



AACT
American Academy
of Clinical Toxicology

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American Academy of Clinical Toxicology

Board of Trustees' Meeting

Wednesday, October 11, 2017
Finback 3rd Floor South Tower Sheraton Wall Centre
Vancouver, British Columbia, Canada

AGENDA

- 8:00** **BREAKFAST**
- 8:30** **CALL TO ORDER**
- 8:30 Welcome & Introductions - Palmer
8:35 COI & Confidentiality Statements - Marraffa
8:40 Minutes of BOT meetings and interim actions - Marraffa
- 8:45 Nominations Committee Report - Palmer
 Secretary: Jeanna Marraffa (re-elected)
 Trustees: Kirk Cumpston (re-elected)
 Sophie Gosselin (re-elected)
 Jim Mowry (newly elected)
 Christine Stork (Thank you!)
- 8:50 President's Report - Palmer
- 9:15 Treasurer's Report - Varney
 Draft 2016 Year End report
 2nd Quarter 2017 report
 2nd Quarter Investment report
 NACCT 2016 Year End report
 Action: approve Treasurer's report
Preliminary 2018 Budget - Varney
 Action: review draft budget
- 9:45 Committee and Section Reports (with budgetary requests)
 Friends of the Academy
 Toxicology History Section
 Scientific Review Committee
- 10:30 2017 NACCT Report - Kostic
- 10:45** **BREAK**

11:00 NACCT
2018: AACT and NACCT 50th Anniversary – Kostic
Solicitations for 2019 and 2020 NACCT locations – Palmer
Proposal to Establish a NACCT Meeting Scheduling Template – Gosselin
Amedco Update – Shiffert

11:45 Membership/Strategic Planning/PR Committees – Schaeffer/Hoyte/Marraffa
membership numbers
plan to hire membership marketing firm
Tox Trainee/Mentorship initiative
new initiatives

12:30 LUNCH

1:30 AHLS – Walter

1:45 Management Review

2:15 Committee and Section Reports (for discussion)
Webinars
Website/Mobile App
Awards Committee
ABAT
Fellowship Committee
CME Committee

3:00 Journals

3:15 BREAK

3:30 Committee and Section Reports (informational)
AACTion
Forensics
Bylaws
Pediatrics
Herbs and Dietary Supplements
Clinical Toxicology in Sports
Geriatric Toxicology
Global Relations Committee

3:45 Review of Action Items from Spring 2017 BOT Meeting

4:15 Discuss/Approve Final Draft Budget 2018

4:30 New Business

5:00 Adjourn

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AACT Board of Trustees (BOT) Meeting Minutes
February 22-23, 2017
Hilton O'Hare Airport; Chicago Il

Present: Rob Palmer, Karen Simone, Jeanna Marraffa, Mark Kostic, Susan Smolinske, F. Lee Cantrell, John Benitez, Christine Stork (arrived at 0909), Bob Hoffman, Kirk Cumpston, Tammi Schaeffer, Chris Hoyte, Sophie Gosselin, Jennifer Lowry, Shawn Varney

Present Remotely via Phone: N/A

Absent: N/A

Association Management: Sarah Shiffert

Call to Order and Welcome (Palmer)

0901: Call to Order

BOT Updates:

- Welcome and introduction to new BOT members (Schaeffer; Varney; Hoyte)

- Stork, Marraffa, Gosselin and Cumpston end their terms this fall. Stork has termed out

Approval of the Minutes from Call and Interim Actions (Marraffa)

- Minutes from September 13, 2016 reviewed
 - Motion to approve: Hoffman
 - Second: Lowry
 - 13 yays; 0 nays; 1 abstain
 - Minutes from Sep 13, 2016 approved with minor grammatical changes
 - (Stork not present for this vote)

President's Report (Palmer)

0905

- Successes:
 - Meeting changes in the last 2-4 years:
 - Successful meeting venues with regard to attendance
 - Mobile app has been an ongoing success; improvements to the app being made for NACCT 2017
 - Ongoing work to define the sponsorship levels (Rose, Palmer, Hoyte and Shiffert working on this)

- Collaborations:
 - Clin Tox contract negotiated with APAMT as added sponsor association
 - Working with Taylor and Francis on the contract is ongoing
 - Digitell Contracts 2015, 2016, 2017 done
 - 2017 contract completed with some minor changes from previous years
 - EAPCCT:
 - Palmer attended planning meeting
 - Gosselin, Hoffman, Palmer and Simone all presenting at meeting
 - Ongoing discussion about the possibility of having AACT symposium at EAPCCT for subsequent years
 - If the symposium will take place, AACT will need to talk about the process for sponsoring for speakers to go
 - AACT not the CE provider for EAPCCT Congress in 2017
 - ACMT:
 - Contract for NACCT ends at the end of 2017
 - Ongoing contract negotiation (Palmer, Hoffman, Simone, Shiffert, Banner and Kaminski)
 - ABAT:
 - ABAT will change the language for Emeritus status in ABAT bylaws to be consistent with AACT
 - Working with ABAT for consistency with website content
 - Scientific Review Committee
 - Lead: Gosselin and Hoffman
 - Active committee with two additional workgroups formed (Activated charcoal (Hogberg) and Prolonged QT (Othong))
 - Worked with ABAT to review Life-Long Learning content
- Website:
 - The site has been redone and has had a successful launch
 - User-friendly and increased functionality
- Updates to Committee Chairs:
 - Schaeffer to take over Membership committee
 - Hoyte to chair the Strategic Planning committee
- CME/CPE
 - Continuation of contract with Amedco for professional support for activities including paperwork, processes and reporting for both CME/CPE activities
 - Probationary status for CME removed in December 2016

- Volunteer work from members now limited to scientific content related decisions rather than paperwork and process
- Challenges:
 - Website took longer than expected and was overbudget
 - Continued need for professional support for CME/CPE activities
 - Ongoing work with Taylor & Francis regarding contract
 - Taylor & Francis had a check returned from NACCT 2016 which is being investigated

Treasurers' Report (Varney)

0920

- Report is tentative and final numbers not yet available as it is very early in the accounting cycle
- Investment Portfolio:
 - Beginning value (on 10/11/2011) \$250,000
 - Current value: \$416,863
- Comments on some of the line items:
 - Audit not done as originally budgeted; decision to perform financial review rather than audit. Financial review done by an outside, independent CPA reviewer organized by Degnon.
 - Noted discrepancy: Budgeted \$37,000; Spent \$70,999. This difference due to CE costs (to Passin and Amedco)
- Request to separate line items for CE fees in the future
 - To include Amedco fees, Degnon fees, etc
- There is a miscoding for fellows in training luncheon...\$4500 to be moved from line 530 to 535 (from committee to membership)
- Discrepancy for publications relates to the print journal
- Line 570: NACCT meeting expenses \$110,805 versus budget \$80,000. Shows an expense because we received 30,000 in sponsorship that needed to be spent

NACCT Profit and Loss 2016

Total NACCT Net Income: 119,636.98

Total AACT Income from NACCT Income: 74,282.19

- There is a slight decline in income from NACCT from 2014 through 2016. This likely from the day of the premeeting for AACT as well as 2015 was a joint pre-meeting and split the income with ACMT

• Action Items:

- Identify specific categories to be itemized on profit and loss specifically for NACCT for consistency and tracking (Varney to work on)
- Request to separate line items for CE fees for future
 - To include Amedco fees, Degnon fees, etc

• **Motion to accept treasurer's report: Lowry**

- **Second: Hoffman**
- **14 yay; 0 nay; 1 abstain (Varney)**

NACCT 2017 (Kostic)

0957

- Pre-meeting is the second day of NACCT; Brandon Wills is the chair of pre-meeting
 - Theme: Cardiotoxins (morning of basic science and afternoon more clinical); agenda is set and working on getting speakers
 - They would like to invite 2-4 outside speakers and there is no budget for this (at least 2 of these are from outside of the US); looking for budget for speakers
 - List of potential speakers to be sent to Kostic and he will forward along to Brandon Wills
- Main Congress moving forward with good progress
- Cole is head of scientific content for main congress
- Devlin is abstract chair with Kazzi assisting
- Format Changes underway:
 - **ALL lectures will be limited to 25 minutes with 5 minutes for questions**
 - **Lightning sessions:** after every author with poster session, there will be a moderated session for “best” posters with 3-4 presentations
 - **Debates:** one in the pre-meeting and at least one in the main meeting
- Abstracts:
 - 11 abstracts submitted to date
 - Link for student/trainee travel award (including the Wasserman Pediatric Award) will be added to the online abstract submission form.
- Ongoing comments that people want more occupational lectures; Lowry to talk with Kostic about this
- Social Event/Prom:
 - Schaeffer and Rangan co-chairs and actively working on this

- Keynote Speaker:
 - Jennifer Gardy from the Lavin Agency (lives in Vancouver) \$7500 Canadian Dollars (\$5000 US dollars)
- Audience Response System:
 - Difficulties and struggles last year utilizing audience response through mobile app
 - Palmer working on audience response system updates and revisions for 2017
 - This is not required for CME purposes; CPE pending and the use of this will be re-evaluated

Action Item:

- Revisit and write a policy for speaker reimbursement going forward

Break 1025-1047

Scientific Review Committee (Gosselin)

1047

- Activities:
 - Review of the LLSA articles
 - Potential position statements with ACMT and even EAPCCT
 - If there are ideas for topics, contact Gosselin
 - If there is a need for any assistance/help from one of the members of the SRC, contact Gosselin
- **Collaborative**
 - Missing one member from AAPCC; they will be forthcoming with name shortly
 - Lisa Breitner will be working as administrative assistant for the collaborative project
 - The methodologist slated to work on the collaborative has resigned and Gosselin has taken over the role
 - Project Management system (Asana) being used currently; it is free right now but as group grows, there will be a cost.
 - Request to hire a research assistant
 - AACT paying the majority of expenses for these collaborative work groups
 - Already budgeted: \$4,000 per guideline per year
- **Motion by Kostic:** Move forward and consider request and contract description for research assistant for the AACT Scientific Review Committee
 - **Second:** Cumpston
 - **14 yay; 0 nay; 1 abstain (Gosselin)**

Action Items:

- Create guidelines and process for position statements
- Create guidelines and process for clinical recommendation guidelines
- Strategic planning committee will work with SRC on developing this guidelines as well as list of topics for position statements and clinical review guidelines
- Engage membership to query what their wants/needs are for position statements
- Gosselin submitted proposal to hire research assistant and contract attached to documents; Degnon to work on reviewing contract and will send to Gosselin by March 1.
- Submit cost for project management system by Gosselin

Membership Committee Report (Palmer on behalf of Heard)

1124

- Schaeffer to be the Chair of the Membership committee
- Membership survey being reviewed and updated
- Membership survey to be sent out to membership

Journal Contract (Simone)

1134

- Contract:
 - New contract supposed to be executed by Jan 1 2017
 - Sponsoring societies: AACT, AAPCC, EAPCCT, APAMT
 - The new contract is for 5 years
 - Electronic access: 125/person; print fee remains same
 - \$7,000 payment per society from Taylor and Francis
 - \$5,000 for both NACCT and EAPCCT which is an increase
 - 20 open access articles per year
 - Previous contract was 6 open access articles per year
 - Abstracts published into mobile app now in the contract
- Change in Editor-in-Chief:
 - With Informa, Societies would give names of editors/editorial board to Informa and then decision would be made collaboratively. Taylor and Francis had initially in contract that they would choose editor/editorial board. **Resolution: the publisher will consult with the societies about the decision for editor/editorial board.** (this is a large problem with the contract)
- Editor in chief asked the 4 societies to submit a list of names for associate editor
 - The associate editor was chosen by the editor in chief prior to the deadline for request of considerations from the 4 societies

- The Board expressed concern for the way the journal is moving away from any control/input from its sponsoring societies.
- Smolinske to talk with Steve Siefert about how AACT is represented on the journal
- **Motion by Lowry:** Accept the contract as is and sign the current contract
 - **Second:** Smolinske
 - **14 yays; 0 nays; 1 abstain (Simone)**

Fellowship Committee (Stork)

1201

- Lowry to be co-chair with Stork
- Cantrell added to the committee
- Ongoing discussion of how to respond to a potential applicant to increase their involvement within the Academy
 - The chair of the committee routinely asks the person's interest and then reaches out to the central office
 - Needs to have a coordinated approach to engaging people when they want to get involved
- Fellowship Induction Ceremony:
 - Dress code to be enforced and properly documented on the invitation
 - Personal induction by Fellow (using nomination letter writer or someone else who knows the person well)
- There have been previous discussions about the Board approving the Fellowship slate en masse as recommended by the Fellowship Committee
- AACT should routinely recognize members for their service and thank those that are actively involved
 - Active involvement in committees/sections will be defined by the chair of individual committees
 - Committee/section chairs and co-chairs should be recognized annually
- **Motion from Lowry:** The Board will approve the Fellowship slate en masse while reserving the right to review individual candidates
- **Second:** Hoffman
- **15 yays; 0 nays; 0 abstains**
- **Motion from Hoffman:** Issue a directive to committee chairs to annually issue letters of service and thanks to people who are actively involved as defined by the chair. The president will also issue letters to committee/section chairs and co-chairs.
- **Second:** Benitez
- **15 yays; 0 nays; 0 abstains**

Action Items:

- Add call for service on website to engage members to become involved
- Engage younger members in multiple ways; mentorship program; early career membership with mentor assigned
- AACT to send out letters to members thanking them for their service for various sections; the board will direct chairs to provide names of people actively involved

Adjourned for lunch at 1240
Reconvened from lunch 1323

Section Reports (Palmer)

