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.