Board of Directors Meeting
April 21, 2022
1:00 PM ET

MINUTES

Present:	Voting board members: Gretchen Purcell Jackson (Chair), Julia Adler-Milstein, William Brown, Kenrick Cato, Arlene Chung, James Cimino, Patti Dykes, Laura Heermann Langford, Susan Hull, LaVerne Manos, Jonathan Nebeker, Deepti Pandita, Philip Payne, Rachel Richesson, Victoria Tiase, Li Zhou
	Non-voting/ex-officio board members: Eileen Koski, Jessica Ruff, Scott McGrath
Excused:	Tiffani Bright, Neil Sarkar, Genevieve Melton-Meaux
Staff/Guests:	Peggy Azouqha, RaeLynn Gochnauer, Lorena Gil, Karen Greenwood, Amanda Hanova, Kara Mathews, Nina Richards, Tanya Tolpegin, Jeff Williamson, Kris Wolcott

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. Jackson proceeded to facilitate the meeting.

II.   Consent agenda

Dr. Payne moved to accept the April 21, 2022 consent agenda that included:

•   Informational: Board motions/actions
•   Informational: Dashboard 2022 KPIs Q1
•   For Approval: Preliminary Health Informatics Career Framework Distribution Timeline
•   Informational: Staff bios
•   Informational: 2022 SMART Goals Board Liaisons Listing April
•   Informational: 25 X 5 Task Force
•   Informational: AMIA Representative to Alliance of Nursing Informatics (ANI) report
•   Informational: AMIA Representative to CAHIIM report
•   Informational: AMIA Representative to IMIA report
•   Informational: Academic Forum report
•   Informational: Audit Committee report
•   Informational: Dissertation Awards Committee
•   Informational: Diversity, Equity and Inclusion Committee report
•   Informational: Ethics Committee

- Informational: Governance Committee report
- Informational: Industry Partnership Council
- Informational: Membership & Outreach Committee report
- Informational: Public Policy Committee
- Informational: Women in AMIA Steering Committee
- Informational: Working Group Steering Committee report

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

III.   AMIA Staff Introductions

Several AMIA staff members joined the board for introductions. The board will be introduced to a few additional staff at the June board meeting.

IV.   Strategic Discussions

Initiative Review Process
The board was presented with a new initiative process which will allow the board to assess and weigh new ideas to ensure that AMIA is focused on its highest leverage areas. 2022 will be a learning and building year for this process. A stronger link of engagement of the committees and working groups with the board has started, and this process will continue to strengthen these connections. Board members were supportive of the process and next steps will be to communicate to AMIA member/volunteer groups.

Action Item: Board members were asked to help share the new initiative process with their assigned committees and component groups and elicit feedback.

AMS Update
Ms. Greenwood provided the board with an update on the AMS implementation project. The go live date has been moved to May 12. The next few weeks will be used for data validation and to ensure the integrations and APIs are working. A member communications plan is being developed.

V.   Strategic Discussion Items

Dr. Jackson reminded board members to share the proposed new initiative process with their respective committees and component groups.

Dr. Jackson reminded board members that as leaders of the association they are requested to donate to the AMIA LEAD Fund. Dr. Jackson also stated that we are seeking 100 % participation and all contribution levels are appreciated.

Dr. Jackson also reminded board members to complete the board meeting assessment following the board meeting.

Annual Goals and Activities for Committees/Organizations
25X5 Task Force

Dr. Cato provided the board with the three workstreams and their SMART goals for the 25X5 Task Force. AMIA is in the planning stages to co-host a meeting at the Annual Symposium with 5-10 organizations including AMA, ANI, and AMDIS and several regulatory agencies. Dr. Hull volunteered to help with planning and executing the meeting. Dr. Cato received feedback from board members who were concerned that the goals provided may not yield the desired impact. The task force was requested to develop some measurable outcomes. *See APPENDIX B for SMART goals.*

Academic Forum
Dr. Manos provided the Academic Forum 2022 SMART goals which were approved by the Academic Forum executive committee. *See APPENDIX B for SMART goals.*

Ethics Committee
Dr. Adler-Milstein reported on four goals for the Ethics Committee. The goals will be finalized and will be shared with the Board. *See APPENDIX B for SMART goals.*

Membership & Outreach Committee
Dr. Pandita provided the board with the three SMART goals for the Membership & Outreach Committee. A final Membership & Outreach Committee report will be provided to the board at the end of 2022. *See APPENDIX B for SMART goals.*

Industry Partner Council (IPC)
Dr. Koski provided the board with SMART goals for the IPC. *APPENDIX B for SMART goals.*

Action Item: Dr. Koski work with Dr. Pandita and the Membership & Outreach Committee to ensure the IPC voice is present in AMIA townhall/s.

VI.   New Business

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

- New Initiative Process – Request feedback.
- Acknowledge with thanks the committees/component groups hard work on the SMART goals. Next steps will be to ensure the work is collaborative and spread across the organization.
- Board liaisons to send additional comments regarding the presented goals to the appropriate liaison.

Dr. Richesson reported that HL7 activities at AS22 are being planned. AMIA is working with HL7 to overlap policy and education. Quarterly meetings are planned and SMART goals will be presented in June.

Mr. Williamson reported that there are 393 registrants for CIC22.