1323

- Full reports submitted by Sections available in meeting packet and as an appendix to these meeting minutes
 - Acute and intensive care: Webinar to be held in August 2017
 - Request: Listserve for members
 - Forensic: Held webinar last August 2016
 - Webinar to be scheduled for Dec 2017
 - Geriatric: Had three requests from AACT
 - Listserve for members
 - Consideration of reduced meeting registration for emeritus members
 - Occupational and Environmental section: Webinar scheduled for 2017
 - Pediatric section: Ongoing work of increasing exposure of toxicology subspecialty for pediatricians
 - Request: Ongoing support to work on Wasserman fund

ABAT Report (Palmer on behalf of Winter)

1339 (Hoffman and Gosselin left at 1400)

- 11/12 candidates passed ABAT exam
- Continuing to work on website updates
- Working on a Bylaws change for wording regarding emeritus to be consistent with AACT
- Baeza chair of credentialing committee
- 2 open spots on the ABAT board in upcoming election cycle
- Secretary treasurer up for election
- ABAT Symposium topics for NACCT: Cannabis conundrums and Cyberspace marketplace: the dark web

- 2 ABAT Webinars in 2017
- LLSA Articles to be finalized and uploaded

- ABAT Business Meeting and Reception at NACCT: remains unclear if it will be on-site or off-site; the planners understand the rules regarding the overlap of science. Nothing finalized yet
- ABAT Online Modules: still an ongoing discussion. If the lectures are used at all by the individual presenters that created them, they will not have any statements that they are endorsed by AACT

Action Items:

- Investigating the possibility of an ABAT representative to be on the Board
- Christine Stork is terming off of the AACT BOT and possibly having this slot be designated as the ABAT representative
 - If this happens, a by-laws change will not be necessary

Notes: Hoffman and Gosselin departed at 1400

Gosselin returned at 1457

Hoffman returned at 1500

Ethics Committee and Wasserman Award Update (Lowry)

1414

- Lowry will revise and update the ethics committee and document
 - Smolinske added to this committee to assist Lowry
- Wasserman Pediatric Travel award: Funded through the Friends of Academy and will support (by paying NACCT Registration fee) one trainee with an interest in pediatrics.
 - Lowry and Marraffa will create an on-line travel form application
 - Marraffa will send link to both online forms to Kostic to add to abstract submission form
 - Pediatric Section will review the potential abstracts and a winner will be announced
 - The award criteria as well as the winner will be placed on the website

Awards/SLC Update (Palmer on behalf of McMartin)

1422

- Awards
 - Student and Trainee Award deadline will be August 1
 - Marraffa working on online form application

- Kostic will have online form application link added to the end of the abstract submission process similar to for the Pediatric travel award
 - Discussion if students and residents should have the same consideration for awards or if there should be a specific award for students only. This will be discussed for the future (no change in process for this year's application)
 - The criterion "at time of application" membership requirement will be removed for the student/trainee award
 - AACT Research Award deadline was Dec 1, 2016
 - Award winners to be announced on website (Marraffa to update website)
 - To better promote and recognize the award winners, will create a slide for the winners of the travel awards as well as the Research Award to be displayed at NACCT
- SLC Update:
- Webinar held in Nov 2016; and end of Feb 2017.
 - Face to face meeting at the SOT meeting in March 2017. The AACT banner/poster will be displayed at the meeting

Action Items:

- Marraffa to update website to include AACT research award winner
- Slides of award winners during NACCT
- Slides during NACCT for upcoming awards and deadlines
- Send notice of award to CORD (Schaeffer will find out the details and see if this is feasible)
- Marraffa to continue to work on online form to have one form for both student/trainee award and pediatric award
- Criteria for student and trainee travel award will be reviewed and the membership criteria will be updated

After the Fact CE (Palmer)

1448

- NACCT 2015: 1 user
- NACCT 2016: 4 users to date; 14 evaluations
- Need better advertising that after the fact CE is available to attendees
 - Partnership Activity:
 - AACT offers after the fact CE for meeting registrants
 - AAPCC in the process of reaching out to directors to request names for access for SPIs to get access for the sessions

Action Items:

- Publicize after the fact CE better
 - Maybe on the yellow banner on the homepage of the website

Break: 1505-1515

Strategic Planning Committee (Kostic)

1517

- Hoyte to be strategic planning chair going forward
- Currently the president elect is charged with being the chair for the NACCT meeting. It was discussed that this remains a good role for the president elect and will continue in this manner.
- Increasing collaborations is one of the primary goals of this committee and will continue
- Will continue to work on information sharing between associations
- Sponsorship for meeting; Hoyte will work with Shiffert and Ruddy Rose on this and delineating criteria
- Engage scientific review committee members to be utilized as a resource for NACCT planning for content and ideas

CPE/CME Committee (Cumpston and report on behalf of Awad/Gimbar)

1552

- **CPE**
 - The ACPE suggests a twice yearly check in to evaluate the programs
 - Slight wording change on ACPE documentation
 - Continuing Education Mission Statement Document Submitted by Awad/Gimbar to be in compliance with ACPE recommendations (see appendix for this)
 - Slight Changes to process/wording
- **Motion by Cumpston:** Approve the wording as proposed in document
- **Second:** Benitez
- **14 yays; 0 nays; 0 abstains**
- **CME**
 - Probationary status removed in December 2016
 - Continued contract work with Amedco and working well
 - A review and evaluative component of Amedco's services needs to be done

- The AACME does not regulate anything that is not a pharmaceutical
 - Any speaker that has a conflict listed, needs to have their content reviewed by one of the members of the CME/CPE Committee
- Working together with SLC to promote AACT as content experts and to provide content
 - Discussion about the accessibility and feasibility to increase the access to the AACT monthly webinars to include access for non-members and having a fee for non-members to participate and receive CE
 - The AACT webinar schedule is set for the 2017 year; discussion that there is consistency for these to encourage more section involvement (example: every November will be a webinar on a forensic topic). Varney will work on this as planning continues
 - Webinar speakers have not been consistently receiving their evaluations. The central office will look into this and be sure that the speakers receive their evaluations
 - The webinar evaluation will be updated to ask how many participants were viewing at each location

Action Items

- Speakers to receive their evaluation forms for webinars
- Letters to speakers thanking them for their participation will be sent out
- Need to clarify with Amedco that they are doing all of our CE activities (both medical and pharmacy)
- An evaluation process for Amedco needs to be done by everyone working with them (Cumpston to work with Shiffert)

Webinars (Varney)

1621

- 9 webinars each year
 - Ongoing challenges trying to get sections to participate in the webinars
- With the new website, we have the ability to blog and AACT would like to encourage all sections to participate in this
 - Discussion about having the section chair also engage one person in their section to write a blog after a section webinar for publication
- Will encourage the use of the same hashtag for all webinars and for participants to tweet clinical pearls during the webinar using the hashtag #gettoxsmart

Adjourned at 1630 on Wednesday February 22, 2017

Thursday Feb 23, 2017

Call to Order (Palmer)

0900

Website (Marraffa and Simone)

0900

- New website launched and working well
 - There was a delay in the production and delay due to the complexity of the member database
 - This resulted in excess work and charges and the website was overbudget by \$17,000
 - The executive committee was aware of the excess charges and budgetary impact and approved the excess cost
 - The Board requests that in the future, this information be shared with them as it is occurring
- A need for a policy for what is posted on the site (both the public and member side)
 - There are many different types of posts including: Notices of events of interest; self-serving inquiries like surveys to gather data for individual projects, job advertisements, etc. and having a clear process for what gets posted is necessary
 - Utilizing public relations committee to assist
 - Marraffa, Shiffert and Palmer (with assistance from Lowry) to work on this policy
- Discussion of adding a Jobs Section on the member side as a member benefit
- Discussion of what AACT should publicize regarding other meetings for other organizations (Palmer and Shiffert to work on this)
- Question if there is the capability of a bulletin board on public side where people can post (the feasibility of this will be investigated)

Action Items:

- Marraffa, Shiffert and Palmer (with assistance from Lowry) to draft policy for posting on the AACT website
 - Creation of an online submission form for the members to submit an item/topic for posting (Marraffa to work on this)
 - Marraffa to work on the possibility of adding a Jobs Section to the member side
- **Motion by Hoffman:** Allow executive committee to make decisions regarding posting while policies being developed
 - **Second:** Cantrell
 - **14 yays; 0 nays; 0 abstains**

Public Relations Committee (Marraffa and Lowry)

0938

- Overall Goal
 - Increase the visibility of AACT and be sure that AACT is recognized as content experts and are included at the table for pertinent discussions
 - Nicholas Nacca has been recruited on the committee and will chair the committee with Lowry and Marraffa involved
 - A policy and process will be developed and sent out to the Board for review and approval
 - Once a policy is available, will send out inquiry to membership to get participation
 - Similar to the Scientific Review Committee, the potential members will be vetted and then appointed to this committee
 - The policy will include:
 - Who is the committee speaking for? (The Board?; the Executive Committee?; the Academy?) For the members that are in disagreement, there has to be an understanding that their voice is heard
 - The small group identified will have appropriate training for media presentations
 - Eventually, have a place on the website with the opinion and a list of both pros and cons

Action Items:

- Lowry and Marraffa to set up meeting with Nacca
- Policy and process will be drafted and sent to the Board within the next 3 months

Newsletter (Smolinske)

0954

- There has been inactivity and delays in production of AACTion for several reasons and factors
- Ongoing discussion about the best, most efficient way to send out a newsletter and if the current way of a PDF is the best way
- Smolinske would like comments/suggestions and will develop a plan

Break at 1000

ACMT Contract (Palmer)

1016

- Contract between NACCT and ACMT for ACMT's participation at NACCT due at the end of 2017
- Packet includes current contract (page 52) and comments (pg 57)
 - 3 requests for change:
 1. Section 2 paragraphs e and f: ACMT wants to remove these sections; discussion about the problems of competition with attendance at NACCT. Make note of those activities which do not count as competition (medical toxicology board review course and PEHSU education).
 - a. The board rejected and furthermore there were sentiments from the board to extend beyond 4 weeks but we maintain 4 weeks is reasonable.
 2. Section 2 h paragraph 2: historical conversation of the contract for 20% of proceeds....price of doing business at our meeting.
 - a. The board feels that 20% is the cost of doing business; the board thought that 20% may be insufficient and that there was discussion that AACT should have the second day always.
 3. Section 3 : term of agreement
 - a. Board does not want automatic renewal
 - b. 5 year term
- Palmer to continue negotiations with the contract and send to Board

Inter-association Information Sharing (Palmer)

1102

- Increase Ongoing Collaborations within the toxicology societies
 - Agreement with AAPCC that if either association is approached regarding a topic or current event, they will advise the other society
 - AACT will reach out to ACMT and EAPCCT as well

Toxicology Communications (Palmer)

1115

- Taylor & Francis have a new online, open access journal called Toxicology Communications
 - Michael Mullins has been named editor in chief
 - Zane Horowitz has been named associate editor
 - Intent is to publish case reports and rapid communications
 - Article publishing charge \$800
 - Discussion surrounding if we want AACT name affiliated with this
 - If AACT name going to be affiliated, there needs to be some control over the review process; content as well as a compensation through revenue

- Palmer to discuss with the other sponsoring associations and discuss with T & F

Career Achievement and Distinguished Service Award

1126

- BOT asked to review the award criteria and send any names of suggestions to Palmer by March 15, 2017.

-

Action Items:

- Send any names for award nominations to Palmer by March 15, 2017

Nominations

- Stork is terming out of board term this year
 - Suggestion to make that slot the ABAT representative
 - Palmer to discuss with ABAT

New Business/Old Business

- Sponsorship at the meeting; narrow the list and clarify levels of sponsorship
 - The list of what is currently provided to sponsors will be reviewed
 - Want to be sure that we are in compliance with CME as well as properly recognizing various degrees of sponsorship
- Need to be sure that the sponsorship criteria is consistent with CE requirements
 - Comments will be sent back to sponsorship committee
 - The sponsorship committee will work with CE committee

Adjourned at 1133

Respectively Submitted,

Jeanna M. Marraffa, Pharm.D., DABAT, FAACT
Secretary, AACT
May 25, 2017
Reviewed by: Palmer, Shiffert and Simone

Interim votes of the AACT Board of Trustees

February 23, 2017 through October 10, 2017

VOTE:

Endorsement of joint AACT/ACMT's position statement on occupational risk of fentanyl and fentanyl derivatives exposure to prehospital providers (July 2017)

RESULTS:

Option	Vote count
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Yay:	11
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Nay:	0
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No vote:	4
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VOTE:

To accept the Fellowship Committees Recommendations for the 2017 Class of Fellows (August 2017)

RESULTS:

Option	Vote count
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Yay for Entire Slate:	13
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Yay for 7, abstain(recusal) on 1:	1
--	----------

Abstain(recusal)for Entire slate:	1
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The American Academy of Clinical Toxicology (AACT)
Balance Sheet
As of December 31, 2016

	Dec 31, 16
ASSETS	
Current Assets	
Checking/Savings	
Business Bank Checking XXXX2818	315,555.62
Schwab Investments	416,186.23
Total Checking/Savings	731,741.85
Other Current Assets	
NACCT Partnership Investment	9,002.60
Accounts Receivable AACT	122,525.69
Prepaid Expense	1,098.00
Total Other Current Assets	132,626.29
Total Current Assets	864,368.14
Fixed Assets	
Equipment	3,853.73
Equipment Accum. Depreciation	-3,853.73
Total Fixed Assets	0.00
TOTAL ASSETS	864,368.14
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued expenses	
Accrued Awards	76,092.00
Accrued expenses - Other	193.42
Total Accrued expenses	76,285.42
Deferred Revenue - AACT	49,515.00
Deferred Revenue - ABAT	3,400.00
Total Other Current Liabilities	129,200.42
Total Current Liabilities	129,200.42
Total Liabilities	
Equity	
Fund Balance - ABAT	41,925.77
3000 - Unrestricted Fund Balance	757,338.13
Net Income	-64,096.18
Total Equity	735,167.72
TOTAL LIABILITIES & EQUITY	864,368.14

