ACCP Board of Regents Meeting Minutes
February 8-9, 2023
Kansas City Airport Marriott in Kansas City, MO

BOR Present: Elizabeth Farrington, President; Brian Hemstreet, President-Elect; Leigh Ann Ross, Past President; 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; Kathy Pham, Senior Director of Policy and Professional Affairs; Jon Poynter, Director of Member Services.

Guests: None.

Excused: Melissa Blair, Treasurer.

AGENDA ITEM	DISCUSSION	ACTION	COMMENTS
FEBRUARY 8, 2023 – DAY 1			
CALL TO ORDER		Elizabeth Farrington called Day 1 of the board meeting to order at 7:59 a.m. CDT.	
CONFLICT OF INTEREST (pg 6)		Mike Maddux called the board's attention to the ACCP conflict of interest policy and disclosure statement.	
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, as appropriate.	
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 October 13-14, 2022 meeting were approved as written (Parker/Ross).	The minutes will be posted to the governance section of the ACCP website.
TREASURER'S REPORT			

• **2022 year-end Balance Sheet and Operations budget (pg 17)**	On behalf of Melissa Blair, Mike presented the year-end (12/31/2022) balance sheet and highlighted changes from the last quarter of 2022. He also provided an overview of the year-end operating budget.	The 2022 year-end balance sheet and operations budget were reviewed and received (Phillips/Parker).	Questions were addressed and individual items from the Treasurer's report were clarified for the Board.
• **2022 Profit Centers Report (pg 23)**	Mike provided a detailed overview of the 2022 profit centers report, including comparisons to the previous 3 years.	The 2022 profit centers report was reviewed and received (Olsen/See).	
• **Executive Committee Action on proposed 2023 Operations and Capital Expense Budgets (email; pg 24)**	Mike summarized Feb 3 Executive Committee's actions and presented the proposed 2023 operations budget.	The minutes from the February 3, 2023 Executive Committee meeting were ratified and the 2023 operations budget was approved (Finks/Olsen).	
• **Proposed 2023 Capital Expense Budget (pg 52)**	Mike presented the proposed 2023 capital expense budget.	The 2023 capital expense budget was approved (Parker/Olsen).	
• **2022 Year-end LTI Report (pg 53)**	Mike reviewed the 2022 year-end LTI report.	The LTI report was reviewed and received (See/Clements).	
• **Total Assets and Investments Report (pg 54)**	Mike provided an overview of total assets and investments.	The total assets and investments report was reviewed and received (Phillips/Parker).	
COMMITTEE AND TASK FORCE REPORTS • **Committee and Task Force Consent Agenda (pg 55)**	Elizabeth asked board members to identify reports for action via the consent agenda.	The following reports were approved on the consent agenda (Ross/Parker): • Approve – Credentials: Membership • Approve – Research Affairs • Receive – Resident Advisory Committee • Approve – Presidential Task Force	Sheldon Holstad provided an update from the Research Fellowship Program Review Committee and its progress to-date, including collaboration with the Resident Advisory Committee.

• *Certification Affairs (pg 56)*	Jennifer provided an update on behalf of the Certification Affairs Committee and an overview of the committee's recommended actions for the Board.	The report was received with feedback (See/Parker).	In cases where BOR feedback was provided, the respective committee or task force secretary/liaison will communicate details of the feedback to the committee/task force.
• *Clinical Practice Affairs (pg 62)*	Leigh Ann Ross provided an update on behalf of the Clinical Practice Affairs Committee.	The report was received with feedback (Badowski/See).	
• *Credentials: FCCP (pg 72)*	Elizabeth provided an overview of the current progress of the Credentials: FCCP Committee.	The report was received with feedback (Olsen/Phillips).	
• *Educational Affairs (pg 100)*	Mary Parker reviewed the current progress of the Educational Affairs Committee.	The report was received with feedback (See/Clements).	
• *Member Relations (pg 112)*	Joanna Gillette reviewed the Member Relations Committee's progress to date.	The report was received with feedback (Olsen/Clements).	
• *Public and Professional Relations (pg 118)*	John McGlew provided an overview of the Public and Professional Relations Committee's progress.	The report was received with feedback (Ross/Hemstreet).	
• *Publications (pg 154)*	Sharon See updated the Board on the current progress of the Publications Committee to-date. She provided the rationale for how the committee is addressing its charge.	The report was received with feedback (Parker/Hemstreet).	
• *National Student Network Advisory (pg 167)*	Mike provided an update on current progress of the National Student Network Advisory Committee.	The recommendation of a proposed social media account was approved, and the report was received with feedback (Parker/Badowski).	
• *Task Force on Clinical Pharmacy Services (pg 184)*	Kathy Pham summarized the current progress of the Task Force on Clinical Pharmacy Services.	The report was approved (Clements/See).	

