

**ACCP Board of Regents Meeting Minutes
October 13-14, 2022
Hilton San Francisco Union Square in San Francisco, CA**

BOR Present: Leigh Ann Ross, President; Elizabeth Farrington, President-Elect; Jimmy Hatton Kolpek, Past President; Melissa Blair, Treasurer; Jennifer Clements, Secretary; Lari Cavallari, Regent; Tyree Kiser, Regent; Mary Parker, Regent; Beth Phillips, Regent; Keith Olsen, Regent, Sharon See, Regent.

Staff Present: Amie Brooks, Director of Strategic Initiatives; Marcia Buck, Director of Clinical Practice Advancement; Joanna Gillette, Director of Professional Development, Marketing, and Communications; Sheldon Holstad, Associate Executive Director, and Director of ACCP Foundation; Michael Maddux, Executive Director; John McGlew, Director of Government Affairs; Kathy Pham, Director of Policy and Professional Affairs; Jon Poynter, Director of Member Services.

Guests: Brian Hemstreet, incoming President-Elect; Shannon Finks, incoming Regent.

Excused: Melissa Badowski, incoming Regent.

AGENDA ITEM	DISCUSSION	ACTION	COMMENTS
OCTOBER 13, 2022 – DAY 1			
CALL TO ORDER		Leigh Ann Ross called Day 1 of the board meeting to order at 8:06 a.m. PDT.	
CONFLICT OF INTEREST (pg 6)		Mike Maddux called the board's attention to the ACCP conflict of interest policy and disclosure statement. Mike also made general announcements for the board meeting.	
ACCP DEI FILTERS (pg 7)		Mike highlighted the ACCP DEI filters and asked that BOR members apply them during the meeting to board decision-making.	
REVIEW AND APPROVAL OF MEETING MINUTES (pg 8)	Jennifer Clements asked the board to identify any errors or omissions in the minutes from the last board meeting.	The minutes of the July 28-29, 2022, meeting were approved as written (Farrington/Parker).	Minutes will be posted in the governance section of the ACCP website.

<p>TREASURER'S REPORT</p> <ul style="list-style-type: none"> • 2022 YTD Balance Sheet (pg 18) • 2022 YTD Operating Budget (pg 23) • 2022 YTD Long-Term Investments Report (email attachment) • Total Assets and Investments Report (pg 25) 	<p>Melissa Blair presented the year-to-date (9/30/2022) balance sheet and highlighted changes from the previous quarter.</p> <p>Melissa provided an overview of the year-to-date operating budget summary for total assets, expenses, and liabilities, representing the third quarter of 2022. She reviewed the year-to-date (9/30/2022) profit center performance in comparison to last quarter and previous years. Mike and Joanna Gillette highlighted status of specific categories of the operating budget, including publications and the 2022 Global Conference.</p> <p>Melissa presented the long-term investment report for the end of the third quarter of 2022 and noted the trends. The report reflected market performance over the last quarter. Sheldon Holstad commented on the history of the segregation of operating cash funds, short-term investments, and long-term investments for the College.</p> <p>Melissa provided an overview of the current total assets and investments. Mike noted the College's 2021 year-end operating budget and long-term investment outcomes in comparison to 2022 (thus far).</p>	<p>The 2022 YTD balance sheet was reviewed and received (Parker/Farrington).</p> <p>The 2022 YTD operating budget long-term investment report was reviewed and received (Parker/Farrington).</p> <p>The 2022 YTD long-term involvements report was reviewed and received (See/Phillips).</p> <p>The total asset and investments report was reviewed and received (Kiser/Farrington).</p>	<p>Questions were addressed and individual items from the Treasurer's report were clarified for the Board.</p>
<p>COMMITTEE AND TASK FORCE REPORTS</p> <ul style="list-style-type: none"> • Committee and Task Force Consent Agenda (pg 26) • Awards Committee Revised Rubrics (pg 27) 	<p>Leigh Ann asked board members to identify reports for action via the consent agenda.</p> <p>Ty Kiser provided an overview from the Awards Committee and mentioned the suggested changes to the rubrics for the ACCP Clinical Practice, Education, and Russell R. Miller awards. The Board discussed the changes and</p>	<p>The following reports were approved on the consent agenda (Parker/See):</p> <ul style="list-style-type: none"> • Credentials: Membership Committee • Educational Affairs Committee B <p>The revised rubrics from the Awards Committee was received and approved (Parker/Farrington).</p>	