The American Academy of Clinical Toxicology (AACT)

10/02/17

Profit & Loss Budget vs. Actual

Accrual Basis

January through December 2016

	Jan - Dec 16	Budget
Ordinary Income/Expense		
Income		
400 · AACT Income		
401 · AACT Dues		
401-01 · AACT Dues Regular	143,775.00	133,750.00
401-02 · AACT Emeritus w/ Jrnl	0.00	250.00
401-04 · INTL dues	3,075.00	3,375.00
Total 401 · AACT Dues	146,850.00	137,375.00
407 · AHLS Income	0.00	6,000.00
408 · Miscellaneous Income	2,500.00	
409 · Donations		
409-A · FOTA donations	3,745.00	
409-B · Gary Wasserman donations	125.00	
409 · Donations - Other	0.00	2,000.00
Total 409 · Donations	3,870.00	2,000.00
410 · Interest - Short Term	167.04	150.00
411 · Dividends/Interest Long Term	12,454.11	6,000.00
412 · Realized Gains - Investments	176.29	
420 · Journal Income		
420-01 · Royalties - Informa	3,000.00	3,000.00
420-02 · Journal Income Subscriptions	7,405.00	6,000.00
Total 420 · Journal Income	10,405.00	9,000.00
Total 400 · AACT Income	176,422.44	160,525.00
460 · ABAT Income		
461 · ABAT Dues	10,100.00	
463 · ABAT Credentialing Fees		
463-01 · ABAT Credentialing	2,600.00	
463-02 · ABAT Exam Fees	3,600.00	
Total 463 · ABAT Credentialing Fees	6,200.00	
460 · ABAT Income - Other	0.00	9,000.00
Total 460 · ABAT Income	16,300.00	9,000.00
470 · NACCT Income		
471 · NACCT - Main Congress		
471-01 · NACCT Profit/Loss Projections	71,087.71	85,000.00
471-02 · NACCT Main Congress CME Fees	56,000.00	50,000.00
471-03 · NACCT-Sponsor Educ. (pass thru)	81,000.00	50,000.00
Total 471 · NACCT - Main Congress	208,087.71	185,000.00
472 · NACCT - Pre-Symposium		
472-01 · NACCT Pre-Symposium Regist.	48,055.00	42,000.00
472-02 · NACCT Pre-Symposium CE-AACT	8,900.00	6,500.00
472-03 · NACCT Pre-Symposium CME-ACMT	11,040.00	8,500.00
Total 472 · NACCT - Pre-Symposium	67,995.00	57,000.00
Total 470 · NACCT Income	276,082.71	242,000.00
Total Income	468,805.15	411,525.00
Expense		
500 · Administrative Expenses		
500-01 · Insurance	1,516.00	1,100.00
500-02 · License/Filing Fees	241.00	300.00
500-03 · Management	85,696.00	85,696.00
500-04 · Rent	9,264.00	9,270.00
500-05 · Mgmt Travel	0.00	500.00
Total 500 · Administrative Expenses	96,717.00	96,866.00
510 · Operating Expenses		
510-01 · Print/copy/Design	2,189.90	3,000.00
510-02 · Postage/Shipping/Mailings	464.62	1,000.00
510-03 · Telephone & Fax	1,645.19	1,500.00

The American Academy of Clinical Toxicology (AACT)

Profit & Loss Budget vs. Actual

January through December 2016

10/02/17

Accrual Basis

	Jan - Dec 16	Budget
510-04 · Storage	360.00	500.00
510-05 · Computer (Email/DB)	1,408.81	1,000.00
510-06 · IT/Computer Support	5,415.50	4,000.00
510-07 · Supplies	2,246.08	1,500.00
510-08 · WEB	23,485.27	23,480.00
510-09 · Bank & Credit Card Charges	5,273.67	7,000.00
Total 510 · Operating Expenses	42,489.04	42,980.00
515 · Professional Fees		
515-01 · Accountant/Audit Fees	6,660.00	10,000.00
515-02 · Financial Advisor Fees	5,000.00	5,000.00
515-03 · Legal Fees	67.00	2,000.00
Total 515 · Professional Fees	11,727.00	17,000.00
520 · Board of Trustees		
520-02 · Board Meeting - Spring	19,910.81	18,000.00
520-03 · Board Meeting - Fall w/ NACCT	3,194.79	2,500.00
520-05 · Business Mtg @ NACCT	1,169.00	1,000.00
Total 520 · Board of Trustees	24,274.60	21,500.00
525 · Executive Committee		
525-04 · Meetings with Mgmt.	0.00	500.00
Total 525 · Executive Committee	0.00	500.00
530 · Committees		
530-01 · Committees - Education	48,931.90	15,000.00
530-02 · Committees - Fellowship	14,638.75	16,000.00
530-03 · Committees - Membership	7,428.55	1,000.00
530 · Committees - Other	0.00	5,000.00
Total 530 · Committees	70,999.20	37,000.00
535 · Membership		
535-02 · Position Statements	1,420.84	8,000.00
Total 535 · Membership	1,420.84	8,000.00
540 · Publications		
540-01 · Journal - Clinical Toxicology	56,444.00	49,000.00
540-04 · Podcasts	1,000.00	2,620.00
Total 540 · Publications	57,444.00	51,620.00
545 · Awards & Scholarships		
545-01 · Career Achievement	232.00	500.00
545-02 · Distinguished Service	215.00	500.00
545-04 · Lampe/Kunkel Award	0.00	4,000.00
545-05 · Jr. Investigator (career level)	89,984.00	22,500.00
545-06 · Recognition	778.50	
545-08 · Fellows In Training Award	4,000.00	4,000.00
545-09 · Student Travel Awards	3,000.00	3,000.00
Total 545 · Awards & Scholarships	98,209.50	34,500.00
550 · Organizational Dues		
550-01 · IUTOX	1,000.00	1,000.00
550-02 · SLC Dues	1,000.00	1,000.00
Total 550 · Organizational Dues	2,000.00	2,000.00
555 · AACT Liasion		
555-01 · SOT Liaison Travel	4,862.95	4,000.00
555-02 · EAPCCT	7,323.31	7,000.00
555-03 · EAPCCT Sci. Planning Mtg.	3,122.34	2,000.00
Total 555 · AACT Liasion	15,308.60	13,000.00
560 · ABAT Program Expenses		
560-01 · ABAT Travel	2,145.70	
560-02 · ABAT Meetings	2,532.06	
560-03 · ABAT Exam Related	34.57	
560-04 · ABAT Supplies/Photocopy	74.38	
560-05 · ABAT Telephone/Webinar	490.01	

11:52 AM

The American Academy of Clinical Toxicology (AACT)

10/02/17

Profit & Loss Budget vs. Actual

Accrual Basis

January through December 2016

	Jan - Dec 16	Budget
560-06 · ABAT Postage/Delivery/Ship/Mail	116.85	
560-07 · ABAT Outside Services	125.00	
560-08 · ABAT Certificates/Awards/Gifts	553.70	
560-11 · ABAT Education Task Force	906.08	
560-12 · ABAT WEB/Computer updates/Mntc	825.00	
560-13 · ABAT Fellows/Residents Luncheon	4,576.51	
560 · ABAT Program Expenses - Other	0.00	9,000.00
Total 560 · ABAT Program Expenses	12,379.86	9,000.00
570 · NACCT Meeting Expenses		
570-01 · NACCT-Sponsor Fund (pass thru)	81,000.00	50,000.00
570-02 · NACCT - Pre-Symposium Costs	20,764.55	20,000.00
570-03 · NACCT - AACT Symposium/Other	4,022.29	10,000.00
570-04 · NACCT - Section Sessions	1,128.00	
570-05 · NACCT - Management Travel	2,990.20	
570 · NACCT Meeting Expenses - Other	900.00	
Total 570 · NACCT Meeting Expenses	110,805.04	80,000.00
580 · Other Expenses		
580-01 · Donations/Charitable	0.00	500.00
Total 580 · Other Expenses	0.00	500.00
590 · NACCT Partnership expenses	0.00	
Total Expense	543,774.68	414,466.00
Net Ordinary Income	-74,969.53	-2,941.00
Other Income/Expense		
Other Income		
800 · Unrealized Gains (Losses)	10,873.35	
Total Other Income	10,873.35	
Net Other Income	10,873.35	
Net Income	-64,096.18	-2,941.00

The American Academy of Clinical Toxicology (AACT)

Profit & Loss Budget vs. Actual

January through June 2017

	Jan - Jun 17	Budget
Ordinary Income/Expense		
Income		
400 · AACT Income		
401 · AACT Dues		
401-01 · AACT Dues Regular	123,400.00	145,000.00
401-02 · AACT Emeritus w/ Jrnl	900.00	
401-04 · INTL dues	1,800.00	3,000.00
Total 401 · AACT Dues	126,100.00	148,000.00
407 · AHLS Income	0.00	6,000.00
409 · Donations		
409-A · FOTA donations	550.00	2,000.00
409-B · Gary Wasserman donations	0.00	100.00
Total 409 · Donations	550.00	2,100.00
410 · Interest - Short Term	77.29	150.00
420 · Journal Income		
420-01 · Royalties - Informa	7,000.00	3,000.00
420-02 · Journal Income Subscriptions	6,705.00	6,000.00
Total 420 · Journal Income	13,705.00	9,000.00
Total 400 · AACT Income	140,432.29	165,250.00
460 · ABAT Income		
461 · ABAT Dues	10,400.00	10,000.00
463 · ABAT Credentialing Fees		
463-01 · ABAT Credentialing	200.00	2,600.00
463-02 · ABAT Exam Fees	900.00	3,900.00
Total 463 · ABAT Credentialing Fees	1,100.00	6,500.00
Total 460 · ABAT Income	11,500.00	16,500.00
470 · NACCT Income		
471 · NACCT - Main Congress		
471-01 · NACCT Profit/Loss Projections	0.00	85,000.00
471-02 · NACCT Main Congress CME Fees	0.00	60,000.00
471-03 · NACCT-Sponsor Educ. (pass thru)	0.00	50,000.00
Total 471 · NACCT - Main Congress	0.00	195,000.00
472 · NACCT - Pre-Symposium		
472-01 · NACCT Pre-Symposium Regist.	0.00	42,000.00
472-02 · NACCT Pre-Symposium CE-AACT	0.00	6,500.00
472-03 · NACCT Pre-Symposium CME-ACMT	0.00	8,500.00
Total 472 · NACCT - Pre-Symposium	0.00	57,000.00
Total 470 · NACCT Income	0.00	252,000.00
Total Income	151,932.29	433,750.00
Expense		
500 · Administrative Expenses		
500-01 · Insurance	500.00	1,600.00
500-02 · License/Filing Fees	248.00	300.00
500-03 · Management	43,704.00	87,408.00
500-04 · Rent	4,632.00	9,270.00
500-05 · Mgmt Travel	0.00	500.00
Total 500 · Administrative Expenses	49,084.00	99,078.00
510 · Operating Expenses		
510-01 · Print/copy/Design	1,718.90	2,000.00
510-02 · Postage/Shipping/Mailings	222.32	1,000.00
510-03 · Telephone & Fax	293.88	1,500.00
510-04 · Storage	180.00	500.00
510-05 · Computer (Email/DB)	1,544.82	1,000.00
510-06 · IT/Computer Support	1,540.00	4,000.00
510-07 · Supplies	742.76	3,000.00
510-08 · WEB	35,115.21	5,000.00

The American Academy of Clinical Toxicology (AACT)

Profit & Loss Budget vs. Actual

January through June 2017

	Jan - Jun 17	Budget
510-09 · Bank & Credit Card Charges	2,538.05	7,000.00
Total 510 · Operating Expenses	43,895.94	25,000.00
515 · Professional Fees		
515-01 · Accountant/Audit Fees	60.00	7,500.00
515-02 · Financial Advisor Fees	0.00	5,000.00
515-03 · Legal Fees	0.00	2,000.00
Total 515 · Professional Fees	60.00	14,500.00
520 · Board of Trustees		
520-02 · Board Meeting - Spring	20,511.71	20,000.00
520-03 · Board Meeting - Fall w/ NACCT	0.00	2,500.00
520-05 · Business Mtg @ NACCT	0.00	1,000.00
Total 520 · Board of Trustees	20,511.71	23,500.00
525 · Executive Committee		
525-04 · Meetings with Mgmt.	0.00	500.00
Total 525 · Executive Committee	0.00	500.00
530 · Committees		
530-01 · Committees - Education	6,250.00	10,000.00
530-02 · Committees - Fellowship	675.00	22,000.00
530-03 · Committees - Membership	0.00	1,000.00
530 · Committees - Other	0.00	5,000.00
Total 530 · Committees	6,925.00	38,000.00
535 · Membership		
535-02 · Position Statements		
535-02A · Position Stmt Honoraria	1,026.62	8,000.00
535-02 · Position Statements - Other	500.00	
Total 535-02 · Position Statements	1,526.62	8,000.00
Total 535 · Membership	1,526.62	8,000.00
540 · Publications		
540-01 · Journal - Clinical Toxicology	0.00	55,000.00
540-04 · Podcasts	0.00	2,000.00
Total 540 · Publications	0.00	57,000.00
545 · Awards & Scholarships		
545-01 · Career Achievement	0.00	500.00
545-02 · Distinguished Service	0.00	500.00
545-05 · Jr. Investigator (career devel)	0.00	22,500.00
545-06 · Recognition	0.00	750.00
545-07 · Research Award	3,000.00	6,000.00
545-09 · Student Travel Awards	0.00	3,000.00
Total 545 · Awards & Scholarships	3,000.00	33,250.00
550 · Organizational Dues		
550-01 · IUTOX	1,000.00	1,000.00
550-02 · SLC Dues	1,000.00	1,000.00
Total 550 · Organizational Dues	2,000.00	2,000.00
555 · AACT Liasion		
555-01 · SOT Liaison Travel	0.00	4,000.00
555-02 · EAPCCT	5,479.98	7,000.00
555-03 · EAPCCT Sci. Planning Mtg.	435.09	2,000.00
Total 555 · AACT Liasion	5,915.07	13,000.00
560 · ABAT Program Expenses		
560-05 · ABAT Telephone/Webinar	124.65	
560-08 · ABAT Certificates/Awards/Gifts	101.96	
560-12 · ABAT WEB/Computer updates/Mntc	970.28	
560 · ABAT Program Expenses - Other	0.00	16,500.00
Total 560 · ABAT Program Expenses	1,196.89	16,500.00
570 · NACCT Meeting Expenses		

