



Board of Directors Meeting
May 16, 2021
10:00 AM ET

MINUTES

Present: Patti Dykes (Board Chair), Tiffani Bright, William Brown, James Cimino, Theresa Cullen, Laura Heermann Langford, Gretchen Jackson, Lynda Hoeksema, Susan Hull, Josette Jones, Eileen Koski, Genevieve Melton-Meaux, Jonathan Nebeker, Phillip Payne, Wanda Pratt, S. Trent Rosenbloom, Neil Sarkar, Victoria Tiase, Jodi Wachs, Adam Wright, Li Zhou

Absent: Julia Adler-Milstein

Staff: Karen Greenwood, Krista Martin, Lee Anne Pirrello, Nina Richards, Jeffrey Williamson

Guests: Suzanne Bakken, Oliver Bear Don't Walk, Sarah Collins Rossetti, Carl Johnson, Kevin Johnson, Lisa Gibson (staff), Carolyn Peterson, Rubina Rizvi, Casey Taylor, Karen Wang, Deneen Watson (staff), Additional DEI TF members (via phone)

I. Welcome and call to order

Dr. Dykes welcomed board members and called the meeting to order at 10:00 AM. A quorum was recognized. Dr. Dykes reminded board members of the Conflicts of Interest Policy and asked board members to disclose any potential conflicts. No new conflicts were declared.

Dr. Dykes informed the Board that this board meeting is Ms. Greenwood's last meeting as Interim CEO. Dr. Dykes thanked Ms. Greenwood for her quality staff leadership and partnership with the AMIA Board. Ms. Greenwood was also highly recognized for her many achievements by several board members.

II. Consent agenda

MOTION: Dr. Cimino moved to accept the May 16, 2021 consent agenda that included:

- Approval of the January 14, 2021 meeting minutes
- Approval of the March 11, 2021 meeting minutes
- Informational: Academic Forum EC report
- Informational: Education Committee report
- Informational: IMIA-NI report
- Informational: IMIA report
- Informational: Women in AMIA Steering Committee report

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

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III. Board Chair's report

Dr. Dykes reported that Tanya Tolpegin will join AMIA as CEO on June 21, 2021. Dr. Dykes reported that she looks forward to working with Ms. Tolpegin to advance the new 2020-2025 AMIA strategic plan. Dr. Dykes will work with Ms. Tolpegin to develop KPIs to include creating new revenue streams and building successful strategic partnerships.

IV. Strategic Items

Governance Task Force

Dr. Dykes provided the board with an update on the Governance Task Force activities. Dr. Dykes reported that the task force met in three breakout groups to review AMIA's existing governance structure. The following themes were the focus:

1. Board/Nominations/Elections
2. Committees/Taskforces
3. Working Groups

The task force reviewed the key issues discussed in each group. The following "quick win" recommendations were provided to the board for approval:

MOTION: Dr. Dykes moved to accept the task force recommendations that included:

1. Board/Nominations/Elections Recommendations:
 - A. Improve transparency by:
 - 1) Publishing all board agendas and minutes (only confidential items will remain in a non-public version of minutes), and 2) Implementing board nominating criteria. This has been done for the 2021 board election.
 - B. Adjust the Executive Committee to standard governance model by:
 - 1) Ensuring the board is governing and not the EC; 2) Limiting membership on the Executive Committee to the Officers of AMIA only; 3) Limiting Executive Committee meetings to emergency issues and meeting preparation, and; 4) Scheduling monthly meetings of the Board to manage the governance of AMIA
2. Committees/Taskforces Recommendations:
 - A. Clarify committee and task force definitions and responsibilities by:
 - 1) Ensuring that all committees and task forces have a charter that includes the purpose, goals, and mechanism of functioning, and: 2) Ensuring the material is available on the website.
 - B. Optimize communications about committees and task forces to AMIA members by:
 - 1) Developing a central location for information about committees and task forces and their work products to improve transparency and usability to membership.
 - C. Promote transparency in processes for committee involvement to enhance the committee leadership pipeline by:
 - 1) Creating clear documentation for each committee and task force describing:

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- a. Qualifications for membership
- b. Membership selection processes
- c. Participation expectations for members and conditions for membership retirement

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

ACMI Membership Model Preliminary Discussion

Ms. Greenwood reported that the ACMI Executive Committee is developing a new ACMI membership model to help streamline multiple memberships, streamline communication and member voting. Ms. Greenwood asked board members if there was any concern with ACMI proceeding. There was no concern expressed. The model will be presented to the AMIA board for approval.