<ul style="list-style-type: none"> • Clinical Practice Affairs B • Publications Committee (pg 111) 	<p>utilization of the rubrics for the upcoming cycle. Comments were received and questions were addressed by Ty.</p> <p>Leigh Ann provided an update on the committee's progress in developing its white paper on longitudinal collaborations between community-based and clinic-based pharmacists. The paper is forthcoming and will be forwarded for BOR consideration after co-reviewers Leigh Ann and Elizabeth Farrington complete their reviews.</p> <p>Kathy Pham provided an update from the Publications Committee and its progress on developing an update in the ACCP paper on residency equivalency. The paper is forthcoming and will be distributed for BOR consideration after Kathy and Melissa complete their reviews.</p>	<p>No board action required.</p> <p>No board action required.</p>	<p>The final draft will be distributed for an electronic vote by the Board at a later date.</p> <p>The finalized draft will be distributed for an electronic vote by the Board at a later date. If the paper is approved soon, it will be published in the upcoming <i>JACCP</i> themed issue on postgraduate training.</p>
<p>2023 Committee and Task Force Charges (pg 112)</p> <p>Board/Committee Member Responsibilities (pg 138) and Committee Meeting Minutes Worksheet and Template (pg 143)</p>	<p>Elizabeth Farrington discussed her theme for next year, which will focus on "Teamwork: Partnering to Achieve Optimal Patient Outcomes." She commented on the volunteer survey and the process for empaneling this year's committees and task forces. Elizabeth also provided insight into student and resident appointments to the committees and task forces. Each board liaison had an opportunity to ask questions or points of clarification for assigned committee or task force.</p>		<p>The Board offered feedback and provided tips for liaisons based on previous experience. Board liaisons were invited to follow-up with Mike regarding any issues surrounding committee/task force communications and use of the committee portal.</p>
<p>OLD BUSINESS</p>			

<ul style="list-style-type: none"> • Old Business Consent Agenda (pg 145) • Executive Committee Report (pg 148) • Code of Conduct Status Report 	<p>Leigh Ann asked board members to identify old business items for action via the consent agenda.</p> <p>Leigh Ann provided an overview of the Robert M. Elenbaas Service and C. Edwin Webb Professional Advocacy awards, following a review by the Executive Committee. She also provided rationale and planned implementation of the revised rubrics. Comments were received and questions were addressed.</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 received via the consent agenda (Parker/Farrington):</p> <ul style="list-style-type: none"> • Status of Pending Committee and Task Force Papers <p>The report was reviewed and approved (Parker/Clements).</p> <p>The report was received (Blair/Kiser).</p>	
<p>NEW BUSINESS</p> <ul style="list-style-type: none"> • New Business Consent Agenda (pg 156) 	<p>Leigh Ann asked board members to identify new business items for action via the consent agenda.</p>	<p>The following reports were approved on the consent agenda (Blair/See):</p> <ul style="list-style-type: none"> • Receive: COC Report • Ratify: prior approval of TF on Residency Training Commentary • Ratify: prior action on 2022 New Investigator Award • Ratify: Executive Committee and BOD Presidential Appointments • Ratify: BOR Education Committee Actions • Ratify: results of Special Vote on Bylaws Amendment 	
<p>REPORTS</p> <ul style="list-style-type: none"> • 2022 ACCP Global Conference on Clinical Pharmacy, Vital Signs (pg 194) • BOR Responsibilities/PRN Liaisons (pg 195) 	<p>Joanna provided an overview on registration for the Global Conference on Clinical Pharmacy (GC). More than 30 countries will be represented at this year's GC. She also commented on the high-quality and breadth of programming.</p> <p>Mike reviewed the Board's responsibilities for the Global Conference. Marcia Buck encouraged Board attendance at the ACCP Professional Leadership Development Program for this first cohort. Amie Brooks commented on the new format and logistics of the Professional</p>	<p>No board action required.</p> <p>No board action required.</p>	<p>Questions were addressed about the 2022 GC.</p>