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10/02/17

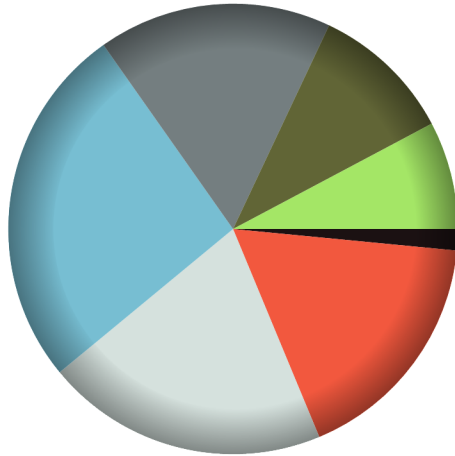
Cash Basis

The American Academy of Clinical Toxicology (AACT)
Profit & Loss Budget vs. Actual
January through June 2017

	<u>Jan - Jun 17</u>	<u>Budget</u>
570-01 · NACCT-Sponsor Fund (pass thru)	0.00	50,000.00
570-02 · NACCT - Pre-Symposium Costs	0.00	20,000.00
570-03 · NACCT - AACT Symposium/Other	539.78	10,000.00
570-06 · NACCT CME Admn Expense	20,000.00	35,000.00
Total 570 · NACCT Meeting Expenses	<u>20,539.78</u>	<u>115,000.00</u>
590 · NACCT Partnership expenses	<u>195.50</u>	
Total Expense	<u>154,850.51</u>	<u>445,328.00</u>
Net Ordinary Income	<u>-2,918.22</u>	<u>-11,578.00</u>
Net Income	<u><u>-2,918.22</u></u>	<u><u>-11,578.00</u></u>

Portfolio Summary

Asset Allocation



Current Allocation

Asset Class	Current Value	Current Percent
Cash	\$6,609	1.53%
Domestic Fixed Income	\$74,402	17.20%
Global Fixed Income	\$87,769	20.29%
Domestic Equity	\$113,290	26.19%
International Equity	\$72,694	16.81%
Real Estate	\$44,231	10.23%
Commodities/Managed Futures	\$33,497	7.75%
Total	\$432,493	100.00%

Summary by Account

Account Description	Account Type	Current Value
(AACT) American Academy of Clinical Toxicology (xxxx3453)	Schwab One	\$432,493
Total	Core Portfolio	\$432,493

Performance Summary

Previous Quarter & Year-To-Date Returns

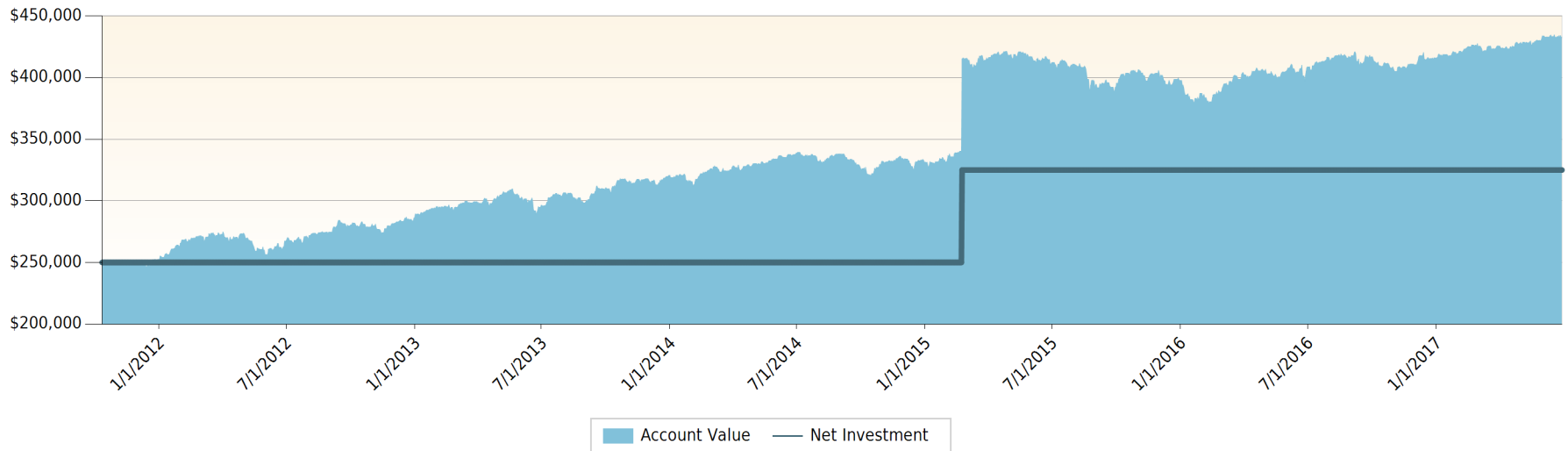
	Previous 3 months	Year to Date
Beginning Value	\$425,781	\$416,187
Net Contribution	\$0	\$0
Investment Gain	\$6,712	\$16,305
Ending Value	\$432,493	\$432,493
Account Return (Net TWR)	1.58%	3.92%

Since Inception Return

	Inception to Date (10/11/2011)
Beginning Value	\$250,000
Net Contribution	\$75,000
Investment Gain	\$107,493
Ending Value	\$432,493
Account Return (Net TWR)	6.29%

Returns for periods exceeding 12 months are annualized

Net Investment vs. Total Account Value



North American Congress of Clinical Toxicology

Partnership Financials: Profit & Loss Statement

December 31, 2016 as compared with 2015, 2014, 2013, 2012, 2011, 2010

	2016 Actuals	2015 Actuals	2014 Actuals	2013 Actuals	2012 Actuals	2011 Actuals	2010 Actuals
Income							
MEETING REVENUE							
5510 - Tuition-Main Congress	377,276.00	388,755.00	329,815.00	345,275.00	375,135.00	318,034.54	333,420.00
5525 - Educational Grants	84,500.00	50,000.00	83,000.00	55,000.00	75,000.00	55,000.00	56,000.00
5530 - Exhibitor Fees	27,300.00	19,000.00	17,500.00	19,650.00	16,000.00	22,500.00	23,100.00
5540 - Hotel Comps		15,341.51					
5541 - Hotel Commissions	59,088.84	53,952.10	40,006.46	33,317.16	22,040.00	0.00	40,997.70
5542 - Special Event	20,800.00	27,440.00					
5570 - Misc. Mtg	3,465.00	3,000.00	4,640.21	1,500.00	0.00	0.00	0.00
5590 - Accompanying Person	960.00	1,620.00	7,290.00	350.00	1,150.00	840.00	575.00
5591 - ACMT Pre-MTG Royalty	8,220.65						
5592 - Profit Sharing - ACMT Pre-mtg		0.00	0.00	9,030.61	0.00	0.00	0.00
5598 - Occupational Environmental Trac		0.00	0.00	0.00	0.00	0.00	1,945.00
Total MEETING REVENUE	581,610.49	559,108.61	482,251.67	464,122.77	489,325.00	396,374.54	456,037.70
OTHER INCOME							
4990 - Uncategorized Income	0.00	0.00	0.00	0.00	1.00		0.00
9010 - Interest Income	1.40	1.28	0.00	0.00	1.40	136.21	239.27
Total OTHER INCOME	1.40	1.28	0.00	0.00	2.40	136.21	239.27
PASS THRU REVENUE							
5515 - AACCT Pre Meeting Symposium			0.00	41,430.00	71,610.00	31,550.00	40,955.00
5516 - ACMT Pre Meeting Symposium			4,586.22	60,225.00	46,775.00	39,400.00	43,415.00
5517 - MRO Tuition-PostConference			0.00	0.00	0.00	0.00	0.00
5518 - Joint Symposium		99,465.42					
5595 - CE Credit Main Congress			0.00	51,125.00	52,500.00	44,800.00	44,005.00
5596 - CE Credit ACMT Symposium			0.00	8,450.00	7,280.00	5,995.00	6,380.00
5597 - CE Credit AACCT Symposium			0.00	6,305.00	10,270.00	4,785.00	5,770.00
5599 - Occ/Env CE Credit			0.00	0.00	0.00	0.00	110.00
5600 - Pass Thru Revenue			0.00	166,035.00	188,435.00	126,530.00	140,635.00
Total PASS THRU REVENUE	0.00	99,465.42	4,586.22	1,500.00	0.00	0.00	0.00
Total Income	581,611.89	658,575.31	486,837.89	465,622.77	489,327.40	396,510.75	456,276.97
Expense							
OPERATING EXPENSES							
8030 - Bank Charges	21,744.01	21,182.29	14,790.57	14,660.76	15,266.58	11,158.78	9,995.41
8085 - Credit Card Discounts/Fees	0.00	0.00	0.00	0.00	0.00	0.00	89.20
Total OPERATING EXPENSES	21,744.01	21,182.29	14,790.57	14,660.76	15,266.58	11,158.78	10,084.61
OPERATIONAL EXPENSES							
7005 - Abstracts	2,900.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,500.00
7010 - Administrative Trave	406.80	330.80	1,486.97	3,274.70	1,091.92	3,039.43	1,503.15
7020 - Administrative Meals	1,118.46	509.80	981.81	1,779.34	1,961.85	1,092.59	469.53
7025 - Administrative Lodging	2,781.18	3,056.01	1,227.52	0.00	0.00	4,257.22	6,248.81
7050 - Consultation Fees	37,000.00	32,000.00	32,000.00	32,000.00	32,000.00	14,234.52	34,850.00
7060 - Equipment Rental	76,607.35	73,897.88	53,438.00	61,550.56	3,517.10	79,518.58	70,964.00
7080 - Exhibit Displays	4,994.13	4,735.00	4,186.31	2,914.01	5,836.29	4,111.58	6,200.19
7084 - Exhibit Posters	3,294.00	4,031.37	3,773.40	2,696.24	3,244.00	3,300.00	2,520.00
7086 - Exhibit Processing Fees	3,600.00	2,625.00	2,625.00	2,625.00	0.00	0.00	0.00
7087 - CXL Insurance	634.58						
7088 - CME Fees	50.00						
7089 - Electrical	3,585.14						
7090 - Subscriptions	479.40						
7091 - Onsite Temp Staff	2,063.52						
7092 - Onsite Registration Materials	191.25						
7093 - Informa Awards	1,500.00						
7100 - Faculty Travel		0.00	568.40	0.00	0.00	0.00	0.00
7125 - Meeting Planning		0.00	0.00	0.00	6,856.39	7,031.89	9,452.90
7130 - Misc. Meeting Expenses	2,758.02	30,060.17	33,775.75	6,663.02	65,765.32	8,064.08	14,172.70
7147 - NACCT Profit Payout		0.00	0.00	0.00	0.00	0.00	0.00
7150 - Registration Material	4,556.93	10,937.79	5,666.50	8,410.06	4,348.40	4,308.84	6,227.52
7155 - Registration Process	52,725.00	39,820.00	37,620.00	37,290.00	41,274.55	41,946.50	39,866.00
7160 - Refreshments	102,294.18	99,950.40	66,868.51	81,288.00	92,299.68	87,130.39	59,914.46
7170 - Shipping Costs/Posta	652.19	183.65	1,770.66	1,453.95	1,796.30	2,620.22	2,008.50
7173 - Special Event	44,615.65	43,478.29					
7174 - Sponsor Dinner	2,879.73						
7181 - Keynote Symposium	13,493.65	6,493.69	3,888.30	23,201.64	23,937.76	26,215.97	34,873.70
7190 - Syllabus Printing		0.00	0.00	0.00	0.00	5,110.00	4,382.18
7191 - internet café	3,188.00	6,730.00	4,300.00	6,000.00	0.00	15,703.11	15,000.00
7201 - Opening Reception	22,350.45	32,399.27	30,066.83	21,250.69	24,087.90	30,444.82	27,919.61
7202 - Web Portal Content	17,500.00	0.00	20,000.00	20,000.00	19,500.00	19,072.50	19,500.00
7209 - Wireless Inter Net Attendees	4,312.00	0.00	0.00	0.00	0.00	13,300.00	
7203 - Signage	1,042.76	1,189.44	912.10	555.34	751.62	2,232.89	0.00
Total OPERATIONAL EXPENSES	413,574.37	394,428.56	307,156.06	314,952.55	330,269.08	374,734.93	343,573.28
PASS THRU OPERATIONAL EXPENSES							
7131 - Journal of Clinical		0.00	0.00	0.00	0.00	2,053.26	1,318.82
7171 - Travel Awards		0.00	0.00	0.00	0.00	4,691.01	7,816.82
7172 - AACCT Symposium		0.00	0.00	0.00	0.00	23,749.71	24,211.57
7180 - Clinical Trials Lunch		0.00	0.00	0.00	0.00	0.00	2,741.73
7182 - ACMT Pre Meeting Symposium		0.00	0.00	0.00	0.00	13,819.65	14,808.88
7183 - AACCT Pre Meeting Symposium		0.00	0.00	0.00	0.00	20,480.91	16,070.71
7185 - ACMT Board/Business		0.00	0.00	0.00	0.00	10,116.57	3,740.94
7186 - AAPCC/PEC		0.00	0.00	0.00	0.00	22,747.85	14,639.32
7187 - MRO Course		0.00	0.00	0.00	0.00	0.00	0.00
7188 - Joint Symposium		90,398.56					
7189 - ABAT Business Board		0.00	0.00	0.00	0.00	8,232.57	5,475.46
7198 - Toxicall		0.00	0.00	0.00	0.00	0.00	168.00
7199 - Ped Track Pass		0.00	0.00	0.00	0.00	12,716.75	0.00
7211- BTG Lunch	14,448.64	0.00	10,103.87	0.00	0.00	0.00	0.00
7300 - Reimbursed Expenses		0.00	0.00	0.00	0.00	-118,608.28	-90,992.25
Total PASS THRU OPERATIONAL EXPENSES	14,448.64	90,398.56	10,103.87	0.00	0.00	0.00	0.00
PROMOTIONAL EXPENSES							
6000 - Advertising Preparat	1,250.00	0.00	0.00	4,807.75	0.00	3,028.87	1,600.00
6001 - Bags/Lanyards	4,087.68						
6003 - Mobile App	5,866.00						
6025 - Email Marketing		0.00	0.00	500.00	125.85	0.00	0.00
6030 - Mailing Lists		0.00	0.00	1,049.91	2,065.63	2,879.84	1,837.66
6040 - Mailing Services		0.00	0.00	315.96	450.00	396.21	527.41
6045 - Misc. Supplies		0.00	239.99	0.00	0.00	88.10	0.00
6060 - Postage/Promotion	200.00	2,542.19	1,500.00	1,003.62	1,732.60	1,666.61	3,000.13

