



Board of Directors Meeting
January 19, 2023
1:00 PM ET
via zoom

MINUTES

Present: Voting board members: Gretchen Purcell Jackson (Chair), Julia Adler-Milstein, William Brown, Arlene Chung, James Cimino, Peter Elkin, Susan Hull, Genevieve Melton-Meaux, Deepti Pandita, Philip Payne, Neil Sarkar, Victoria Tiase, Li Zhou

Present: Non-voting/ex-officio board members: Jessica Ruff

Staff/Guests/ Guests: Aarti Chandawarkar, Charlie Harp, Scott McGrath, Staff: Susanne Arnold, Peggy Azouqha, Eileen Bailey, Natalie Bisbee, Melvin Bodmer, Stephanie Brendel, Chelsea Earhart, Lisa Gibson, RaeLynn Gochnauer, Joan Haller, Amanda Hanova, Eddie Herman, Lyric Jonze, Holly Kuldell, Kathlene Khoma, Rebecca Lertora, Krista Martin, Michelle Martin, Kara Mathews, Nina Richards, Dina Santucci, Katy Sidwell, Reva Singh, Elaine Steen, Sarah Talbi, Kelly Taylor, Tanya Tolpegin, Erin Turner, Nikki Unmack, Jordan Wait, Tayler Williams, Jeff Williamson

Excused: Kenrick Cato, Laura Heermann Langford, Kevin Johnson, Rachel Richesson

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. No new conflicts of interests were disclosed. Dr. Jackson proceeded to facilitate the meeting.

II. Consent Agenda

Dr. Pandita moved to accept the January 19, 2023 consent agenda, which included the Audit Committee recommendation for Dembo Jones for 2022 Audit and Taxes.

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

III. Board expectations

Dr. Jackson reminded the board about board expectations. Dr. Jackson reported that board members have a responsibility to:

- provide strategic direction for AMIA

- listen to and understand AMIA and its members
- participate actively in a wide variety of AMIA activities
- serve as a liaison to AMIA committees and other key stakeholder groups
- facilitate communication across AMIA
- personally own AMIA's success

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 also referred board members to the 2023 orientation/resource material in the e-book which included:

- Frequently asked questions
- AMIA Bylaws
- Board guide to strategic discussions
- ASAE board leadership supplements
- 2023 governance and committee manuals
- 2022 Executive Committee and Board meeting schedule
- Board reporting schedule 2023
- Board Liaison Position Description
- Committee Chair Position Description
- Staff Liaison Position Description
- Staff Organizational Chart
- Online board community
- Email address for discussion list

IV. Staff Introductions

The AMIA staff joined the board for introductions.

V. Review of Orientation Material

Ms. Tolpegin provided the board with an orientation. Ms. Tolpegin shared key information about AMIA; focused on the strategic direction, mission and goals; legal fiduciary duties; encouraged questions and shared tips to improve the board experience including the board/staff partnership.

VI. Rapid Response Plan

Ms. Gochnauer presented a revision to the AMIA Crisis Communication Plan, initially presented in October. This plan is intended to provide a transparent process for engaging relevant AMIA leaders and stakeholders to generate communication when crises of various levels of severity occur, especially events that might pose risk to AMIA member's health and safety or AMIA's brand. Board members expressed general support of the revised plan and offered some minor suggestions to improve transparency about actions taking place behind the scenes and expectations for timelines of

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communication for the least urgent priority category. Ms. Gochnauer will make the requested changes and circulate to the board for approval in an upcoming Friday Report.

VII. 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