



**American College of Physician Advisors**  
**Meeting Name: Board of Directors**  
**Date: October 29, 2025**

*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. Ahmed Abuabdou – Chair	x	9. Emeric Palmer		
x	2. Clarissa Barnes	x	10. Ritu Prasad		
Excused	3. Denise Goodman	x	11. Elizabeth (Liz) Quinn		
Excused	4. Juliet Ugarte Hopkins	Excused	12. Scott Ceule		
x	5. Mary McLaughlin-Davis	x	13. Ahmad Kilani		
x	6. Benjamin (Ben) Kartchner	x	14. Stephanie Van Zandt	x	Parthavi Das, FLCO, NBM
x	7. Adriane Martin	x	15. Alyssa Riley	x	Tracy Ptacek, FLCO, NBM
x	8. Anuja Mohla				

Topic	Discussion	Conclusions/ Recommendations	Responsible	Date
1. Roll Call – Quorum Confirmed	Quorum was established.			
2. Call to Order	Ahmed Abuabdou called the meeting to order.			
3. Approval of the minutes	<b>MOTION: To approve the minutes for the August Board Meeting, September Board treat and the consent agenda as presented. There was a motion and a second, and the motion was passed.</b>			
4. Committee updates – Written	Ahmed recognized the committees for all the work that they do and gave a shout out on the joint letter from GAC and SHM to CMS. CMS acknowledged that the letter was received and has shared no further information.			

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<ul style="list-style-type: none"> <li>a. Clinical Documentation Integrity</li> <li>b. Government Affairs</li> <li>c. Observation</li> <li>d. Pediatric</li> <li>e. Education</li> </ul>	<ul style="list-style-type: none"> <li>- How do we incorporate the joint letter into the Town Hall forum with Obs and GAC? Ritu Prasad and Anuja Mohla will connect on this.</li> <li>-Thanked CDI for starting their work for CDI bootcamp in 2027.</li> <li>-Shared that there are over 500 physician advisors are ACPA-C</li> </ul> <p>The Observation Committee will be changing its name on January 1 to the Utilization Management Operations Committee. In the first week of December, will share this change plus the change that Anuja will stepping down from chair and Bart Caponi will be serving as the chair in 2026.</p>			
<ul style="list-style-type: none"> <li>5. Reminder –Physician Advisor Survey Deadline</li> </ul>	<p>Ahmad Kilani shared that survey is targeting 300 surveys and are at 289. Last time we did this, there were 250 participants.</p> <p>Target the committee chairs to send to their committee</p>	<p>The Chairs will email their committee members and remind them about participating in the survey.</p>		
<ul style="list-style-type: none"> <li>6. Project Updates <ul style="list-style-type: none"> <li>a. CPAL</li> <li>b. Policies/Procedure Manual Creation</li> </ul> </li> </ul>	<p>Stephanie Van Zandt shared that CPAL had a successful first program meeting with mentors and mentees on 9/24/25. There are 20 pairs. She shared that she learned lessons from the selection process. Will have review workshop. The mentoring groups are now working together.</p> <p>Communities –will need committee input in order to launch it in the new year.</p> <p>Policies/Procedure Manual Creation - Ahmad shared that he’s meeting with the committee chairs to learn more about how they operate and what they need. He will focus on getting the manual ready by late Nov/early Dec. The first part will focus on the committees, and he plans to complete the first draft by the end of December.</p>			
<ul style="list-style-type: none"> <li>7. Bylaws</li> </ul>	<p>Ahmed shared that the bylaws were approved based on editorial changes. He shared the two changes plus one item the lawyer saw. 3.2. The majority of the board should be physicians was the edit made. 3.7 The chair of the board should be a physician. At the retreat the board had not qualified that the president should be a president so that has been revised. Section 4.2 has added that the president should be a physician so consistent in process and language. This does not require a vote since it was approved at the retreat.</p>			

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8. New Governance Structure	<p>Clarissa Barnes shared that with the new bylaws the leadership worked to separate executive functions from board oversight. Some members currently on the board could potentially serve on the new board because in their current role there are no conflicts. She asked if anyone has a current conflict because of their leadership role and would like to serve in the new board structure to reach out to her directly by next Friday. ACPA will be sending an open call for board applications. She was excited about the new direction. This will be the last board meeting, but the board will be brought together if there is a need. Terms are two years and can serve two years so up to six years. The terms need to be staggered for continuity. There are seven to nine positions.</p>	<p>Current board members wanting to serve on the new board should connect with Clarissa.</p> <p>Call for Board nominations to be distributed soon.</p>		
9. Leadership Benefits	<p>Ahmed reviewed the leadership benefits for those in leadership roles. This will be effective January 1, 2026.</p>			
10. 2026 Proposed Draft Budget	<p>Ben Kartchner shared that the NPAC expenses are broken out separately since it is one of ACPA's largest programs. Project a break even for 2026 with revenue of \$3,000 and a \$1.6 million budget. 580 people for NPAC. E&amp;F Spring 100. NPAC will have increased expenses with a welcome reception. Reviewed operation expenses – it is costing more to run the college. Certification generates revenue. Projecting for it to grow and membership growth for 5%. E&amp;F Fall is an extra expense that will be attached to the board retreat. Other expense is a new LMS platform. Will keep board expenses the same even though including more people at the fall leadership retreat.</p> <p><b>MOTION: To approve the 2026 budget as presented. There was a motion and a second, and the motion was passed.</b></p>			

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11. Financials	Ben reported that the financials show continued growth for ACPA. There is a variance in the checking because \$350K was moved to the investments. The college is ahead with NPAC and ACPA-C and on target with membership. Use membership to cover the operations. Seeing growth in non-physician membership. TLC is the one area where we are behind. Ahmed shared that the plan is to budget neutral in 2026 and aim for margin in 2027. The revenue is for investment back into the college to help the physician advisor community. The group should think about future bold initiatives and decisions for the college.			
	Meeting adjourned at 6:09 PM CT			

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