Partnership Financials: Profit & Loss Statement								
December 31, 2016 as compared with 2015, 2014, 2013, 2012, 2011, 2010								
	2016 Actuals	2015 Actuals	2014 Actuals	2013 Actuals	2012 Actuals	2011 Actuals	2010 Actuals	
6061 - Pay-per-click	804.21	713.91						
6070 - Printing Brochure		0.00	0.00	2,788.22	2,072.00	2,058.41	1,420.80	
6090 - Other Costs/google		0.00	0.00	150.00	0.00	499.00	0.00	
Total PROMOTIONAL EXPENSES	12,207.89	3,256.10	1,739.99	10,615.46	6,446.08	10,617.04	8,386.00	
exhibit security	0.00	0.00	0.00	0.00	0.00	0.00	2,585.00	
Total Expense	461,974.91	509,265.51	333,790.49	340,228.77	351,981.74	396,510.75	364,628.89	
Net Income Thru Contemporary Forums Operations	119,636.98	149,309.80	153,047.40	125,394.00	137,345.66	0.00	76,656.74	
Prior Period Adjustments								
Opening Balance Adjustment	(1.28)	(449.50)						
Net Income Thru Contemporary Forums Operations	119,635.70	148,860.30						
Partnership Expenses thru HQ office (VA)								
Miscellaneous Income								
Interest Income	5.54	7.55	26.97	47.97	46.81			
Meeting Expenses		(3,344.29)			(1,521.41)			
Admn. Support Fees		(159.00)			(470.47)	(1,781.25)	(5.00)	
Filing Fees	(188.50)	(183.00)	(176.00)	(168.50)	0.00	(372.64)		
Accounting Fees	(2,800.00)	(1,900.00)	(2,098.75)	(2,198.75)	(1,645.00)	(6,262.50)	(2,565.00)	
Legal Fees			(732.85)		(315.00)	(564.30)		
Total Partnership Expenses thru HQ office (VA)	(2,982.96)	(5,578.74)	(2,980.63)	(2,319.28)	(3,905.07)	(8,980.69)	(2,570.00)	
Prior period adj (old o/s checks)					3,659.94	(2,452.58)	2,000.00	
Net Income (Loss) Partnership All Activity	116,652.74	143,281.56	150,066.77	123,074.72	137,100.53	(11,433.27)	76,086.74	
Allocation of total Partnership Income:								
AACT	71,087.71	87,315.21	91,450.09	75,001.24	83,548.51			
Poison	45,565.03	55,966.35	58,616.68	48,073.48	53,552.02			
	116,652.74	143,281.56	150,066.77	123,074.72	137,100.53			

**North American Congress of Clinical Toxicology
Partnership Financials: Balance Sheet
December 31, 2016 as compared with 2015, 2014, 2013, 2012, 2011, 2010**

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
ASSETS							
Current Assets:							
Wells Fargo Checking	120,307.73	298,082.02	435,316.70	291,769.96	11,753.05	42,331.59	28,786.17
Wells Fargo Savings	5,078.42	5,078.30	25,536.52	5,536.52	5,536.52	5,759.88	125,702.67
Business Bank Checking (HQ)	6,340.60	14,721.35	14,713.80	20,061.68	23,965.59	23,918.78	34,399.47
Total Current Assets	<u>131,726.75</u>	<u>317,881.67</u>	<u>475,567.02</u>	<u>317,368.16</u>	<u>41,255.16</u>	<u>72,010.25</u>	<u>188,888.31</u>
Other Assets:							
A/R Sponsorships			-	-	1,500.00	15,000.00	55,000.00
A/R General	75,992.60	109,372.22	(10.00)	65,810.67	1,687.42	-	4,673.66
A/R Pass Thru Exp.		-	-	1,644.00	-	127,738.72	90,992.25
Prepaid Expenses	19,294.50	5,466.00	-	-	-	7,481.38	8,925.52
Total Other Assets	<u>95,287.10</u>	<u>114,838.22</u>	<u>(10.00)</u>	<u>67,454.67</u>	<u>3,187.42</u>	<u>150,220.10</u>	<u>159,591.43</u>
TOTAL ASSETS	<u>227,013.85</u>	<u>432,719.89</u>	<u>475,557.02</u>	<u>384,822.83</u>	<u>44,442.58</u>	<u>222,230.35</u>	<u>348,479.74</u>
LIABILITIES & EQUITY:							
Liabilities:							
Account Payable	79,508.38	247,160.85	158,322.83	111,405.18	-	-	-
Payable to AACT (HQ)	188.50	5,586.29	0.00	2,367.25	3,951.88	-	-
Accrued Expenses (distributions)	119,636.98	149,308.52	280,543.00	231,378.98	-	181,494.52	219,653.64
Total Liabilities	<u>199,333.86</u>	<u>402,055.66</u>	<u>438,865.83</u>	<u>345,151.41</u>	<u>3,951.88</u>	<u>181,494.52</u>	<u>219,653.64</u>
Equity:							
Fund Balance	30,664.23	36,691.19	39,671.42	40,490.70	40,735.83	52,169.10	52,739.36
Distributions	(119,636.98)	(149,308.52)	(153,047.00)	(123,894.00)	(137,345.66)		
Net Income	116,652.74	143,281.56	150,066.77	123,074.72	137,100.53	(11,433.27)	76,086.74
Total Equity	<u>27,679.99</u>	<u>30,664.23</u>	<u>36,691.19</u>	<u>39,671.42</u>	<u>40,490.70</u>	<u>40,735.83</u>	<u>128,826.10</u>
TOTAL LIABILITIES & EQUITY	<u>227,013.85</u>	<u>432,719.89</u>	<u>475,557.02</u>	<u>384,822.83</u>	<u>44,442.58</u>	<u>222,230.35</u>	<u>348,479.74</u>
Equity							
AACT	9,001.99	12,196.23	16,968.00	19,846.00	21,681.00	23,040.00	78,501.00
Poison	18,678.00	18,468.00	19,724.00	19,826.00	18,810.00	17,696.00	50,325.00
Total Equity	<u>27,679.99</u>	<u>30,664.23</u>	<u>36,692.00</u>	<u>39,672.00</u>	<u>40,491.00</u>	<u>40,736.00</u>	<u>128,826.00</u>
Distributions - 2016							
Profit	<u>74,282.19</u>	<u>45,354.79</u>	<u>119,636.98</u>				
Joint Symposium Royalty							
Total	<u>74,282.19</u>	<u>45,354.79</u>	<u>119,636.98</u>				

Budget Placeholder

Committee/Section Name:
FRIENDS OF THE ACADEMY

Date:

9/10/2017

Name of Person Completing this Report:

Alan Woolf

Current Chair/Co-Chair Names:

Alan Woolf/Bob Hoffman

Is this a change in chair(s) since last year?

Yes

List of Activities this past year (2017-current):

Solicitation of funds during membership renewal.

Conducted competitive Wasserman Travel Award - given to Dr. Christopher Gaw

Raised \$3100 in each of 2016 &v 2017 so far

Totals: FOTA (\$10,025 unencumbered) WASSERMAN (\$1,720 encumbered)

Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017?

No

Please list the title; date and presenter of your webinar in 2017

List of Activities/Plans for the upcoming year:

1. Solicit additional funds during membership renewal
2. Publish the list of donors both on-line as well as in AACTion

Identify any new initiatives/projects that your section would like the Board to consider:

1. Develop a 'thermometer of giving' for the new web-page
2. Authorize a fundraising drive targeting Fellows of the AACT

How can AACT better assist your section/committee?

Be proactive in creating/distributing fundraising solicitation letters

Good stewardship by the investment of raised funds

Does your committee/section have any budgetary needs/requests?

Yes

Please list any other comments or needs not addressed above:

BoT will need input from Pediatric Toxicology Section about where to go with the Wasserman Award?

Would your section be willing to contribute to a blog post(s) for the new website?

Yes

Committee/Section Name:
AACT Toxicology History Section

Date:

Name of Person Completing this Report:

Anna Arroyo Plasencia

Current Chair/Co-Chair Names:

Anna Arroyo Plasencia

Is this a change in chair(s) since last year?

No

List of Activities this past year (2017-current):

Organize the 2017 AACT Toxicology History Section lecture

Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017?

No

Please list the title; date and presenter of your webinar in 2017

List of Activities/Plans for the upcoming year:

- Organize the 2018 AACT Toxicology History Section lecture

- Contribute to a future AACT webinar series

Identify any new initiatives/projects that your section would like the Board to consider:

We would like to initiate an annual AACT Toxicology History Section award to be given to the presenter or group with the most entertaining and educational lecture each year. We hope to use this award to encourage increased interest in our lecture.

How can AACT better assist your section/committee?

Provide the section with an AACT e-mail address.

Does your committee/section have any budgetary needs/requests?

Yes

Please list any other comments or needs not addressed above:

None

Would your section be willing to contribute to a blog post(s) for the new website?

Yes

AACT Toxicology History Section Budgetary Request

Annual Award: \$1100

- \$1000 to be award to the presenter or group with the most entertaining and educational lecture each year
- Winner will be selected by the members of the AACT Toxicology History Section and will to be announced at the end of each yearly lecture
- \$100 to be used for flyers to announce the subsequent year's award

Committee/Section Name
Scientific Committee

Date

10/03/2017

Name of Person Completing this Report

Sophie Gosselin

Current Chair/Co-Chair Names

Sophie Gosselin

Is this a change in chair(s) since last year?

Yes

List of Activities this past year (2017-current)

- Evaluation of ABAT journal club articles
- Collaboration with ACMT for the fentanyl position statement
- Inauguration of the Clinical Toxicology Recommendation Collaborative with EAPCCT, APAMT with two guideline projects started Decontamination series: Activated charcoal; Clinical Management series: QT prolongation risk and treatment.

Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017?

Yes

Please list the title; date and presenter of your webinar in 2017

Darren Roberts: lithium.

List of Activities/Plans for the upcoming year

- ABAT JC article review
- ACMT position statement joint project
- Tox Collaborative ongoing work

Identify any new initiatives/projects that your section would like the Board to consider

Offer from BEEM to create a new repository of evidence GRADE assessment for toxicology articles. It would be TOX-BEEM. Dr Sophie Gosselin is a member of the BEEM group and was nominated Head of the Clinical Pharmacology and Toxicology BEEM. With AACT endorsement and hopefully Clinical Toxicology publications, the TOX-BEEM appraised articles could be accessible to AACT members. Scientific Committee members would be requested to contribute to the scientific appraisal

How can AACT better assist your section/committee?

Provide more funding

Provide more hours of administrative assistant and a dedicated coordinator for the Tox-BEEM project if supported.

Does your committee/section have any budgetary needs/requests?

Yes

Please list any other comments or needs not addressed above

Increased complexity of the Tox Collaborative and underestimation of the hours spent by Dre Lavergne causes an increased in hours for the Steering Committee chair. The participation of an epidemiologists is required with the corresponding funding.

If the funding provided by AACT were to be framed as an operation grant to the members of the steering committee it would facilitate them receiving some credit and protected time from their institution to dedicate hours to the Collaborative. These are research activities and knowledge translation activities.

Would your section be willing to contribute to a blog post(s) for the new website?

Yes



Asia Pacific Association
of Medical Toxicology



European Association of Poisons Centres
and Clinical Toxicologists

Montréal October 2nd 2017

Motions for Scientific Committee report

AACT Scientific Committee

1. AACT Scientific Committee will always meet during lunch for future NACCT and food will be provided for a maximum amount of 800\$ USD.
2. AACT supports the creation of TOX-BEEM and will host on its website at no cost to the BEEM group the TOX-BEEM articles and support a request for publication in Clinical Toxicology as benefit to the membership.

Clinical Toxicology Recommendations Committee

3. The Clinical Toxicology Recommendations Committee functions as a knowledge translation and scientific project. The Board chooses to modify its funding strategy from a simple committee to a programmatic grant structure with a funding of 10 000\$ per year per project for up to four years for a total sum of 80 000\$ awarded to Dr Sophie Gosselin, chair of the Steering Committee.
4. The expertise of an epidemiologist is required for the Clinical Toxicology Recommendations Committee. Considering the lead AACT took in this initiative and that the other lead associations cannot financially contribute, the BOT will allow the inclusion of the epidemiologist expenses as part of the programmatic grant.

