



Board of Directors Meeting
October 13, 2022
1:00 PM ET

MINUTES

Present: Voting board members: Gretchen Purcell Jackson (Chair), Julia Adler-Milstein, Tiffani Bright, William Brown, Kenrick Cato, James Cimino, Patti Dykes, Laura Heermann Langford, Susan Hull, Deepti Pandita, Philip Payne, Rachel Richesson, Neil Sarkar, Victoria Tiase, Li Zhou

Non-voting/ex-officio board members: Genevieve Melton-Meaux and Jessica Ruff

Excused: Arlene Chung, LaVerne Manos (board guest), Jonathan Nebeker (board guest)

Staff/Guests: Raelynn Gochnauer, Amanda Hanova, Scott McGrath, Nina Richards, Tanya Tolpegin, Jeff Williamson

I. Welcome and call to order

Dr. Jackson welcomed Board members and called the meeting to order at 1:00 PM. A quorum was recognized.

Dr. Jackson reminded board members of the Conflicts of Interest Policy and asked for disclosure of any new conflicts of interest. There were not any new disclosures.

Dr. Jackson proceeded to facilitate the meeting and requested volunteers for assistance. Dr. Richesson volunteered to manage the discussion by monitoring for raised hands and calling on members to speak. Dr. Ruff volunteered to summarize take home points at the end of the meeting.

II. Consent agenda

Dr. Jackson The following informational items in the consent agenda were noted:

- Informational: Board motions/actions
- Informational: July 2022 Financial Statements

III. AMIA Staff Introductions

Ms. Tolpegin introduced Natalie Bisbee, a new Senior Manager of Digital Learning for AMIA.

IV. Strategic Discussion Items

2023 Budget Planning

Ms. Tolpegin presented, reviewed, and responded to questions on the 2023 budget planning which included the following:

- Budget Narrative
- Budget Spreadsheets with Detail
- List of “Business as Usual” Activities
- Budget Deficit Reduction Options

Ms. Tolpegin provided an overview of the plan to present the final 2023 budget at the December 2022 board meeting for approval and requested guidance in the areas of (1) whether to strive to achieve a balanced budget, (2) whether the assumptions made in generating the draft budget were accurate, and (3) areas where draft budget reductions might be achieved without compromising core AMIA activities. The Board members discussed the advantages and potential consequences of balancing the budget. Dr. Sarkar moved and Dr. Payne seconded the motion for staff to work toward presenting a balanced budget for 2023. **MOTION PASSED.**

The Board reviewed the assumptions made in drafting the budget and discussed the estimates for meeting attendance. Dr. Jackson summarized and Ms. Tolpegin answered questions about the proposed areas for budget reduction, many of which included aligning practices across the organization (e.g., special interest receptions have cash bars unless there is a sponsor) and reassigning work from external consultants to internal staff. It was noted that many activities could be preserved if sponsorship could be identified.

Board members identified additional areas for possible budget reductions including eliminating the in-person Board meeting at the AMIA Informatics Summit and the public policy meeting. Board members also suggested booking travel well in advance for Board meetings and eliminating stipends for journal associate editors. The Board members initiated brief discussion to explore new sources of revenue, including those that do not require an investment and could be supported by membership i.e sharing marketing material with members for distribution and recommended continuation of this conversation at future board meetings.

Crisis Communication Strategy

Ms. Gochnauer presented the board with a draft crisis communication plan for board review and feedback. The draft plan articulated the key AMIA leaders involved in decision making and communications. Board members requested additional detail and expansion of the number of leaders providing input into the response strategy. Ms. Gochnauer was also requested to elaborate on how feedback will be collected from members and/or board members, including ways to create a poll quickly. Ms. Gochnauer will revise and present to the board in December.

V. Updates

President’s Report

Dr. Jackson reminded the board to book their travel and provided the board with several updates on the upcoming annual symposium.

VI. New Business

Dr. Ruff reviewed the list of items to be shared by Board liaisons with their committees and other groups.

- (1) Staff and the board are working on creating a balanced budget for 2023.
- (2) AMIA has launched many new initiatives in the last year or so, including 25x5, AHIC, the DEI committee and its initiatives, new educational programs like the Health Informatics Essentials, and the Health Systems membership
- (3) AMIA leaders and members are encouraged to work with AMIA staff to seek sponsorship options for unfunded activities.
- (4) A crisis communication plan is being developed.
- (5) AMIA leaders are requested to continue building enthusiasm for the upcoming symposium and other AMIA meetings in 2023.
- (6) Members should be encouraged to in propose revenue generating activities that do not require investment and can be launched with volunteer effort
- (7) Membership is growing. Attendance in meetings bounced back in 2022.
- (8) AMIA budget is challenged with market losses on its investments, and expenses have grown, as with many professional societies and all areas of the economy.
- (9) Networking opportunities will be continued and expanded to add member value, and members are encouraged to propose new, no-cost options.

The meeting adjourned at 3:01 PM.

Respectfully submitted,

Philip Payne
AMIA Board Secretary