

American College of Physician Advisors
Meeting Name: Board of Directors
Date: November 13, 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	x	8. Anuja Mohla	x	Guest: Chris McDonnell, Principal, McDonnell Capital Management
Excused	2. Ahmed Abuabdou	x	9. Emeric Palmer	x	Adriane Martin, Vice-Chair, GAC
x	3. Denise Goodman	x	10. Ritu Prasad		
x	4. Alvin (Al) Gore	x	11. Elizabeth (Liz) Quinn		
x	5. Juliet Ugarte Hopkins	Excused	12. Erica Remer		
x	6. Mary McLaughlin-Davis	x	13. Scott Ceule	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.			
3. Approval of the minutes	MOTION: To approve the minutes and the consent agenda as presented. There was a motion and a second, and the motion was passed.			

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4. Reminder: Collaborative Symposium with Cleveland Clinic	Clarissa reminded the BOD that ACPA was partnering with the Cleveland Clinic for their physician advisor symposium on November 20.			
5. Reminder: Succession Planning/Positions Open	Clarissa reminded the BOD that as part of the discussion at the board retreat, there was going to be a call for applications for the VP roles and the editor.			
6. Reminder: Townhall Scheduling 2025	Clarissa shared the team would send the committee chairs a spreadsheet to schedule the 2025 Town Halls.			
7. FYI: Social Media packet email	She also shared that the team would be sharing with the board a social media guide and their badges once the NPAC agenda and speakers were announced so that they can help promote NPAC 2025.			
8. Committee Reports - Written a. CDI b. Government Affairs c. Observation d. Pediatric	Clarissa asked if anyone had questions about the committee reports and asked if the committee chairs wanted to bring any items up. Ritu Prasad and Anuja Mohla reminded the group about the GAC/OBS Town Hall on November 14. MOTION: To approve the committee reports as presented. There was a motion and a second, and the motion was passed.			

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<p>9. Financials Update Investments Audit</p>	<p>Parthavi Das introduced Chris McDonnell who manages ACPA’s investments to the BOD. Chris reviewed ACPA’s current investments and shared information on their short and long term accounts. There was a question on inflation and its impacts on the fixed income side. Chris shared that investments should be able to stay nimble. Clarissa shared that at the end of the year, a decision will be made on how much money should be moved from the bank account to investments and the board will be kept informed.</p> <p>Parthavi shared that Ahmed’s email provided the update on the September financials. Ahmed’s email: The September financials showed that the College's performance remains strong this FY. We are at a net income (FYTD) of \$266,498 against a budgeted loss of \$52,458. That means we generated an excess income of \$318,957. This is incredible and again reflects the commitment of the entire team to make ACPA successful.</p> <p>We received a letter from the IRS related to unpaid 2018 taxes. The amount was \$689.88. The deadline to submit the payment is November 14, 2024. Given the tight timeline to investigate the issue, we elected to render a payment in order to avoid any further penalties and/or interest. I've discussed this with Barnes, Givens & Barnes CPAs [the firm that ACPA contracts with to conduct our financial audit and file the College's tax return] and they agreed with our decision. Of note, they were not involved in the 2018 tax return filing.</p> <p>The 2023 Financial Audit was completed by Barnes, Givens & Barnes CPAs. One issue was identified. A double entry of \$11,250 related to a stipend paid to one of the board members. The correct amount was restated. The underlying reason for the double entry was a lost check that led to reissuing another check which ultimately led to a double entry. As a result, I recommend the board to mandate all officers' stipend to be in the form of a "Direct Deposit" to the officer's bank account. This will eliminate the need to issue checks reducing the risk of fraudulent activities as well as chances of clerical accounting errors. The ACPA 990 Form for 2023 was prepared by Barnes, Givens, & Barnes CPAs and is ready for signature by me as the Treasurer. We are hopeful that we can file before the deadline [November 15, 2024]. Apparently, the State of Illinois requires paper submission so the form will need to be signed and mailed.</p>			

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	<p>MOTION: To approve the 2023 draft audit as presented. There was a motion and a second, and the motion to approve the 2023 draft audit was passed.</p>			
<p>10. Project Updates</p> <ul style="list-style-type: none"> a. NPAC 2025/Abstract Submissions b. Certification Update 	<p>NPAC 2025 – Scott Ceule provided an update on NPAC. 90 submissions for abstracts. Whittling those down. Will send accept letters. Trying to have agenda by mid-December 22 people have registered to date/close to securing the keynote – Chris Boyle. 8 of the 22 are for E&F too. Close to having the prospectus ready for sponsors.</p> <p>Certification Committee – Ben Kartchner shared the update on ACPA-C. 129 certified 357 in the process of taking the modules 82% pass rate is for the test only For 2026 adjust the exam so it is not as UM heavy and clarify the questions that could be clearer. Looking for more committee chairs and vice chairs. He has met with Stephanie Van Zandt for the handoff for E&F.</p> <p>Question- came up about CDI not helping ACDIS but helping Ben with ACPA-C. Adriane M. will connect with Ben.</p>	<p>CDI committee will connect with Ben about changing its focus and helping with ACPA-C and TLC from helping ACDIS.</p>		
<p>11. Restructuring</p>	<p>Clarissa wanted to review what was discussed at the retreat since some board members were not present. Discussed the organizational challenges that we have because of the current bylaws. Find a way to hold people more accountable so that ACPA can sustain itself. Decouple the board from some of the things that that have to be done daily. Allow the BOD to provide more insight and strategy. Do not want to lose the leadership we have because of the current bylaws structure. It will take time to make this happen and redo the bylaws. Try to make the transition happen midyear 2025 so that it's all completed by the time Ahmed is president.</p> <p>She opened it for questions. Asked people to follow up with id they have more questions.</p>			

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12. Budget	<p>Clarissa reviewed the budget and the changes made during the retreat. VP of Education needs to be changed to half the \$7500. Staff type person who would report up. Webmaster name will be changed.</p> <p>Questions on the VP Member of Engagement. There will be online spaces that will need monitoring.</p> <p>The stipends are based on time commitment. The VP ones are the ones discussed at the retreat. VP Education and VP Finance are the new VP positions.</p> <p>Clarissa recused herself from the meeting when the President’s stipend was discussed.</p> <p>Juliet reviewed the history of stipends Percent to the total revenue of the other organizations. She shared the research that Ahmed had shared. Will there be a JD and metrics tied to this as ACPC moves forward. Only president would be on the board.</p> <p>MOTION: To approve the 2025 draft budget as presented. There was a motion and a second, and the motion to approve the 2025 budget was passed.</p>			
	Meeting adjourned at 7:03 PM ET			

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