• **Task Force on DEI (pg 197)**	Amie Brooks provided the background and rationale for pending charges from the Task Force on DEI.	The name change to Task Force on DEIA (Diversity, Equity, Inclusion, and Accessibility) was approved (Hemstreet/Clements) and the reported was received with feedback (Parker/Finks)	
• **Task Force on Advancements in PGx Practice (pg 204)**	Shannon Finks summarized the outline from the Task Force on Advancements in PGx Practice.	The report was approved (Badowski/See).	
REPORTS			
• **Membership Development Report (pg 214)**	Jon Poynter presented current membership data, trends, and member development activities. He also provided insights into trends across all membership types and the uptake of member benefits.	No board action required.	
• **Professional Development Report on Education and Meetings (pg 241)**	Joanna provided an update on the 2022 Annual Meeting outcomes. She also provided an update on education, such as recertification programs and webinars.	No board action required.	
• **Professional Development Report on Publications (pg 297)**	Joanna reviewed the quarterly educational activities and reported on new publications and those in development.	No board action required.	
• **Foundation Director's Report (pg 299)**	Sheldon reported on the Foundation's activities over the past quarter. He commented on the strategic plan, investigator development programs, and future grants.	The report was received (Olsen/Parker).	Board members were encouraged to donate to the Foundation.
• **Foundation Operations Budget (pg 303)**	Sheldon presented the 2023 ACCP Foundation Operations budget for BOR approval.	The 2023 Foundation Operations Budget was approved (Hemstreet/Parker).	
OLD BUSINESS			

• *Old Business Consent Agenda (pg 304)*	Elizabeth asked board members to identify any old business items for action via the consent agenda.	The following actions were taken via the consent agenda (Finks/Phillips): • Ratify – 2022 Publication Committee White Paper • Ratify – 2022 Clinical Practice Affairs B White Paper	
• *Pending ACCP Committee (pg 305)*	Amie provided updates on pending papers from Committees and Task Forces.	The report was received (Clements/Parker).	
• *Code of Conduct Status Report*	Mike provided a status report to the board regarding any communications received relevant to the code of conduct.		
NEW BUSINESS			
• *New Business Consent Agenda (pg 307)*	Elizabeth asked board members to identify any new business items for action via the consent agenda.	The following action was taken via the consent agenda (Parker/Olsen): • Endorse – "International Consensus Recommendations for Use of Prolonged-Infusion Beta-lactam Antibiotics"	
• *DEI Member Assessment (pg 308)*	Amie presented and highlighted key findings from the DEI Member Assessment from December 2022, in comparison with previous assessment in June 2021.	The report was received (Badowski/Parker).	
• *FCCP PRN Application (pg 354)*	Jon provided an historical overview of PRNs and addressed questions from the Board.	The application was discussed but not approved. Feedback was provided by the Board (Parker/See).	Elizabeth will follow-up with those who submitted the application and provide board feedback.
• *APLD Capstone Proposals (pg 437)*	Marcia Buck provided the timeline for the ACCP Practice Leadership Development program and related reports from the groups. She highlighted key statements and		Board members were encouraged to send comments to Marcia on the interim reports on the four capstone projects.

	purposes of the four capstone projects.		
BOARD DEVELOPMENT	The Board and Staff engaged in "BOR Journal Club" focusing on the theme, "Defining 'The What.'" Each group reviewed and presented summaries of selected ACCP papers that have formed the foundation for the College's planning and key initiatives.		The Board will conduct another journal club session ("Refining 'The What'") at the May meeting.
ADJOURN		Day 1 of the BOR meeting was adjourned at 5:00 p.m. CDT by Elizabeth.	

