

Board of Directors Meeting
Hilton Union Square | San Francisco, CA
November 9 - 10, 2024

MINUTES (DAY ONE)

Present: Voting board members: Genevieve Melton-Meaux (Chair), Gretchen Purcell Jackson (Immediate Past Chair), Philip Payne (Secretary), Jim Cimino (Treasurer), Deepti Pandita, Julia Adler-Milstein, Kenrick Cato, Li Zhou, Peter Elkin, Rachel Richesson, Victoria Tiase, William Brown, Tiffany Leung, Oliver Bear Don't Walk, Aarti Chandawarkar, JaMor Hairston

Non-voting/ex-officio board members: Amanda Hanova (CEO)

Excused: Arlene Chung

Invited Guests: Sheri Jacobs, Avenue M (virtual), Trent Rosenbloom

Staff: Stephanie Brendel, Raelynn Gochnauer, Brandi McIntyre, Shanna Eiklenborg, Krista Martin

I. Welcome and call to order

Dr. Melton-Meaux welcomed Board members and called the meeting to order at 7:45 AM. A quorum was recognized.

II. Housekeeping / Updates

Dr. Melton-Meaux requested that any new conflicts of interest be disclosed. Dr. Melton-Meaux disclosed that she was recently asked to be considered to serve on the Board of HL7 and has updated her COI disclosure form accordingly.

Dr. Melton-Meaux provided an overview of the meeting agenda. No additional or new items for discussion were identified.

Election results – Dr. Melton-Meaux announced the results of the 2024 elections which are embargoed until announced at the State of the Association session on Tuesday, November 12, 2024:

- Philip Payne, President/Chair-Elect
- William, Brown, Director (2nd term)
- Arlene Chung, Director (2nd term)
- Rachel Richesson, Director (2nd term)

After expressing gratitude for departing Board Director, Kenrick Cato, Dr. Melton-Meaux directed attention to 2025 meeting dates, including orientation in January. All returning Directors were encouraged to attend the orientation.

III. Consent Agenda

Dr. Melton-Meaux introduced comments on consent agenda items received prior to the meeting. The following did not require removal from the consent agenda:

1. **Governance Manual** - In the section that outlines the appointment of Committee Chairs, "*in consultation with the committee*" will be added.
2. **AMA** – Consideration of representation in other clinical associations. Why AMA (especially when we are part of CMSS) and not associations in other clinical areas? Could part of the process include a broader assessment of where AMIA might play a more formal role? Doesn't need to be pulled out of the consent agenda but this feedback should be part of the next steps.
3. **AI curriculum** – as we are going to be relatively "late" to this area, we need to assess the competitive landscape and, specifically, the implications for our strategy from being a later entrant.

A motion was made and seconded to approve the consent agenda with the removal for discussion of the Ethics Committee recommendation for AMIA Connect. Motion passed.

The Board engaged in discussion regarding the Ethics Committee recommendations for the Open Forum on AMIA Connect. A motion was made and seconded to approve the following:

1. The name of the community will be changed to General Announcements;
2. General Announcements will remain an opt-out community;
3. General Announcements will now be moderated so that AMIA staff can redirect misplaced discussions to the appropriate discussion groups;
4. Change the description for General Announcements to the description as recommended by the Ethics Committee: What this list is for:
 - Ongoing, interactive discussions about miscellaneous topics of interest to the AMIA members, but not specific to the focus of any Working Group.
 - What this nor any AMIA list is NOT for:
 - Job postings (should go to AMIA Career Center instead)
 - Commercial messages or advertisements. Contact people directly with product and service information if you believe it would help them.

Motion passed.

IV. Annual Symposium Highlights

AMIA Vice President of Education Operations, Shanna Eiklenborg, joined the meeting to discuss highlights of this year's Symposium, including the following new features:

- Streaming for Opening Session & Keynote, State of the Association, and Closing Session/Year in Review;
- Recording 20 educational sessions for On Demand viewing;
- New mobile app;
- New reporting / CE process, etc.

V. **2025 Budget**

AMIA CEO, Amanda Hanova, and Vice President of Finance and Administration, Stephanie Brendel, presented the final version of the 2025 budget, which was developed with AMIA staff and reviewed by the Finance and Investment Committee on August 13, 2024 and October 8, 2024.

The 2025 budget includes plans for revenue and membership growth. The FY25 budget does not include an increase in membership dues. A motion was made and seconded to accept the budget as presented. Motion passed.

VI. **Membership Survey Presentation**

Sheri Jacobs, a consultant with Avenue M, joined the meeting virtually to discuss the results of AMIA's recent membership survey. Following Ms. Jacob's presentation, the Board discussed items related to AMIA's membership with Senior Vice President of Membership and Strategic Development, RaeLynn Gochnauer. A motion was made and seconded to 1) include a standing agenda item on every board and fiduciary committee agenda to discuss how the decisions being made will impact member value in support of attracting and retaining membership 2) charge the Membership Committee with developing a proposed work plan for defining member value. Motion passed.