Respectfully submitted

Sophie Gosselin
Chair

Montréal Sept 15th 2017-10-03

2016-2017 Activity year

Description	Amount allocated	Expenses	Amount spent
Funding	8000\$		
Librarian work		1500\$	600\$
Research assistant ***	5300\$	5300\$	TBA
Basecamp software **		500\$	500\$
Lunch at NACCT *		1600\$	1600\$
Equipment at NACCT*		2050\$	2050\$
Article translation	(2500\$)		
TOTAL	13300\$	10950\$	TBA
Surplus or Loss)			2080\$

*initially not included in the budget submitted when project started. These items were added by Degnon without committee chair being aware.

** Initially not in the budget when submitted

*** extra funding granted after initial amount.

2017-2019 budget predictions (amounts given per year)

Description	Amount allocated	Expenses
Funding granted	13300\$	
Librarian work		1500\$
Research assistant		5300\$
Basecamp software		500\$
Epidemiologist		5000\$
Lunch at meetings		1600\$
Equipment at NACCT ¹		2050\$
Article translation		2500\$
TOTAL		18450\$
Surplus (or Loss)	(5150\$)	
2016-2017 carry over	(3070\$)	

¹ epidemiologist range from 50-75\$ per hour based on experience. A minimum of 150h per project is expected. With authorship, rate can be decreased.

NACCT 2017

Co-Chair's report

Mark Kostic, MD FAACT
President-elect, AACT

Attendance to date

	2017 (28 Sep)	2016
ACMT Pre-meeting	220	241
AACT Pre-meeting	275	193
Main Congress	668	641
Partial Main Congress	Fri 4/Sat 1/Sat 2	
Social event	195	186

AACT Pre-Meeting Symposium

- Brandon Wills, Kennon Heard
 - Cardiotoxins: An in-depth look at the pathophysiology, presentation and management of heart poisoning

Keynote

- Dr. Jennifer Gardy
- Thanks to Sophie G.
- “Open Science: Lessons from the Open-Source Outbreak”
- Cost to NACCT: \$7,500 (CAD) + tax



New this year

- ½ hour sessions
- Debate
- “Lightning orals”

AACT sponsored education –Main Congress Day 1

- 9:00-10:00: Tox History
 - Child resistant packaging; polio eradication
- 11:00-12:30: Acute and Intensive Care
- 3:45-5:15: Pediatrics and Addiction
 - The impact of the opioid crisis on children and adolescents
- 3:45-4:45: Radiation
 - Acute radiation syndrome update

AACT sponsored education – Main Congress Day 2

- 7:30-8:30: Career Achievement Award
 - Rick Dart
- 11:30-12:30: Debate (Cole v Aaron)
 - Benzos or antipsychotics for the acutely violent, intoxicated patient
- 1:30-2:30: Occup and Env section
 - Remediation and sequelae of oil pipeline spills
- 2:30-3:30: Herbals section
 - Green tea, the good and the ugly
- 3:45-4:45: ABAT Scientific Symp
 - The dark web: Cyberspace marketplace

AACT sponsored education – Main Congress Day 3

- 7:30-8:30: AACT Scientific Symposium
 - Kennon Heard, Ken McMartin
 - Toxic alcohols beyond methanol and EG
- 11:00-12:00: Forensics section
 - Case files for the M.E.'s office
- 1:00-2:00: Fellows in Training, Kennon Heard
 - Brief oral presentations
- 2:00-2:30: Scott Phillips – Environmental tox
 - Health risk assessment with emphasis on a lead mine in Indonesia
- 2:00-2:30: Sports Tox section
 - Use of P.E.D.s and exercise recovery in the athlete
- 2:45-4:45: Medical Toxicology 2017 LLSA Article Review

FIT Luncheon

- Main Congress Day 2 (10/14), 12:30-1:30
- Try to have all BoT members and past presidents attend
- Make fellows more aware of AACT and the value of membership

Social Event

- Saturday 6:30-10:30 pm
- Science World Tour and Dinner
- Transportation provided to and from



Thank you to all of the NACCT planners representing AACT

- Scientific content
 - Chair – Jon Cole
- Pre-meeting symposium
 - Chair – Brandon Wills; Co-Chair Kennon Heard
- Abstracts
 - Chair – John Devlin; Co-chair Ziad Kazzi
- Scientific Symposium – Kennon Heard
- ABAT: Fred Aleguas, Howard McKinney
- CME – Kirk Cumpston, Nadia Awad, Renee Petzel Gimbar
- Finance: Shawn Varney and Sarah Shiffert
- “The Grid” – Sandy Giffin
- Leigh DeLaTorre, Contemporary Forums

Next year – NACCT turns 50!

- Chicago
- Themes?
- Ideas?

NACCT location and pattern history: revenue

2017 – Sheraton Wall Centre, Vancouver, BC
October 11-15

Wed Thurs Fri Sat Sun
10/11 10/12 10/13 10/14 10/15

2016 - Sheraton, Boston, MA
September 12-16

\$165,277

Mon Tue Wed Thurs Fri
9/12 9/13 9/14 9/15 9/16

2015 - Hyatt, San Francisco, CA
October 8- 12

\$193,558

Thurs Fri Sat Sun Mon
10/8 10/9 10/10 10/11 10/12

* 2014 - Sheraton, New Orleans, LA
October 17- 21

\$169,854

Fri Sat Sun Mon Tues
10/17 10/18 10/19 10/20 10/21

2013 - Hyatt, Atlanta, GA
September 27- October 2

\$150,380

Fri Sat Sun Mon Tues Sat
9/27 9/28 9/29 9/30 10/1 10/2

2012 - Cosmopolitan, Las Vegas, NV
October 1-6

\$194,341

Mon Tue Wed Thurs Fri Sat
10/1 10/2 10/3 10/4 10/5 10/6

2011 - Omni Shoreham, Washington DC
September 21-26

\$ 44,413

Wed Thurs Fri Sat Sun Mon
9/21 9/22 9/23 9/24 9/25 9/26

bold is first pre-conference symposium day
* first shortened meeting

Past Annual Meetings of the American Academy of Clinical Toxicology

1968	Chicago (organizational meeting)	2011	Washington, DC
1969	Chicago, IL	2012	Las Vegas, NV
1970	San Francisco, CA	2013	Atlanta, GA
1971	Philadelphia, PA	2014	New Orleans, LA
1972	Snowmass, CO	2015	San Francisco, CA
1973	San Diego, CA	2016	Boston, MA
1974	Montreal, Quebec, Canada		
1975	Kansas City, MO		
1976	Seattle, WA		
1977	Le Chanteclair, Quebec, Canada		
1978	Chicago, IL		
1979	New Orleans, LA		
1980	Minneapolis, MN		
1981	Salt Lake City, UT		
1982	Snowmass, CO		
1983	Boston, MA		
1984	San Diego, CA		
1985	Kansas City, MO		
1986	Santa Fe, NM		
1987	Vancouver, BC, Canada		
1988	Baltimore, MD		
1989	Atlanta, GA		
1990	Tucson, AZ		
1991	Toronto, Canada		
1992	Tampa, FL		
1993	New York, NY		
1994	Salt Lake City, UT		
1995	Rochester, NY		
1996	Portland, OR		
1997	Saint Louis, MO		
1998	Orlando, FL		
1999	La Jolla, CA		
2000	Tucson, AZ		
2001	Montreal, Quebec, Canada		
2002	Palm Springs, CA		
2003	Chicago, IL		
2004	Seattle, WA		
2005	Orlando, FL		
2006	San Francisco, CA		
2007	New Orleans, LA		
2008	Toronto, Canada		
2009	San Antonio, TX		
2010	Denver, CO		

PROPOSAL TO ESTABLISH A NACCT MEETING SCHEDULING TEMPLATE

Brought forward by Sophie Gosselin, AACT Board of Trustees member

Motion 1:

It is decided that NACCT meeting planners will adopt a fixed recurrent template for meetings and scientific sessions for NACCT.

Motion 2:

It is decided that scientific sessions would run from 9AM until 12PM and from 1PM to 4PM every day.

Motion 3

Reserve meeting times to 8-9AM, 12PM to 1PM and 4PM to 5PM

CPC competition and other usual evening activities are excluded.

Rationale

The NACCT meeting offers scientific sessions but is also a major venue for research meetings and networking. Members and attendees have rare opportunities during the year to meet face to face. Meetings and networking contribute to a significant degree to research, knowledge translation and other collaboration. It has been difficult for members to organise meetings at convenient times taking account timezone travel and the need to attend scientific sessions. A later start of sessions allows members to meet over breakfast before the scientific sessions or network around the breakfast table provided by NACCT. This would also provide an incentive to attend the sessions as opposed to what is being observed; ad-hoc meetings and networking occurring in the hallways during scientific sessions. Similarly providing an earlier end to the session would allow meeting times at the end of the day without encroaching on the much needed personal time before dinners and other planned activities, which are also an important function of NACCT gathering.

Bottom line: a healthy schedule, taking into account the limit of what the usual adult learner takes in with 6h of scientific content per day, a reasonable start and end times to facilitate meeting and networking, would likely benefit all the needs of the membership and other attendees of the conference.

CME and CPE Responsibilities

	NACCT	ATF	Webinar
Meeting Management	CF	-	Mgmt
Manages on-line learning site	N/A	Digitell	Mgmt
Obtains UANs	Amedco/Mgmt	-	Mgmt
Manages the disclosure tool	CF	-	Mgmt
Verifies correct ACCME/CPE content on disclosure site <u>prior</u> to use	Amedco	-	Amedco
Verifies everyone who needs to disclose has <u>prior</u> to participation, speakers and planners (two lists).	CF/Mgmt	-	Mgmt
Ensures completion	CF/Mgmt	-	Mgmt
Flags EEs of Commercial interest <u>prior</u> to participation	Mgmt	-	Mgmt
Denies participation of EE of commercial interest	Mgmt (w CE volunteer approval)		
Denies participation if no disclosure	Mgmt (w CE volunteer approval)		
Manages print material	CF /Mgmt	Digitell/Mgmt	Mgmt
Manages web material	Mgmt	Digitell/Mgmt	Mgmt
Verifies correct ACCME content on brochures site <u>prior</u> to printing/posting	Amedco	Amedco	Amedco
Knows where the money is coming from and for what	Mgmt	Mgmt	Mgmt
Identifies commercial support vs other money	Amedco	Amedco	Amedco
Verifies correct ACCME/ACPE content and execution of LOA prior to acceptance	Amedco/Mgmt	-	Amedco/Mgmt
Manages the Evaluation tool	Digitell	Digitell/Mgmt	Amedco
Verifies correct ACCME/ACPE content on evaluation <u>prior</u> to use	Amedco	Amedco	Amedco
Manages the certificate tool	Digitell	Digitell	Amedco
Verifies correct ACCME/CPE content on certificate <u>prior</u> to use	Amedco	Amedco	Amedco
Creates the PN	CF /Mgmt	CF /Mgmt	Mgmt
Verifies PN <u>prior</u> to use	Amedco	Amedco	Amedco

Provides Post Test	N/A	CF/Mgmt	Mgmt
Verifies Post Test	N/A	Amedco	Amedco
Sets Expiration date	N/A	Amedco	Amedco
Collects necessary documents for ACCME/ACPE	Amedco	Amedco	Amedco
Closes Activity Files	Amedco	Amedco	Amedco
Updates Pars	Amedco	Amedco	Amedco
Updates CPE Monitor	Amedco	Amedco	Amedco

ACCME interpretation	Norm	Norm	Norm
ACPE interpretation	Norm	Norm	Norm

Committee/Section Name:

Membership

Date:

9/25/2017

Name of Person Completing this Report:

Schaeffer

Current Chair/Co-Chair Names:

Schaeffer

Is this a change in chair(s) since last year?

Yes

List of Activities this past year (2017-current):

Started discussion on how to increase and retain members

Started discussion on how to increase our visibility and impact to achieve above goal

Started discussion to increase mentoring and initiatives to increase learner involvement in the AACT hopefully leading to long-term, invested members

Re-evaluating the timing/use/structure of the member survey

Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017?

No

Please list the title; date and presenter of your webinar in 2017

N/A

List of Activities/Plans for the upcoming year:

Continuing all above.

Identify any new initiatives/projects that your section would like the Board to consider:

Engaging a marketing firm to help us.

How can AACT better assist your section/committee?

Resources as above.

Does your committee/section have any budgetary needs/requests?

No

Please list any other comments or needs not addressed above:

Will hopefully engage more members for the membership committee

Would your section be willing to contribute to a blog post(s) for the new website?