<div align="center">

FEBRUARY 9, 2023 – DAY 2

</div>

EXECUTIVE SESSION	Elizabeth convened a scheduled executive session at 8:00 a.m.	No action was taken. Executive session was adjourned at 8:55 a.m. CDT.	
CALL TO ORDER		Elizabeth called Day 2 of the board meeting to order at 9:00 a.m.	
COMMITTEES AND TASK FORCES		BOR co-reviewers were identified for the 2023 committee and task force papers in development: Certification Affairs (Clements/Farrington); Clinical Practice Affairs (Ross/Finks); Educational Affairs (Parker/Hemstreet); Public and Professional Relations (McGlew/See); Publications (See/Clements); Research Affairs (Phillips/Badowski); TF on Clinical Pharmacy Services (Pham/Parker); TF on Advancements in PGx Practice (Finks/Ross); Presidential TF (Buck/Blair).	
REPORTS (continued) • **Professional and Government Affairs Report (pg 508)**	Kathy, Marcia, Amie, and John summarized policy and professional affairs work, advocacy initiatives,	No board action required.	The Board was directed to the monitoring form (Appendix 1) which

			tabulates the status of each objective in the current strategic plan.
• **ACCP-PAC Report (pg 527)**	John presented the quarterly PAC report and highlighted government affairs activities, including current advocacy initiatives.	No board action required.	
• **Advocacy Platform (pg 528)**	John and Kathy presented the 2023-2025 ACCP Advocacy Platform, including its purpose and the intended use of abridged and unabridged versions of the platform. John and Kathy addressed questions and received comments from the Board.	The 2023-2025 Advocacy Platform was approved as amended. (Finks/Parker).	
STRATEGIC DISCUSSION	The BOR engaged in an activity within breakout groups to discuss relevant concepts, opportunities, and threats from the assigned environmental scan readings. This activity is part of the preliminary work for ACCP's next strategic plan.		
REPORTS (continued) • **"Emerge" and Career Center Report (pg 577)**	Keri Sims provided details and updates on "Emerge from the Crowd" and "Emerge First" programming. She also reported on the trends and activities of the Career Center.	No board action required.	
• **PPI BOD Report (pg 581)**	Beth provided a report on PPI, i *JACCP,* and *Pharmacotherapy*, including submissions, downloads, upcoming themed issues, and forthcoming consensus recommendations. She commented on the current enrollment in the peer review training program. Keri	No board action required.	

	explained the steps involved in applying for *JACCP* indexing.		
• **President's Report (pg 585)**	Elizabeth summarized presidential activities over the past quarter and welcomed questions and comments from the Board. The President's report included updates on the JCPP and CCP meetings.	No board action required.	
• **Executive Director's Report (pg 590)**	Mike provided updates to ACCP's year-end report and from the JCPP CEO's meeting, GTMRx, and the exhibit at the ASHP mid-year clinical meeting. He also commented on the final registration number for the Clinical Research Challenge.		
PRN LIAISON REPORT	Board members shared information from the following PRNs: • Adult Medicine • Community-Based • Critical Care • Drug Information • Emergency Medicine • Geriatrics • GI/Liver • Health Equity • Hematology/Oncology • Immunology/Transplantation • Infectious Diseases • Pain/Palliative Care • Pharmaceutical Industry • Pulmonary • Women's Health		Board members were asked to follow-up with PRNs prior to the May meeting to identify potential future BOR agenda items.
ROUNDTABLE DISCUSSION	Elizabeth opened the floor for comments and updates from individual board members. The BOR performed its usual de-brief on the qualitative aspects of the meeting.		

	Elizabeth requested submission of suggested agenda items for future board meetings.		
ADJOURN		Elizabeth adjourned the meeting at 2:35 p.m. CDT.	

Respectfully submitted,
Jennifer Clements, ACCP Secretary

FUTURE BOR MEETING DATES:

Spring 2023: Kansas City, MO
    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, MO
    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. – 2:00 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.