



Board of Directors Meeting  
September 8, 2022  
1:00 PM ET

## MINUTES

**Present:** Voting board members: Gretchen Purcell Jackson (Chair), Julia Adler-Milstein, Tiffani Bright, William Brown, Kenrick Cato, Arlene Chung, 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:** Jonathan Nebeker

**Staff/Guests:** Eileen Bailey, Laura Cooper, Raelynn Gochnauer, Amanda Hanova, Rebecca Letora, LaVerne Manos, Scott McGrath, Peter Mihalick, Nina Richards, Reva Singh, Howard Strasberg, Tanya Tolpegin, Niki Unmack, Jeff Williamson

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### 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.

Disclosure of conflicts – Dr. Jackson reminded board members of the Conflicts of Interest Policy. Dr. Strasberg who attended for Russell Leftwich disclosed that he is employed by Wolters Kluwer Health. Dr. Jackson proceeded to facilitate the meeting.

### II. Consent agenda

Ms. Hull moved to accept the September 8, 2022 consent agenda that included:

- Informational: Board motions/actions
- Informational: Dashboard 2022 KPIs /Financials Q2
- For Approval: Academic Forum Board Report
  - Undergraduate Health Informatics Foundational Concepts
- For Information: Academic Forum: Discussion of *Health Informatics Practice Assessment – Employees with Terminal Bachelor’s Degree*
- For Approval: AI Principles
- For Approval: FAMIA Executive Committee charges/Elections timeline
- For Approval: Ethics Committee
  - AMIA Conflicts of Interest Policy
  - AMIA Code of Ethics For Information: 25X5 Task Force

- For Information: DEI Committee
- For Information: Doctoral Dissertation Awards Committee
- For Information: Industry Partnership Council (IPC)
- For Information: Membership & Outreach Committee
- For Information: Working Group Steering Committee
- For Information: 2023 EC and Board Meeting Dates

Dr. Sarkar seconded the motion. **MOTION PASSED.**

### III. AMIA Staff and Guest Introductions

Several AMIA staff members joined the board for introductions. Dr. Strasberg, representing the IPC, attended the board meeting.

### IV. Strategic Discussion Items

#### 2021 Audit Approval

Dr. Cimino presented, reviewed, and responded to questions on the 2021 audit which included the following:

- AMIA 2021 AU-C 260 Letter (GRF's audit responsibilities)
- AMIA 2021 OAC Letter (management letter)
- AMIA 2021 FS (audited financial statements)

It was noted that the opinion of the auditors (Gelman, Rosenberg & Freedman) is a clean and unmodified 2021 audit and that AMIA's financial statements are presented fairly and clean in all material respects. A recommendation was made to consider the selection of an auditor be taken to RFP after many, many years with the existing auditors.

Dr. Sakar moved and Dr. Richesson seconded the motion to approve the 2021 audit as presented. **MOTION PASSED.**

### V. Updates

#### President's Report

Dr. Jackson provided the board with an update on the 2023 budget planning. Dr. Jackson reported that the economy is unstable and all AMIA activities will need to be prioritized and considered for member value. The continued market volatility, additional resources needed for current business offerings and increased new activity which includes some unfunded activity must be carefully monitored and considered in the fiduciary role of the board. A full portfolio of AMIA offerings with costs for each was requested for the board to consider current activities and their ROI. The June board materials contained this exhaustive list of current AMIA initiatives, and Ms. Tolpegin noted that an accurate cost accounting of each endeavor would not be possible in 2022. It was noted that member communications should include information about the current financial situation and AMIA's priorities to deliver member value in a fiscally responsible way. The Board will have a core discussion in November to be clear on what AMIA can feasibly do.

Dr. Jackson also reported that registration numbers for Annual Symposium are tracking ahead. There will be great science, panels and workshops with new programming in DEI and career development. Keynote presenters are set. Pre-recorded virtual activities will be offered along with a new member orientation session, meet the board opportunities and an in-person AMIA connect. Dr. Jackson requested that all board members listen to and engage with AMIA members during symposium.

#### AMIA Venue Selections/Next Steps

Dr. Jackson presented and responded to questions on the AMIA Venue Selection. The material provided included:

- 1) Ethics Committee Analysis
- 2) AMIA Meeting Cancellation Summary
- 3) AMIA Situation Analysis and Benchmark
- 4) Decisions with Other Medical Societies
- 5) Lessons From Other Societies
- 6) Colleague to Colleague: Some Tough Decisions Amid Today's Uncertainties communication

The board considered the materials provided in the briefing documents, including adherence to ethical principles as described in the venue selection document, legal and financial risk to AMIA, mitigation, and the comparison of other societies facing similar challenges with conference locations. The board agreed to make a virtual option available for the 2023 conference, which was the recommendation of the ethics committee. A subsequent discussion raised the need to consider a wider range of venues and identified the possibility of considering tier 2 or 3 cities to host future meetings for which venue has not already been selected. It was also recommended that AMIA consider partnering with corporate member/s, health systems, industry and academic partners to possibly host CIC or IS in years with no signed contract yet. A communication will be sent from Dr. Jackson to get feedback from membership. Listening sessions were also recommended as a good vehicle to receive member feedback on venue selection.

#### Consumer Health Informatics Working Group

The CHI Working Group presented the board with a revised initiative which was submitted to Board in June regarding the Patient and Community Scholars Program. It was noted that this is the only proposal from working groups and additional funding is being sought. The request will be considered for funding with the 2023 budget.

#### VI. New Business

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

- (1) The plan is to listen to members and find creative ways to partner.
- (2) AMIA has a tight budget. Understand the priorities for AMIA. Understand AMIA's unique opportunities. How can members help to support revenue generation by growing membership, communities and opportunities as everyone navigates the organization through hard times.
- (3) The process for changing meetings needs to be shared with members. Share that there are limited sites and there are significant financial considerations for considering other locations.
- (4) Promote the Annual Symposium.
- (5) Acknowledge the WIA town hall.

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(6) Talking points for the budget discussion will be provided to board members.

The meeting adjourned at 2:57 PM.

Respectfully submitted,

Gretchen Jackson

AMIA Board Chair