<ul style="list-style-type: none"> • Business Meeting Agenda (197) • PPI BOD Report (pg 198) • ACCP Foundation Director's Report (pg 202) • Professional Development Report (pg 205) • Membership Development Report (pg 219) • Government and Professional Affairs Report (pg 235) 	<p>Placement Forum, as well as the November virtual residency showcase that will be offered in collaboration with SNPhA.</p> <p>The agendas for the annual business meeting and town hall were reviewed.</p> <p>Lari Cavallari provided a report on PPI, including updates on <i>JACCP</i> and <i>Pharmacotherapy</i>, including metrics for both journals, upcoming themed issues, and in-progress consensus recommendation papers. She commented on the strategic plan for PPI and new endeavors, such as the visual abstracts for <i>Pharmacotherapy</i>. The Editor's Choice award recipients and outstanding reviewers will be recognized at the GC awards ceremony and during the PPI reception.</p> <p>Sheldon reported on the Foundation's activities over the past quarter. He commented on its new strategic plan, investigator development programs, and research/scientific presentations at the GC. He also provided an update on annual development through the Frontiers Fund. The expanded priorities of the Foundation will be promoted during the Global Conference.</p> <p>Joanna provided an update on educational programs, products, and services. She also provided an update on pending/in-development and newly released educational offerings.</p> <p>Jon Poynter presented current membership data and member development activities, including percent change in membership from 2021 to 2022. He also provided insight into trends across all membership types and the uptake of member benefits among postgraduate trainees, student members, and full/associate members.</p> <p>Kathy, Marcia, Amie, and John McGlew summarized policy and professional affairs, advocacy initiatives, practice advancement initiatives, and other strategic initiatives over the</p>	<p>No board action required.</p> <p>The PPI BOD report was received (Farrington/See).</p> <p>The ACCP Foundation report was reviewed and received (Kiser/Blair).</p> <p>No board action required.</p> <p>No board action required.</p> <p>No board action required.</p>	<p>Board members were encouraged to donate to the Frontiers Fund as donations can be made at any time.</p> <p>Jon addressed various membership-related questions from BOR members.</p> <p>The Board applauded the continued Government and Professional Affairs activities. Board members were</p>
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<ul style="list-style-type: none"> • ACCP-PAC Reports (pg 241) • Update to ACCP's Advocacy Strategy (pg 242) • Career Center and "Emerge" Reports (pg 244) • President's Report • Executive Director's Report 	<p>past quarter. Highlighted initiatives included identification of opportunities for membership engagement, professional leadership experiences for students, the new ACCP professional leadership development program, and the new ACCP Academy Certificate Program. Comments were welcomed and questions were addressed.</p> <p>John presented the quarterly PAC report and highlighted additional government affairs activities, including current advocacy initiatives. He commented on the donations from the PRN PAC Challenge.</p> <p>Kathy provided a thorough description of ACCP's advocacy strategy to launch member-focused advocacy efforts. She elaborated on the rationale for proposed steps to facilitate discussion by the Board. The Board discussed this approach, including opportunities and challenges for intra-professional and interprofessional collaboration.</p> <p>Keri reported on the trends and activities of the Career Center. She also provided details on "Emerge from the Crowd" programming and an update on the "Emerge First" programming for schools and colleges of pharmacy, including the added benefits of collaborating with SNPhA.</p> <p>Leigh Ann summarized presidential activities over the past quarter and welcomed questions and comments from the Board. The President's report included the Foundation BOT meeting, the FIP World Congress, yesterday's UCSF campus visit, and ongoing outreach to the ACT Collaboration.</p> <p>Mike provided updates from FIP and JCPP CEO meetings.</p>	<p>No board action required.</p> <p>No board action required.</p> <p>No board action required.</p> <p>No board action required.</p> <p>No board action required.</p>	<p>encouraged to share advocacy resources from the ACCP website.</p> <p>The Board commended the progress made toward increasing the visibility of government affairs activities and advocacy initiatives.</p> <p>Continued discussion on updating ACCP's advocacy communications strategies will occur during the interorganizational BOD-BOR-BOT session tomorrow afternoon. The Board was encouraged to review the standards of practice and definition of clinical pharmacy as background for future discussions.</p>
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PRN LIAISON REPORTS (pg 255)	Board members shared information from the following PRNs: <ul style="list-style-type: none"> • Community-Based Pharmacy • Drug Information • Global Health • Pharmaceutical Industry • Women's Health 		Board members were asked to follow-up with PRNs following the GC and prior to the February meeting to identify potential future BOR agenda items.
ADJOURN		Leigh Ann adjourned Day 1 of the BOR meeting at 5:12 p.m. PDT.	
OCTOBER 14, 2022 – DAY 2			
CALL TO ORDER		Leigh Ann Ross called Day 2 of the board meeting to order at 8:10 a.m. PDT.	
BOARD DEVELOPMENT	The board and staff engaged in "BOR Journal Club," focusing on the theme, "Drivers of 'The Who.'" Each group reviewed and presented summaries of selected ACCP papers that have formed much of the foundation of the College's planning and subsequent initiatives.		The Board will participate in another journal club session ("The What") at the February meeting.
ROUNDTABLE DISCUSSION	Leigh Ann opened the floor for comments and updates from individual board members. The group performed its usual de-brief on the qualitative aspects of the meeting.		Board members are asked to submit any suggested agenda items for future meetings.
ADJOURN		Leigh Ann adjourned the meeting at 12:58 p.m. PDT.	

Respectfully submitted,
Jennifer Clements, ACCP Secretary

FUTURE MEETING DATES:

Winter 2023: Kansas City

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: Kansas City

Thursday, May 18: BOR arrival; no board activities scheduled

Friday, May 19: BOR Meeting, 8:00 a.m. – 5:00 p.m.

Saturday, May 20: BOR Meeting, 8:00 a.m. – 3:00 p.m.

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 20)

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

Summer 2023: Kansas City

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. – 3:00 p.m.

Fall 2023: Dallas, TX (2023 ACCP Annual Meeting)

Wednesday, November 8: BOR arrival; no board activities scheduled

Thursday, November 9: BOR Meeting, 8:00 a.m. – 5:00 p.m.

Friday, November 10: BOR Mtg, 8:00–1:00 p.m.; BOD-BOR-BOT Joint Mtg, 1:30 p.m.–4:30 p.m.

Winter 2024: Location TBD

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: Location TBD

Dates TBD

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/presidential officers arrive 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. – 3:00 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.