DEI Task Force

The DEI task force members joined Dr. Bright as she presented the task force recommendations to the board for approval.

MOTION: Dr. Rosenbloom moved to accept the task force recommendations, with one minor change, that included:

- 1) Promote and build the field by: fortifying existing outreach programs with broader scopes and partnerships.
- 2) Empower our members by: building a multifaceted DEI communications strategy to promote, attract and advance diversity and diverse research.
- 3) Optimize infrastructure by: designing a leadership training and mentorship program.

Dr. Cullen seconded the motion. **MOTION PASSED.** The board thanked the task force for their work.

Health Systems Task Force

Dr. Nebeker provided the board with an update on the Health Systems Task Force.

V. Strategic Updates

Ms. Greenwood provided the board with a National Office update which included operational updates on the AMIA office, small staff virtual stipends and the association management system. Ms. Greenwood reported that there have been some staff turnovers with the website consultant that has resulted in a delayed AMIA website, now scheduled to launch in late Summer 2021. Ms. Greenwood reported on the need for more purposeful diversity in race and ethnicity in the nominations process. Ms. Greenwood also reported on IOR relationships including CAHIIM and IMIA and provided an update on policy, membership, meetings and AHIC. AHIC certification application will open next week.

Ms. Greenwood provided the board with the 1Q21 financial update. Ms. Greenwood reported that staff are monitoring the financial impact stemming from fewer submissions for vCIC21. Ms. Greenwood reported that AMIA reserves remain strong. Ms. Greenwood went on to report that the 2020 audit

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report resulted in no management concerns but took longer than usual due to managing the audit remotely. The audit report will be provided to the board in July.

LEAD

Dr. Payne provided an update on the LEAD Fund. Dr. Payne reported that he has met with an anonymous donor regarding another matching gift campaign to help reach the fund goal of 500k. The LEAD Fund is interested in exploring new ideas to grow the fund in addition to opportunities to invest.

Baccalaureate Data Collection

Ms. Greenwood reminded the board that at the December 2020 board meeting staff were requested to collect additional data on individuals practicing health informatics with a terminal bachelor degree for AMIA Health Informatics Certification (AHIC). This was to be more inclusive and support AMIA's DEI initiatives. Drs. Cullen, Jones, Nebeker and Sarkar volunteered to clarify issues and develop goals, objectives and values and provide a report to the board in July. Ms. Greenwood will consider the resources needed to accomplish. Dr. Bright will provide Women in AMIA baccalaureate data.

Meetings Update

Mr. Williamson provided the board with a meetings report. Mr. Williamson provided an update on the 2022 Informatics Summit (IS22). Laura Wiley was approved to serve as the SPC chair. The SPC is ready to begin planning tracks and considering changes to the meeting. Mr. Williamson reported that all three major conferences (Informatics Summit, Clinical Informatics Conference and Annual Symposium) will be revisited to consider how contemporary the conferences are and to develop a plan to attract new people. Mr. Williamson also provided an update and some changes to the upcoming vCIC21. The board was provided an update on the AS21. The board will have a special meeting on May 26 to receive data on San Diego public health and safety guidelines and decide whether AS21 will be held in-person or virtually.

Dr. Rossetti provided the board with an update on 25x5. The 25x5 Symposium was sponsored by the National Library of Medicine (NLM). The symposium brought together stakeholders to consider how to reduce documentation burden by 75% in 5 years. The AMIA board will be provided a partnership proposal from the National Library of Medicine 25x5 steering committee. Ms. Tolpegin will review the proposal when received.

VI. New Business

There was no new business.

VII. Executive Session

The board met in Executive Session.

Adjourn

The meeting adjourned at 3:45PM.