

American College of Physician Advisors
Meeting Name: Board of Directors
Date: May 29, 2024

Insert names of all committee members. Use an "x" for attendees and leave the box blank for members not at the meeting

Mark X	Members	Mark X	Members	Mark X	
x	1. Clarissa Barnes– Chair	Excused	8. Anuja Mohla		
x	2. Ahmed Abuabdou	Excused	9. Emeric Palmer		
x	3. Denise Goodman	x	10. Ritu Prasad		
x	4. Alvin (Al) Gore	x	11. Elizabeth (Liz) Quinn		
Excused	5. Juliet Ugarte Hopkins	x	12. Erica Remer		
x	6. Mary McLaughlin-Davis		13.	x	Parthavi Das, FLCO, NBM
x	7. Benjamin (Ben) Kartchner		14.	x	Tracy Ptacek, FLCO, NBM

Topic	Discussion	Conclusions/ Recommendations	Responsible	Date
1. Roll Call – Quorum Confirmed	Quorum established.			
2. Call to Order	Clarissa Barnes called the meeting to order. She shared that this was the first time they were using the consent agenda which included the minutes, and the committee reports to allow more time for discussion.			
3. Approval of the minutes	MOTION: To approve the consent agenda as presented. There was a motion and a second, and the motion was passed.			

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4. Committee reports <ul style="list-style-type: none"> a. CDI b. Government Affairs c. Observation d. Pediatric 	Clarissa asked the board if they do not like the new process with including the reports in the board agenda to let her know.		BOD	
5. Marketing Updates – 10 th Anniversary	The board discussed that the work on ACPA’s 10th year anniversary was fantastic. There is increased social media activity and free advertising with other groups promoting the celebration.			
6. Board position votes <ul style="list-style-type: none"> a. Interim VP Member Engagement b. NPAC Chair 	<p>Interim VP of Engagement – Clarissa shared that she and Juliet have been approving things and talking with marketing. Juliet said she can do it till we decide on the next steps. Clarissa has no capacity to do this. Juliet will do this role and foster who could take this role moving forward. She would also receive the stipend. Suggested to remove the interim from the title since she’s getting the stipend. Question on how the stipend is given quarterly and clarified that it will go to each person as they perform.</p> <p>Motion: To approve Juliet Ugarte Hopkins in the role of Interim VP Member Engagement as presented. There was a motion and a second, and the motion was passed.</p> <p>NPAC Chair - Liz Quinn will no longer be the NPAC Chair. Scott Ceule will take on the chair role. Liz supports this decision. Stephanie Van Zandt will continue as vice chair and have a call for nominations for a vice chair. One vice chair in charge of E&F. Board discussed that as NPAC grows, there may be a need to have a program committee. Right now, the</p>	Open call for nominations to be announced soon. BOD can share with their committees to apply.	BOD	

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c. Emeritus Board members	<p>BOD is reviewing abstracts and moving forward a programming committee would do it. There has not been a discussion on the champion role and on how it moves forward. Need to see how this all works with the NPAC team working with the marketing team.</p> <p>Motion: To approve Scott Ceule in the role of NPAC Chair as presented. There was a motion and a second, and the motion was passed.</p> <p>Emeritus Board Members – Clarissa shared the Emeritus Board is composed of people who put effort into ACPA over the years. They have been founding members in the past and could be board members in the future. She discussed Charles Locke as a candidate for the BOD. He saved ACPA during COVID, brought in the association management company and an investment firm.</p> <p>Motion: To approve Charles Locke to the Emeritus Board as presented. There was a motion and a second, and the motion was passed.</p>	Discuss role of the NPAC Champion	Clarissa	
7. Proofreading/editing changes	Clarissa shared that Juliet will be proofing items so that ACPA has one voice and a consistent state. If possible, please give a week for her to review before it goes out for distribution.			
8. Fall Retreat	NDA: Clarissa shared that as ACPA creates more content for ACPA-C that involves intellectual property there will be a need to have people sign NDAs to protect ACPA. If someone were to be upset about an issue, the organization would have no recourse without the NDA. Have asked attorneys to create it and BOD will have the chance to review it. Will discuss further at the board retreat.	NDA at the BOD retreat		

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	<p>Expanding invitation: The BOD will attend. Waiting for NPAC final financials to make the final decision on inviting vice-chairs. Discuss bringing in the vice chairs to the meeting for team building. This could be pricey. In succession planning, we don't have formal process but perhaps have the incoming chair attend the retreat. Waiting on the per person cost and the NPAC final financial numbers. A suggestion was made to have video so people could dial in, but AV is costly. Should there be discussions with committees on structures at the retreat.</p> <p>Metrics/Strategic Goals How does success in my role? Come up with the metrics for the retreat.</p>		Committee Chairs	
<p>9. Project Updates</p> <ul style="list-style-type: none"> a. NPAC 2024 Review b. Certification Updates c. CPAL 	<p>NPAC 2024 Review</p> <p>Liz Quinn discussed NPAC 2024. The conference has gone from 200 to 556 attendees. Shared update on the revenue. Sponsors shared that NPAC was the go-to event for Physician Advisors. Dine with Docs was interesting this year. The committee will discuss if we continue to have this program. There will be future discussion on E&F. Still waiting for final expense. Made \$87,000 if expenses did not go up. Budget goal was \$75,000. Results from post evaluations – Tracy has information on specific sessions if BOD wants to learn more about their sessions.</p> <p>67% previously attended 33% new attendees 76% for ease of using platform and 53% for quality of video. 75% rating for overall satisfies 57% Liked venue 56% like city 81% for organization</p> <p>Anecdotal comments from people were that they do not want the conference to get any bigger. Discuss this at the retreat.</p>	Discuss size for NPAC at retreat.		

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	<p>There is a marketing report that she and Emeric have not had a chance to see yet and can share at the next meeting.</p> <p>Certification updates Ben Kartchner shared that there was an uptick when we launched it in February. 167 signed up for the exam. We are ahead of the budget. Many of the people that have signed up are at various stages of taking modules. Will send reminder at three and six months to people to complete the modules and take the test. Need to give guidance on how long the modules are good for so they can be updated in time. There is a high demand for training. The platform has some limitations, and we'll outgrow it soon. When people fail, they want to know what areas they need to improve. We will need to update the test periodically and this will be future discussions on how to move forward. TLC – close to budget and future conversations to add modules. Need to do one on Medicare advantage. Anecdotal information that those who have taken it, find it to be a good exam. Ben will create a study guide.</p> <p>CPAL Applications are closed. If you signed up as a mentor, if you can do two mentees, let Clarissa know. More mentees than mentors signed up.</p>		<p>Ben Kartchner</p> <p>BOD</p>	
10. Financials	<p>Ahmed Abuabdou shared that the financial numbers look good but not all NPAC and E&F expenses are accounted for yet in the current financials. Shwab account is going reasonably well. Acquired 55 new members.</p>			

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11. Summer Board Schedule	Clarissa would like to take July off except for the Town Hall.			
12. Communities				
13. Membership <ul style="list-style-type: none"> a. Total = 1254 b. New membership within the month = 32 c. Retained (renewed) membership within the month = 130 				
14. Round Robin				
	Meeting adjourned at 7:02 PM ET			