Yes

AACT Membership Report															
MEMBER TYPE	12/31/10	5/22/11	12/31/11	4/11/12	12/31/12	4/24/13	12/31/13	5/9/14	12/31/14	6/16/15	12/31/15	04/08/16	12/31/16	06/20/17	10/02/17
Full Member	551	528	589	482	593	478	559	522	589	539	588	540	614	502	549
International	18	17	21	22	34	29	33	22	25	25	27	22	24	22	23
FIT	93	33	77	53	73	54	107	77	117	86	121	80	107	80	133
Student	15	16	19	4	7	0	9	7	6	5	12	17	30	63	69
Emeritus	51	59	60	60	56	57	55	57	57	59	61	61	61	57	61
Total Members	728	653	766	621	763	618	763	685	794	714	809	720	836	724	835

AACT Public Relations Committee

March 2017

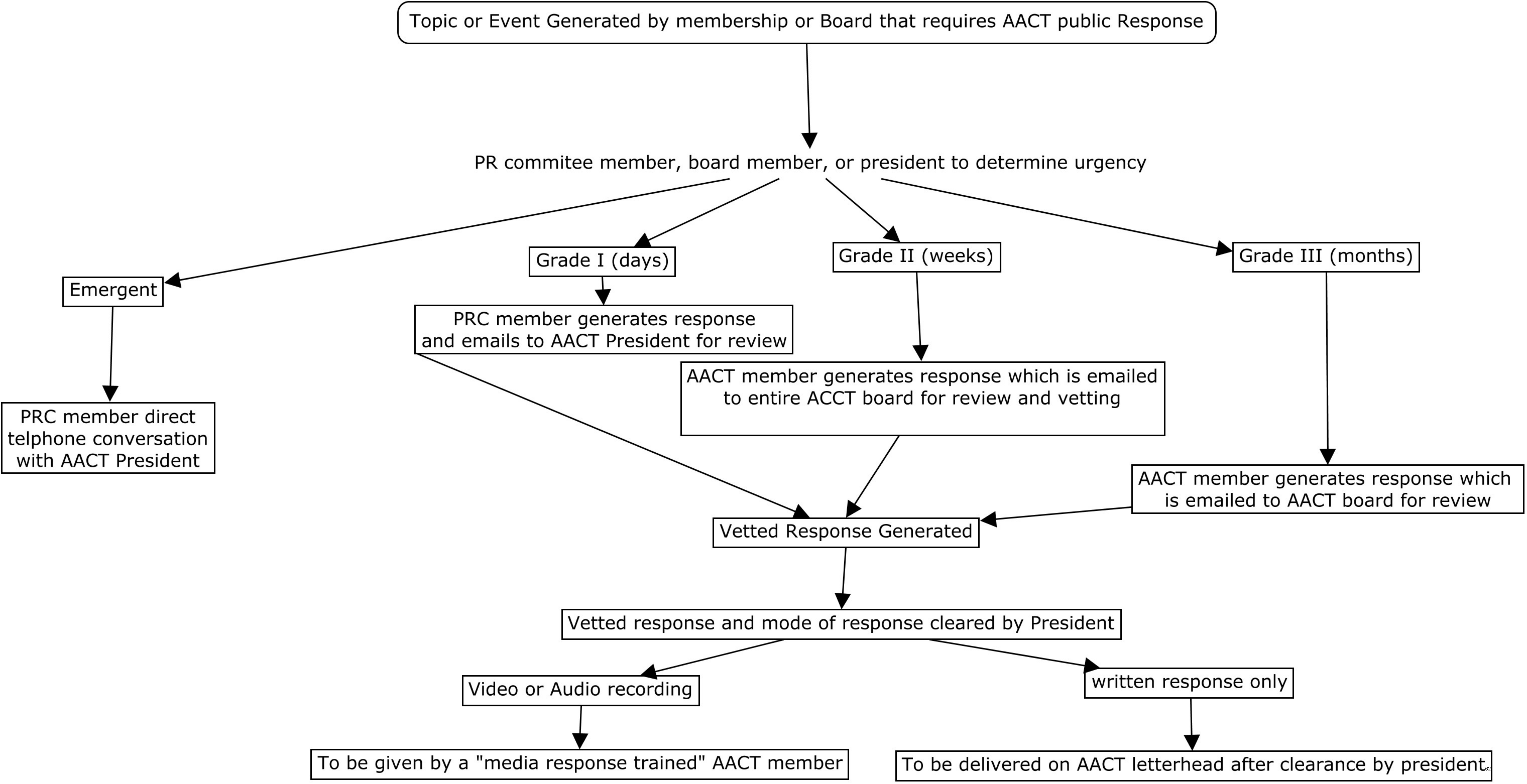
Committee Members: Nicholas Nacca, Jennifer Lowry, Jeanna Marraffa

Goals:

- Respond to large scale toxicology related mainstream media events in a time appropriate matter with positions accurately reflecting the general consensus of the members of AACT
- Inform members of AACT activities and events in an effective and timely manner, utilizing creative and up to date media tools whenever possible
- Highlight the efforts and activities of AACT in the general public to increase awareness of the organization

Objectives 2017:

- Draft a process for writing and vetting statements in response to toxicological events from the AACT
 - Have process approved by the AACT board
- Develop a plan for adequately training committee members to deliver responses and field questions from media
 - Have plan approved by the AACT board



Meeting 3/8/17

11 AM EST

In Attendance: Nicholas Nacca, Jennifer Lowry, Jeanna Marraffa

- Goals and objectives of PR committee
 - Respond to large scale tox related to main stream media events
 - Need
 - Process needed to produce statements
 - Multiple tiered responses
 - I- days
 - II-weeks
 - III-months
 - Media training
 - News media training
 - Invite AAPCC, ACMT to Media training
 - Heather Long
 - ACMT PR committee – Michelle Ruha
 - What does ACMT or larger organizations like AMA, ACEP
 - Scientific review committee- Sophie Gosselin
 - How do we interact with this committee
 - Informing AACT members of what's happening
 - Podcast?
 - Video podcast
 - Blog viewership?
 - Bulletin board on website? What is the overall goal of the bulletin board on the website?
 - Mediums for advertisement
 - AACT website
 - AACT ACTION newsletter
 - Podcast
 - Members news circulation email or part of website periodically
 - Posted with disclaimer
 - Time limited
 - How do we vet the request of membership to publicize information?
 - Website modification to members only?
 - Public message board?
 - Question- how do we address potential industry conflicts of interest from a public relations standpoint
 - Who monitors the ACMT forum?
 - Rules?
 - Will we allow research/surveys?
 - Howard Greller
 - Informing non-AACT members of AACT events

- Nick's Action Items
 - Reach out to Sophie to touch base and discuss how to interact with SRC
 - Reach out to heather Long to discuss her resources for Media relations training
 - Reach out to Michelle Ruha to see their process for vetting and producing statements
 - Reach out to Howard Greller RE how they came up with rules for forum and message boards
 - Draft Process for vetting and producing statements
- Next Meeting
 - Wednesday April 5th at 11AM EST

AACT Toxicology Career Development Initiative

Mission: The AACT is the only multidisciplinary toxicology organization and one of its goals is to be the professional home for toxicologists from the beginning to the end of their careers. In an effort to engage toxicology trainees, the AACT desires to create a specific section aimed specifically at the the development of interest areas and furthering the careers of Toxicology Trainees.

Who: All members of the toxicology community independent of their training level from student to attending

Co-Chairs: xxxxxxxx ??

How: This will be a multi-faceted approach aimed at meeting the needs of the toxicology community and engaging them to become more involved within AACT

A. Professional Development

- a. Research Awards
 - i. Need to publicize research awards to other groups
- b. Other Awards
 - i. Social media awards for education outside of AACT
 1. Eg: podcasts; twitter questions; etc
- c. Virtual Research Committee/Panel including AACT senior members and serve as a panel where junior members can present their research and ideas with feedback
 - i. Twice a year webinar with call to present
 - ii. Need to contact residency programs (both medical and pharmacy) for those interested in toxicology and hold these before toxicology fellowship programs
- d. Resources available specifically to trainees?
- e. Question bank pulled from question of the day
 - i. Ask volunteers to write 10 questions each
- f. Reviewer for journal as student/trainee? (Can we do this?)
 - i. Possibly pair a mentor/trainee/fellow to review a manuscript concurrently
- g. Specific page on website only accessible to trainees with resources etc
 - i. how to give a presentation/lecture, how to effectively use social media, how to interview for a job, the promotions process, how to create a CV
 - ii. Mentor program: Have a page with people willing/able/interested in being a mentor and have their information on the web
- h. 1 event per year (webinar) for promotion and faculty development (CV creation; how to interview)
- i. Engage a fellow to lead the discussion with a mentor for the AACT webinar series (need to talk with Shawn Varney); perhaps a 'new' speaker bureau for NACCT or webinars to engage and encourage new presenters

- j.
- B. Social activities**
 - k. Yearly lunch at NACCT
 - i. Talk with NACCT organizer and have it be a workshop on career development on a different topic each year
 - ii. Hand out index cards when people walk in and ask them:
 - 1. Wording for how AACT can help them
 - 2. Involvement question and if they want to be contacted
 - B. Other areas for social engagement/interaction? [Giving research awards out at the business meeting will encourage them to stay and attend the reception which will increase conversations Toxicology Fellowship Programs appear to have disparate curricula. I am currently working on an AACT branded, peer reviewed, curriculum for toxicology fellowship programs. This should be visible on the website with a roster of all Fellowship Programs
 - C. A suggested list of activities (AACT activities good for career building) aimed at Toxicology Fellows on the website that would assist in the academic promotions process.
 - D. A repository of activities on the website that are suggested by section chairs aimed at a Toxicology learners to get them involved
 - E. Job postings to the website
 - F. Information on teaching fellowships for trainees interested in education
 - G. Welcome Packet to new grads on what AACT has to offer
 - a. Include all of the things above; some tox swag etc
 - H.

Proposal for Student Chapter of the American Academy of Clinical Toxicology

Jami Johnson, PharmD, DABAT
Kristie Williams, PharmD, CSPI
Eszter Nagykaldi, PharmD Candidate 2020
With Support From
William Banner Jr. MD, etc.

Organization Name & Acronym

The Student Association of the American Academy of Clinical Toxicology (sAACT)

Mission & Purpose

Our mission is to encourage and foster student initiatives in the study and application of toxicology across multiple health care disciplines. Our organization provides members with the leadership, education, and resources to improve patient health outcomes through the prevention and management of potentially toxic exposures. More specifically, the purposes of sAACT are:

- To promote the interests of sAACT members
- To define the future role of health professionals as proponents for the study and application of toxicology
- To develop a network of students and professionals interested in the prevention and management of potentially toxic exposures
- To coordinate programs that will improve the toxicological awareness of health care professionals and the general public
- To encourage sAACT members to become advocates of toxicology education and research in their professional lives

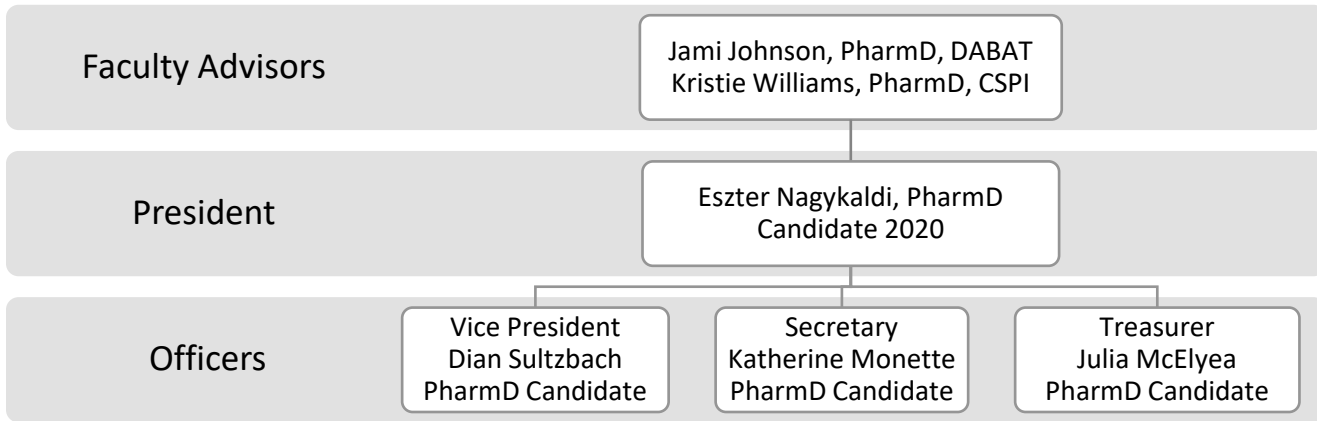
Membership Criteria

- **Full Membership**
 - Any dues-paying student enrolled in a professional healthcare program recognized by OUHSC (University of Oklahoma Health Sciences Center) is eligible for full membership
 - Any member must join the American Academy of Clinical Toxicology by completing the required documentation at <http://www.clintox.org/join>
 - Any member must agree to act in accordance with the bylaws of sAACT (APPENDIX A)
- **Affiliate Membership**
 - Any dues-paying high school students and pre-healthcare students are eligible for affiliate membership.
 - Any member must join the American Academy of Clinical Toxicology by completing the required documentation at <http://www.clintox.org/join>
- **Membership Year**
 - sAACT membership is from January 1st through December 31st of the year to which the dues have been attributed

Membership Dues & Budget

- Membership dues will be established and adjusted by a three-fourths (3/4) vote of the sAACT officers and faculty advisors.
- Dues are used to fulfill daily financial obligations and operations, for initiative implementation, and to fulfill any national obligations in relation to the American Academy of Clinical Toxicology
- The OUHSC Student Government Association has allocated sAACT (a fully registered OUHSC Student Organization as of 10/2017) the following amount of funding for the 2017-2018 academic year: \$100

Leadership structure



Activities

Organizational activities will include but are not limited to the following:

- General meeting and lectureship featuring expert speakers in toxicology open to all colleges on campus
- Plan and implement at least 2 educational public outreach event per calendar year in coordination with the Oklahoma Center for Poison and Drug Information
- Provide interested students from any college a lecture on how to pursue education and research opportunities in the field of toxicology
- Participate in the Oklahoma Center for Poison and Drug Information’s annual Toxicology Education Day
- Participate in the events of Poison Prevention Week

Primary Contact	Additional Contacts
Jami Johnson- Jami-Johnson@ouhsc.edu (405) 271-5454 or (405) 306-4249	Kristie Williams- Kristie-Williams@ouhsc.edu Eszter Nagykaladi- eszter-nagykaladi@ouhsc.edu

Proposed logo/promotional materials





SAACTA
UNIVERSITY OF OKLAHOMA



APPENDIX A
STUDENT ASSOCIATION OF THE AMERICAN ACADEMY OF CLINICAL TOXICOLOGY
sAACT Bylaws and Officer Descriptions

Article I. Name, Logo, and Colors

Section 1. Name

The organization shall be called the Student Association of the American Academy of Clinical Toxicology.

Section 2. Official Abbreviations

The only officially accepted abbreviation of the Student Association of the American Academy of Clinical Toxicology is sAACT.

Section 3. Official Logo

The official logo of the organization is to be determined. The official logo shall be used for official business only and shall not be altered. Chapters that wish to make changes to the logo for individual chapter activities must request and receive approval from the American Academy of Clinical Toxicology prior to the intended change for each event.

