



**Board of Directors Meeting
September 12, 2024
1:00-3:00 PM ET
Virtual Meeting Via Zoom**

MINUTES

- Present:** Voting board members: Genevieve Melton-Meaux (Chair), Gretchen Purcell Jackson (Past Chair), Philip Payne (Secretary), James Cimino (Treasurer), William Brown, Kenrick Cato, Aarti Chandawarkar, Arlene Chung, Peter Elkin, JaMor Hairston, Tiffany Leung, Julia Adler-Milstein, Rachel Richesson, Victoria Tiase, Li Zhou, Deepti Pandita, Oliver Bear Don't Walk, IV
- Non-voting, ex-officio board members: Amanda Hanova (Interim CEO/COO)
- Excused:** N/A
- Staff:** RaeLynn Gochnauer, Jeff Williamson, Stephanie Brendel, Brandi McIntyre, Reva Singh, Tayler Williams
- Guests:** Chris Andracsek, Dembo Jones
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I. Welcome and Call to Order

Dr. Melton-Meaux welcomed board members and called the meeting to order at 1:02 PM ET. A quorum was recognized.

Dr. Melton-Meaux requested that any new conflicts of interest be disclosed. No new conflicts of interest were disclosed.

Dr. Melton-Meaux provided an overview of the meeting agenda. No additional or new items for discussion were identified.

II. Consent Agenda

A motion was made and seconded to approve the consent agenda with the removal of the ACMI Student/Fellow Mixer at Symposium recommendation and the Signature Awards recommendation. Motion passed.

AMIA Board members with insight and knowledge of the selection process for the Signature Awards provided background and clarifying information. A motion was made and seconded to approve the Signature Awards. Motion passed.

Following discussion, a motion was made and seconded to request a more detailed proposal for the ACMI Mixer, including more information on the event's structure and format. Motion passed.

III. Form 990 Review

Guest Chris Andracssek from Dembo Jones, joined the Board meeting to discuss the draft Form 990, which is required for non-profit organizations by the IRS.

IV. 2025 Budget Update and 2024 Projected Actual

Ms. Hanova and Ms. Brendel provided the Board with information on the preparation of AMIA's actual financial results through June 30, 2024, and the expected results for July through December 2024. The projected figures largely depend on the registration and expense management of Symposium 2024, which will be shared after the event.

V. Membership

Several items related to AMIA Membership were presented by Ms. Gochnauer.

- a. **Verbal update on the membership satisfaction survey:** On or after September 19, 2024, the membership consultant, Avenue M, will provide AMIA with the report from the membership study. Additionally, Avenue M will attend the November meeting to provide a presentation and analysis of the study to the Board.
- b. **Member Types / Potential Change Timeline:** An initial action plan for membership changes was shared with the Board for awareness.
- c. **Academic Forum Benefits:** In collaboration with the Academic Forum Executive Committee, the following recommendations to Academic Forum member benefits were presented. After discussion, a motion was made and seconded to approve the following. Motion passed.
 - i. Change the name of the Full Program to Institutional Membership to reflect a broader reach within these academic settings. Single will remain as is.
 - ii. Increase the number of representatives eligible to attend AF community meetings from one to two. This will allow program directors to mentor future faculty educators within the communities. No cost to AMIA.
 - iii. Incorporate individual AMIA memberships into both full and single tiers. This alleviates funding barriers caused by multiple budget requests.
 - iv. Add A La Cart bulk student membership within both membership levels to ensure students are exposed to AMIA early in their career. It is advantageous to the institutions so they can also
 - v. incorporate students within their one budget request. In addition, many

program directors are purchasing student memberships as gifts and are asking for a bulk invoice.

- vi. Remove the 20% registration fee discount for the AMIA meetings on both membership levels. This is a cost savings to AMIA.
- vii. All other benefits would remain unchanged.
- viii. Budget impact: 2025 shows total revenue increase of \$6,450 if goal of 100 is achieved.

d. Health Systems Membership New Tier: Following discussion within the Health Systems Council and through a recent program assessment, an opportunity for a new membership tier was presented. This tier would be added to AMIA's Health System Membership for Federally Qualified Health Centers and Community Health Centers. A motion was made to accept and implement this new membership tier. Motion passed.

VI. Policy Principles Updated Approval

Ms. Singh and Mr. Williams joined the meeting to walk the Board through updates to the AMIA Policy Principles, which were originally written in 2019 and have since been updated by the Public Policy Committee. The Policy Principles represent topics on which AMIA comments or otherwise engages frequently, making it important for the Principles to be accurate and relevant to current issues in healthcare policy. A motion was made and seconded to approve the updated Policy Principles as written. Motion passed.

VII. Executive Session

The Board of Directors met in Executive Session.

The meeting adjourned at 3:00 PM.

Respectfully submitted,
Philip Payne
AMIA Board Secretary