Board of Directors Meeting
September 18, 2025
1-3 pm ET
Virtual Meeting

MINUTES

Present: Voting board members: Genevieve Melton-Meaux (President/Chair); Philip Payne (President/Chair-Elect); James Cimino (Treasurer); Julia Adler-Milstein (Secretary); Oliver Bear Don't Walk, IV; William Brown, III; Aarti Chandawarkar; Peter Elkin; JaMor Hairston; Tiffany Leung; Marylyn Ritchie; Rachel Richesson; Victoria Tiase; Li Zhou

Non-voting, ex officio board member: Amanda Hanova, CEO

Excused: Arlene Chung, Deepti Pandita

Invited Guest: Jessie Tenenbaum, Ethics Committee Chair

Staff: Stephanie Brendel, RaeLynn Gochnauer, Brandi McIntyre, Reva Singh, Jeff Williamson

---

I. Welcome and Call to Order

Dr. Melton-Meaux welcomed board members and called the meeting to order at 1:00 PM ET. A quorum was recognized.

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

Dr. Melton-Meaux requested that any new conflicts of interest be disclosed. No new conflicts of interest were disclosed.

II. Consent Agenda

A motion was made and seconded to approve the consent agenda as written. The consent agenda included the following items:

- **OPERATIONS**
  - June 2025 Financial Package (Awareness)
  - July 2025 Financial Package (Awareness)
  - 2024 Audited Financials (Awareness)
  - AMIA Crisis Communications Plan (Awareness)
  - Affirmation of Commitment to DEI Statement (Action)
  - Advancement Committee Preliminary Results - Leadership Development Survey (Awareness)
  - Board Competency/Skills Matrix (Action)
  - Task Force Updates (Awareness)
  - Decisions/Actions Since July 17, 2025 Board Meeting (Awareness)

- **AMIA POLICY**
  - Board of Directors Confidentiality and Copyright Agreement (Action)
  - AMIA Whistleblower Policy (Action)
  - Publication Advertiser Conflict Policy (Action)
- **ENGAGEMENT/BUSINESS DEVELOPMENT**
  - AMIA Affinity Program: Connect the Dots (Awareness)
  - AMIA Archives (Awareness)
  - AMIA Presence on BlueSky (Awareness)
- **EDUCATION/MEETINGS**
  - Approval of 2026 CIC SPC Vice Chairs (Action)
  - 2025 Signature Awards Committee Outcomes (Action)
  - Development of a Course and Microcredential in Sustainability Informatics (Action)
  - AMIA Channel Partnership – Microcredential Opportunity (Action)
  - 2025 Academic Forum Health Informatics Educator of the Year Awardee Approval (Action)

MOTION PASSED.

III. Corporate Engagement at Symposium & Beyond (Discussion)

AMIA Senior Vice President of Membership and Business Development, RaeLynn Gochnauer, discussed with the Board plans for engagement with AMIA's corporate partners during the upcoming Symposium. Plans include corporate partner sessions (Board members have been asked to sign up to confirm attendance), exhibit hall engagement opportunities, and the annual corporate partners' breakfast. The board expressed interest in an agenda and environment for the corporate partners' breakfast that supports discussion on collaboration, shared goals, and the biggest challenges and opportunities facing Informatics today. As a follow-up to this discussion, Board members will receive calendar invites for all corporate partner events and additional reference materials (corporate engagement toolkit) detailing corporate partner information ahead of the Symposium in November.

IV. 2026 Draft Budget Presentation (Discussion)

AMIA Chief Executive Officer Amanda Hanova and Chief Operating Officer Stephanie Brendel provided the Board with an updated draft of the 2026 operating budget and 2025 projected actuals, as recently reviewed by the Finance and Investment Committee. Additional updates are expected for the next version including updates based on registration for the 2025 Annual Symposium, updates to AMIA's educational portfolio planning based on today's approvals, and finalization of priorities in the 2026-2029 Strategic Plan currently being drafted by the Strategic Planning Task Force.

The 2026 budget will be presented for approval at the November in-person Board of Directors meeting.

V. Curricular Content Framework Update (Action)

AMIA Senior Vice President of Education and Interprofessional Activities, Jeff Williamson, presented to the Board a curricular framework developed by the Education Steering

Committee. The framework acts as a blueprint for developing AMIA's education portfolio and categorizes education from the broadest domains of informatics down to the most specific content areas, ensuring breadth and depth in AMIA's future educational offerings.

Following discussion and overall positive feedback on the curricular framework, a motion was made and seconded to approve the proposed framework as written, noting that the framework must be updated on a regular basis and to include additional specificity.

MOTION PASSED.

VI. 2026 Committee Term Update

Chair-elect Philip Payne walked the Board through a proposal to continue refining governance processes at AMIA with a change to the start date for 2026 advisory committees. In contrast to starting on January 1st, as new Board members are beginning their terms, this proposal aims to stagger the start dates to allow incoming Board members and committee chairs more time to acclimate to their new roles and the objectives of their committees. The new process is outlined as follows:

- Existing committee members, including chairs and vice chairs, will be asked to continue serving through June 30, 2026.
- Board Liaisons will be reassigned following Symposium in November (when election results are announced)
- The AMIA President/Board Chair may work with the incoming committee chairs to refine and/or assign updated committee charges and tasks in May or June 2026.
- New committee term will run July 1, 2026-June 30, 2028.
    - Instead of late spring / early summer, the bi-annual call for volunteers will take place in January (2028). The next committee term will be from July 1, 2028, to June 30, 2030.
- The Governance Committee will provide:
    - Guidance document for committee chairs (how to best support the Board and fulfill the charge of the committee, responsibilities as chair, recommended committee size, etc.)
    - Expectations document for new committee members.

A motion was made and seconded to approve the extended committee timeline changes for 2026, with potential overlap for committee members as we transition.
MOTION PASSED.

VII. AMIA Disciplinary Action Policy (Action)

The Disciplinary Action Policy was originally on the July 2025 Board agenda and is again being presented to the Board following requested edits. AMIA Senior Vice President of

Policy, Reva Singh, and Ethics Committee Chair, Jessie Tenenbaum, presented the Board with updates to the document, which include the option for complainants to maintain confidentiality and to ensure gender neutrality.

The Disciplinary Action Policy lays out the process for the Executive Committee and Board to evaluate a complaint made against a member and determine what disciplinary actions, if any, are warranted.

A motion was made and seconded to approve the updated Disciplinary Action Policy as written.
MOTION PASSED.

VIII. Reminders

Board Chair Genevieve Melton-Meaux reminded Board members about the upcoming in-person meeting that will take place in Atlanta, GA during the Symposium.

A Board member mentioned phishing emails and recommended that others to be on alert and not click on any suspicious messages.

The meeting adjourned at 2:21 PM ET.

Respectfully submitted,
Julia Adler-Milstein
AMIA Board Secretary