



Board of Directors Meeting
January 13, 2022
1:00 PM ET
via zoom

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

Present: Non-voting/ex-officio board members: Eileen Koski, LaVerne Manos, Genevieve Melton-Meaux, Jonathan Nebeker, Jessica Ruff, Scott McGrath

Staff/Guests/ Presenters: Raelynn Gochnauer, Karen Greenwood, Nina Richards, Justin Starren, 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. Board members introduced themselves, shared their AMIA goals for the year, and shared their conflicts of interest.

Disclosure of conflicts – Dr. Jackson reminded board members of the Conflicts of Interest Policy. Dr. Jackson proceeded to facilitate the meeting.

II. Board expectations

Dr. Jackson reminded the board about board expectations. Dr. Jackson reported that board members have a responsibility to: 1) set direction, 2) ensure that the organization has the needed financial resources, and 3) provide oversight to staff. Dr. Jackson also reported that board members are expected to:

- determine AMIA's mission and purpose and support the mission
- ensure effective strategic planning, priority setting, and capacity building
- monitor AMIA's programs and services
- ensure adequate resources and manage resources effectively
- govern AMIA through policies and bylaws
- establish committees, task forces and special ad hoc work groups
- approve the appointment of leaders, the annual budget, annual audit report and new awards
- enhance AMIA's public image
- assess its own performance and report annually to AMIA membership
- review the CEO
- prepare for board meetings and actively participate

- attend AMIA meetings and membership events and actively participate
- speak knowledgeably and as an external representative for AMIA
- keep confidential board materials and conversations confidential
- respond in a timely manner to board requests for information, evaluation, input, and voting
- contribute to the LEAD fund, either financially and/or by supporting development efforts

Dr. Jackson emphasized that she would like board members to engage with members and listen so board members can represent member interests and needs and work collectively to make the best decisions on their behalf. Dr. Jackson shared three items she is planning for 2022 to help boost deep engagement: 1) hosting a series of town halls (virtual and in person at AMIA events); 2) leveraging the role of board members as liaisons to committees and task forces, and 3) continuing to request quarterly board and committee reports and carving out time during board meetings for volunteer leadership to provide their committee and working group reports to the board.

Dr. Jackson reported that she would like to consider changing the November 2022 board meeting to allow volunteer leaders to have in-person time with the board. The face-to-face meeting is currently scheduled for Saturday, November 5th. Dr. Jackson stated that she would like to consider changing it to November 5th from 11 am to 2:30 pm for the first half of the board meeting. Committee chairs would join the board from 2:45 - 4:45 pm and each have 10 minutes to provide their reports and have Q&A. On November 6th WG chairs would present to the board. Each chair would have 5 minutes from 8-10 am or from 1-3 pm. The student paper challenge and keynote presentation timing would be considered.

III. Consent agenda

Dr Jackson described the consent agenda and the process of using it. A motion was made seconded and carried to accept the January 13, 2022 consent agenda that included:

- For Approval: December 9, 2021 meeting minutes
- For Approval: 2022 edits to the governance and committee manuals
- Informational: 2022 Orientation/Resource material
 - Frequently asked questions and resource materials
 - Board guide to strategic discussions
 - ASAE board leadership supplements
 - 2022 Executive Committee and Board meeting schedule
 - Board reporting schedule 2022
 - Committee Chair Position Description
 - Board Liaison Position Description
 - Staff Liaison Position Description
- Informational: Diversity Equity and Inclusion Committee report

IV. AMIA strategy

Ms. Tolpegin provided the board with the 2022 strategic priorities and goals. The board was presented with 11 dashboard metrics which will be organization wide and will help keep everyone focused on the KPIs. These metrics will be reviewed by the board quarterly along with monthly financial statement

review. Staff will develop the targets for approval and implementation and present them to the board at the February board meeting. The board will be provided with a training session on how to read the AMIA financial statements at an upcoming meeting.

V. Review of orientation materials

Ms. Tolpegin provided the board with orientation and resource materials.

VI. 2022 conferences: virtual options/accommodations

Mr. Williamson provided the board with a proposed plan for 2022 virtual conference options and accommodations and requested board approval. A motion was made and seconded to approve the proposed plan. A subsidiary motion was made and seconded to table the vote until additional details can be provided to the board. The motion to table carried.

VII. ACMI Membership Model Update

Dr. Starren provided the board with an ACMI evolution overview. A motion was made and seconded to endorse the concept in support of the ACMI proposal. The motion carried.

VIII. Ethics of Meeting Locations/CIC Plan

Dr. Adler-Milstein provided the board with an update on the ethics of meeting locations.

IX. Executive Session

Dr. Jackson excused staff and the board met in Executive Session.

The meeting adjourned at 3:00 PM.

Respectfully submitted,

Philip R.O. Payne, PhD, FACMI, FAMIA
AMIA Secretary