As an action item, JaMor Hairston, Student Director, will present on matters related to attracting and retaining Student Members at an upcoming Board of Directors meeting.

VII. **Strategic Discussions / Updates**

Journal Eligible Program

Trent Rosenbloom joined the meeting to discuss AMIA's Journal Eligible Initiative. Board Director, Dr. Rachel Richesson and AMIA Vice President of Diversity, Equity, and Inclusion, Krista Martin joined Dr. Rosenbloom for this presentation. The three journal spotlight sessions at Symposium 2024 were discussed, along with the 2025 Symposium Call for Participation, keywords and workflow. As an action item, the Journal Eligible submission and selection process will be outlined in the 2025 Symposium Call for Proposals.

Opportunities for Future AMIA Meeting Transformation

Dr. Melton-Meaux and Ms. Hanova led the Board in a discussion focused on the need for regular evaluations of AMIA meetings and the format in which those meetings are planned and delivered. This would ensure that AMIA meetings continually evolve to adapt to the changing needs of members and to attract and engage new members and other attendees.

Following discussion, a motion was made and seconded to create a task force charged with evaluating AMIA's meetings, including defining measures of success, supporting innovation, and identifying opportunities to involve the greater ecosystem. The Governance Committee was also charged with writing a Charter for this task force, including representation of the Health Systems Council and the Industry Partnership Council, and providing for regular reporting to the Board. Following approval, members will be surveyed for interest. Motion passed.

Future Meeting Locations

Using the guidance provided by AMIA’s Ethics Committee, Dr. Melton-Meaux engaged the Board in the exploration of meeting locations booked prior to the Dobbs ruling and other location-related safety concerns. The Board acknowledged the uncertain environment and emphasized the need for a strong virtual option.

A motion was made and seconded to create a task force charged with mapping meeting policy guidelines to AMIA’s Ethics Committee guidance and defining a virtual option for members. Staff are also charged with exploring options to renegotiate cancellation fees. Motion passed.

VIII. Strategic Planning

The Board discussed AMIA’s current strategic plan, which runs through 2025. Discussion focused on the current and future needs of the association, which will be evaluated prior to finalization of a 2026-2029 plan.

A motion was made and seconded to create a strategic planning task force including one representative with strategic planning experience from the DEI, Executive, Finance, and Education Committees; a Student member; a representative from the Health Systems and Industry Partnership Councils; and with a Board member lead for each existing pillar and with DEI integrated across each strategic pillar. Motion passed.

As an action item, workplans will include:

- A SWOT/Gap analysis
- 12-24 month goals to achieve under the current strategic pillars and supporting tactics
- Will be socialized with members for their feedback
- Be delivered by May 2025 to inform the FY2026 budget.

IX. Executive Session

The board members met in Executive Session. The meeting adjourned following.

MINUTES CONTINUED (DAY TWO)

Present: Voting board members: Genevieve Melton-Meaux (Chair), Gretchen Purcell Jackson (Immediate Past Chair), Philip Payne (Secretary), Jim Cimino (Treasurer), Deepti Pandita, Julia Adler-Milstein, Kenrick Cato, Li Zhou, Peter Elkin, Rachel Richesson, Victoria Tiase, William Brown, Tiffany Leung, Oliver Bear Don’t Walk, Aarti Chandawarkar, JaMor Hairston

Non-voting/ex-officio board members: Amanda Hanova (CEO)

Excused: Arlene Chung

Invited Guests: Kevin Johnson, Peter Embi, AMIA Industry Partners



Staff: RaeLynn Gochnauer, Brandi McIntyre, Dina Santucci, Kim Snyder

I. Working Breakfast with Industry Partners

Dr. Melton-Meaux welcomed AMIA’s industry partners to breakfast with the Board and opened the floor for dialogue focused on the future of informatics, priorities and goals, areas for industry/AMIA partnership, and ideas for growth opportunities.

II. ACMI Update

The Board welcomed ACMI President, Kevin Johnson, and President-elect, Peter Embi to the meeting to provide updates on ACMI activities and accomplishments from 2024 and to discuss 2025 work plans.

III. Committee Reports

The following committees/councils/workgroups provided written reports to the Board, which were supported by input from the Board liaison to each. The board reviewed each report and feedback will be provided via Board and Staff Liaisons.

- Ethics Committee
- Finance and Investment Committee
- Governance Committee
- 25x5 Task Force
- ACMI
- Journals & Publications Committee
- Philanthropic Committee
- Public Policy Committee
- Women in AMIA Working Group
- Academic Forum
- Advancement Committee
- DEI Committee
- Industry Partners Council
- ACIF
- FAMIA
- Health Systems Council
- Awards Committee

IV. Executive Session

The board members met in Executive Session. The meeting adjourned following.

Respectfully submitted,
Philip Payne
AMIA Board Secretary