The meeting adjourned at 2:50 PM.

Respectfully submitted,

Philip Payne
AMIA Secretary

APPENDIX B: SMART Goals

25X5 Task Force
Providers/Health Systems Workstream
SMART GOAL: Within the year (2022), generate a tool kit for adding documentation to the EHR and generating evidence for reduced documentation. Success measured by:
(1)   actual downloads, or
(2)   pre/post survey of tool kit impact.

Health IT Vendors Workstream
SMART GOAL: Within the year (2022), vendors to come together to start working on operationalization of interoperability and closing gaps. Success measured by:
(1)   each vendor within the workgroup is able to improve functionality of interoperability of 3 clinical actions by 25% (workstream to select the 3 actions); and
(2)   each vendor within the workgroup is able to consume the CCDA of each other vendor within the workgroup; and
(3)   each vendor within the workgroup can implement 1 set of patient reported outcomes at the point of care for inpatient and outpatient encounters.

Policy/Advocacy Workstream
SMART GOAL: Within the year (2022), engage in high level meetings with NIH, AHRQ, ONC, NSF and CMS and other relevant agencies. Success measured by:
(1)   a high-level meeting with each stakeholder organization; and
(2)   identifying at least one agency willing to commit to funding and inclusion in their strategic plan.

Academic Forum
1.   By December 2022, To understand the DEI composition of the AF membership by analyzing membership data
Specific- to understand the DEI composition of AF membership
Measurable- analyzing membership data
Achievable- Data is present
Relevant- Very
Timebound – yes

2.   By December 2022, Collect data on minority and private institutions offering Health Informatics training and fellow ship training, but are not AF members
Specific- Data collection on specific groups
Measurable- Yes

Achievable- Yes
Relevant- Very
Timebound – yes

3. Increase AF membership by 8 full, 4 single, and 4 corporate for a cumulative total of 91 members from January 1, 2022 to December 31, 2022
Specific- Data collection on specific groups
Measurable- Yes
Achievable- Yes
Relevant- Very
Timebound – yes

Ethics Committee
1) Publish the Venue document as a white paper with board approval. The Venue document will be published in an AMIA journal in 2022 after review from the AMIA board.

2) Revise new code of ethics: Carolyn Petersen will be the lead for the new edition of the code of ethics. She has 11 members of the Ethics committee as co-authors for this publication. Publication will be targeted for Fall 2022.

3) Determine when and how AMIA needs to respond to an ethical issue brought up by members or by activities not directly related to informatics (such as national disasters, diversity and inequality, wars). There is more discussion needed on this particular goal.

4) We plan to be Ad hoc consults for AMIA board and other AMIA groups. There is a need to publicize this availability either in the newsletter or in the working groups.

These goals will be fine tuned and presented to the board later.

Membership & Outreach Committee
Goal 1: Create AMIA Value Proposition List
S: Create a comprehensive list of potential AMIA value propositions
M: Complete document, reviewed by committee, ready for input by the AMIA Board of Directors
A: Draft started by committee leadership with contributions by committee membership. Final document will be polished and finalized by committee leadership
R: Leverage diverse committee perspectives on potential AMIA value propositions
T: To be completed by end of Q3 of CY2022

Goal 2: Conduct Working Group Town Halls
S: Conduct 3 town hall-style webinars, each showcasing the work of 2-3 working groups
M: Complete webinars in May, July, Sept
A: Schedule and plan drafted by committee leadership, reviewed and finalized by committee. Speakers and committee member facilitators identified
R: Provide current and potential AMIA members with information about the activities occurring in 6-9 working groups, with information about how to engage with these working groups
T: To be completed by end of Q3 of CY2022

Goal 3: Call Lapsed Members
S: Conduct 30 informational calls with individuals who were AMIA members in 2020, but did not renew membership at any time during 2021
M: Synthesized document summarizing findings, reviewed by committee, ready for input by the AMIA Board of Directors
A: Committee members will create an interview guide and each call two lapsed members who share similar work setting characteristics. Committee will review and synthesize notes from interviews. If the committee deems valuable, committee members will call additional lapsed members
R: Provide AMIA Board of Directors with information about why members lapsed
T: To be completed by end of CY2022

Recommendation from March 2022 board meeting to create a formal process on how new members are welcomed and to re-establish orientation sessions for new members or new attendees at AMIA meetings.

Industry Partner Council
Planned
- Industry Panel at 2022 Annual Symposium — The focus of this panel will be "Industry-Academic Collaborative Authorship in Informatics Literature." The final title is to be determined.
- Industry Authorship Initiative — Develop a possible set of guidelines, white paper, or AMIA panel discussion on issues related to industry authorship of papers that include evaluations of their own products.
- Develop an inventory of student internship/externship opportunities in industry
  - It is anticipated that this will involve active collaboration with the Student WG, the DEI Committee, and potentially additional groups within AMIA.
- Continue active participation in Public Policy Committee as well as in individual response teams.
- Pending an update from the CHI-WG based on recent discussion at the Informatics Summit, potentially support work on the proposal for the Patient & Community Scholars Initiative being spearheaded by the Consumer Health Informatics Working Group for the purposes of providing industry perspective and feedback.

Under Consideration
- Conduct additional panels on careers in industry via webinars, podcasts, or at other meetings