Section 4. Colors

The official colors of the organization are to be determined.

Article II. Purposes

sAACT shall have the following purposes:

- To promote the interests of sAACT members;
- To define the future role of health professionals as proponents for the study and application of toxicology;
- To develop a network of students and professionals interested in the prevention and management of potentially toxic exposures;
- To coordinate programs that will improve the toxicological awareness of health care professionals and the general public;
- To encourage sAACT members to become advocates of toxicology education in their professions in healthcare.

Article III. Membership

Section 1. Full Membership

Any dues-paying student enrolled in a professional healthcare program recognized by OUHSC (University of Oklahoma Health Sciences Center) is eligible for full membership in sAACT.

Section 2. Affiliate Membership

Any dues-paying high school students and pre-healthcare students are eligible for affiliate membership.

Section 3. Membership Year

sAACT membership is from January 1st through December 31st of the year to which the dues have been attributed.

Section 4. Membership Dues

Membership dues will be established and adjusted by a three-fourths (3/4) vote of the sAACT officers and faculty advisors. Dues are used to fulfill daily financial obligations and operations, initiative implementation, and national obligations in relation to the American Academy of Clinical Toxicology.

Article IV. Officers

All elected and appointed officers must be dues-paying and in good academic and professional standing in their respective colleges.

ELECTED OFFICERS: sAACT elected officers are the President, Vice President, Secretary, and Treasurer.

APPOINTED OFFICERS: sAACT appointed officers may include members selected for a particular committee or initiative as needed.

Section 1. President Duties

1. Serve as official spokesperson for sAACT.
2. Attend and oversee general meetings, officer meetings, lectures, and events hosted by sAACT.
3. Set yearly agenda for organization.
4. Provide oversight of proposals to the American Academy of Clinical Toxicology in relation to sAACT.

5. Submit any required documentation to the American Academy of Clinical Toxicology as requested by the national organization.
6. Maintain updated by-laws and constitution for organization.
7. Submit an official officer report at the end of term for transitional purposes.

Section 2. Vice President Duties

1. Assist the sAACT President and other officers.
2. Learn sAACT's policies and procedures.
3. Establish and maintain relationships with other student campus organizations.
4. Attend and oversee general meetings, officer meetings, lectures, and events hosted by sAACT.
5. All other duties, as assigned.
6. Submit an official officer report at the end of term for transitional purposes.

Section 3. Secretary Duties

1. Attend and maintain minutes of general meetings and officer meetings.
2. Submit minutes to the officers.
3. Create and disseminate meeting, lecture, and event reminders to members and the campus.
4. Keep a record of meeting, lecture, and event attendance.
5. Preside over online sAACT media and activities.
6. Maintain record of all events in association with sAACT.
7. All other duties, as assigned.
8. Submit an official officer report at the end of term for transitional purposes.

Section 4. Treasurer Duties

1. Oversee financial accounts and the budget in accordance with university policy and under the supervision of the faculty advisors.
2. Keep an accurate record of all sAACT expenditures.
3. Apply for and manage funding and reimbursement in association with the university.
4. Attend general meetings and officer meetings.
5. All other duties, as assigned.
6. Submit an official officer report at the end of term for transitional purposes.

Section 5. Term of Office

Elected and appointed officers serve a one (1) year term until their successors have been elected and installed.

Section 6. Vacancies

The Vice President shall fill a vacancy in the office of the President. A sAACT member appointed by the President and approved by the other active officers and faculty advisors shall fill a vacancy in any office on a pro-tem basis. Any member appointed will fill the vacant office until a successor has been elected or sAACT members approve the appointment.

Section 7. Impeachment

Any elected or appointed officer remiss in his/her duties as stipulated by these Bylaws and the university Student Code shall be impeached.

Article V. Faculty Advisors

Section 1. Provision for Advisors

sAACT must have an advisor who holds a faculty or administrative position at the university's chapter. The advisor will provide direction and guidance to the chapter.

Section 2. Responsibilities

1. Serve as official spokesperson for sAACT.
2. Collaborate with President to schedule and host speakers at meetings and lectures.
3. Collaborate with American Academy of Clinical Toxicology to maintain affiliation in accordance with the Academy's policies.
4. Assist the Treasurer in the oversight of the financial accounts and budget.
5. Assist officers in their duties as appropriate.
6. Attend general meetings, officer meetings, lectures, and events hosted by sAACT.

Section 3. Vacancies

The departing faculty advisor(s) shall assist the President in finding replacement faculty member(s) in the case he/she/they can no longer serve as advisors.

Article VI. Meetings

Section 1. General Meetings

The President and Vice President along with the faculty advisors shall schedule 6 general meetings/lectures for the course of the year. General meetings shall be held at noon and last no longer than 1 hour.

Section 2. Officer Meetings

The President along with the faculty advisors shall schedule at least 4 officer meetings for the course of the year. Officer meetings shall be held at noon and last no longer than 1 hour.

Section 3. Quorum

A majority of the officers constitute a quorum for the transaction of business.

Article VII: Elections

Section 1. Nominations and Eligibility

Any dues-paying member may nominate another dues-paying member or themselves for an elected office position.

Section 2. Voting

Elections shall be held at a predetermined spring general meeting. Each member present at this meeting receives one (1) vote for each officer position in the election of new officers.

Section 3. Installation

Newly elected officers shall receive official officer reports from their respective predecessors. A special officer meeting shall be held to transition new officers into their positions. Departing officers shall make their contact information available to newly elected officers for questions during their transition.

Article VIII: Amendments

Proposed amendments to these sAACT bylaws, with the approval of the faculty advisors, shall be submitted to the university's Student Government Association. A proposed amendment of the bylaws shall become effective upon receiving a three-fourths (3/4) vote of sAACT officers.

Committee/Section Name:
Monthly Educational Webinars

Date:

9/30/2017

Name of Person Completing this Report:

Shawn M. Varney, MD

Current Chair/Co-Chair Names:

None

Is this a change in chair(s) since last year?

No

List of Activities this past year (2017-current):

We will end up holding only 8 monthly webinars in 2017. We did not hold a webinar on the following dates:

- January 3rd (due to Christmas holidays)
- April 4th (due to the AAPCC Midyear Directors' meeting - the speaker/presenter was at the meeting along with me and a large number of people who would be participating in the webinar!)
- July 4th (due to Independence Day holiday)
- October 3rd (due to NACCT).

We generally can accommodate 9 webinars a year due to holidays conflicting with the 1st Tuesday of each month and NACCT. We (Rob Palmer & I, and others) have discussed the schedule and all agree that having a fixed day each month is less confusing for our membership. I believe it will lead to greater participation in the webinars.

Here is some information we gathered on the webinars:

1. 2/7/2017 - Pesticides and Parkinson's Disease – What is the Risk? - Registered: 134. Attended: 90.
2. 3/7/2017 - Understanding Your Role in Incidents that Include Medical Countermeasures. R:124. A: 83.
3. 5/2/2017 - Decision-making in lithium poisoning – life wasn't meant to be easy? - R:154. A: 99.
4. 6/6/2017 - Perilous Pediatric Poisonings: Trends in Opioid Overdoses. R: 153. A: 96.
5. 8/1/2017 - Vitamin D Toxicity. R: 158. A: 89.

Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017?

Yes

Please list the title; date and presenter of your webinar in 2017

NA

List of Activities/Plans for the upcoming year:

This year we may be able to do 11 or even 12 webinars. It looks like the dates for holidays and NACCT will allow at least 11 webinars. January 2nd may be too close to the holidays. I will send the chairs/co-chairs all 12 dates as options to present. I'll see who desires to do

so on which dates. I would like to have as many as possible so long as we have all sections participating. This way they may all present. Otherwise, we leave some people out. We started sending out letters to the presenters after their webinars. In the letters we included a thank you, any feedback from listeners, and the number of listeners. It is a way to provide feedback.

Identify any new initiatives/projects that your section would like the Board to consider:

No new initiatives. I will consider some.

How can AACT better assist your section/committee?

1. Please keep encouraging the Special Interest Sections to present annually.
2. Keep providing CE/CME credit hours.
3. Provide ideas on other topics to address.

Does your committee/section have any budgetary needs/requests?

No

Please list any other comments or needs not addressed above:

Thank you for your support. Also, thank you for offering ideas on other speakers.

Would your section be willing to contribute to a blog post(s) for the new website?

Yes

Committee/Section Name:
Communications & Technology

Date:

10/5/2017

Name of Person Completing this Report:

JM Marraffa

Current Chair/Co-Chair Names:

JM Marraffa

Is this a change in chair(s) since last year?

No

List of Activities this past year (2017-current):

1. Website: ongoing updates after launch. Pending pages including: Jobs page on the member side; additional second phase potentials including thermometer for FOTA; plug in for question databank (see report from PR/Membership Joint Committee)
2. Social Media: Still ongoing presence on twitter (1368 followers to date); tweeting QOD; still need to do better and be more active
3. Newsletter: worked with AACTion editors for new online version of AACTion

Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017?

No

Please list the title; date and presenter of your webinar in 2017

N/A

List of Activities/Plans for the upcoming year:

Work on second phase of website updates (see above)

Work on launching a blog written by the webinar presenters or perhaps trainees that will be sent out monthly

Identify any new initiatives/projects that your section would like the Board to consider:

Possibility of a wordpress plug in for a question databank/database

How can AACT better assist your section/committee?

N/A

Does your committee/section have any budgetary needs/requests?

Yes

Please list any other comments or needs not addressed above:

Still too soon to know how much the plug in will cost or how that will interact with the current web platform but ongoing investigation into this continues

Would your section be willing to contribute to a blog post(s) for the new website?

Yes

Committee/Section Name:
Awards (Research) Committee

Date:

9/22/2017

Name of Person Completing this Report:

Kenneth McMartin

Current Chair/Co-Chair Names:

Kenneth McMartin

Is this a change in chair(s) since last year?

No

List of Activities this past year (2017-current):

See enclosed

Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017?

No

Please list the title; date and presenter of your webinar in 2017

N/A

List of Activities/Plans for the upcoming year:

See enclosed

Identify any new initiatives/projects that your section would like the Board to consider:

None

How can AACT better assist your section/committee?

Identify potential new members for the committee

Does your committee/section have any budgetary needs/requests?

Yes

Please list any other comments or needs not addressed above:

none

Would your section be willing to contribute to a blog post(s) for the new website?

Yes

Report from Awards Committee

2017/8 application deadlines

- Student and Trainee NACCT Travel Awards (deadline this year was July 1)
- Junior Investigator Award (deadline Mar 1, 2018)
- Toxicology Trainee Research Award (deadline April 1, 2018)

Review Committee

- Kenneth McMartin (2010)
- Scott Whitlow (2014)
- Luke Yip (2010)
- Jodi Green (2010)
- Christine Stork (2010)
- Keith French (2016)
- Kirk Cumpston (2016)

Current status

- As reported in February, we gave the AACT Research award to Morgan Riggan, MD from NYU with the proposal entitled “The effects of activated charcoal and polyethylene glycol with electrolyte solution on bupropion XL concentration in vitro.”
- We had 20 applications for the Student and Trainee NAACT Travel awards – we gave 4 travel awards to 2 trainees (Lauren Klein from Hennepin County and Caitlin Bonney from U Mass and Rocky Mountain) and 2 students/residents (Corie Robinson from LSU Health Sciences Center – Shreveport and Anne Marie Guthrie from U Illinois Chicago)

Publicity for the awards

- We seem to have done well recently, so will continue with:
 - AACTion newsletter – announcements for upcoming awards in each issue
 - AACTion – notices of the various award winners for this year when ready
 - Recognition at meeting – will announce award winners and the travel award winners at AACT business meeting
 - Have created powerpoint slides of upcoming awards – they will be broadcast at the beginning of all the oral sessions as part of the loop
 - One page descriptions of upcoming awards as handouts at NACCT 2017
 - Broadcast emails to fellowship directors or fellows

Discussion of award(s)

- Applications were all electronic submissions
- Some of the committee members have been on the committee for a long time – looking for potential recommendations for “new blood” – see above list of members and dates when started

Budget request

	Deadline	Total Amount	2017	2018	2019	2020
AACT Research	1-Dec-18	6000	6000	0	6000	0
Toxicology Trainee Research	1-Apr-18	4000	0	4000	0	4000
Young Investigator Research Award	1-Mar-18	45000 for 2 yr	22500	22500	22500	22500
Student and Trainee Travel Awards	1-July-18	4 @ 1000	4000	4000	4000	4000
TOTAL			32500	30500	32500	30500

Committee/Section Name:

ABAT

Date:

9/23/2017

Name of Person Completing this Report:

Mark Winter

Current Chair/Co-Chair Names:

Mark Winter, Bryan Hayes, Kristin Engebretsen

Is this a change in chair(s) since last year?

Yes

List of Activities this past year (2017-current):

ABAT Problem Solving Committee: (Co- Chairs: Kristin Engebretsen, Cynthia Morris-Kukoski) Wrote and edited problem solving portions for the ABAT exam with assistance of entire board of directors.

ABAT Multiple Choice Exam Committee (Chair: Bryan Hayes): 16 questions (12.8%) were edited from last year's exam. 12 new questions were added this year bringing the total number of questions in our database to 227. The MC Exam policy and procedure is to be edited. Richard and I have been hard at work on the core competency review to be ready for the 30th anniversary of the ABAT exam.

Credentialing Committee (Chair Sal Baesa): This year the committee reviewed 3 traditional applications with 1 successfully credentialing. They reviewed 4 Fast-track applications with all 4 successfully credentialing. There will be 6 candidates sitting for the exam in Vancouver. They analyzed the Fast-Track Program and found it to be a successful program based on the following highlighted statistics: 1) Fast-Track candidates have a 100% passing rate within attempts allowed VS 61% of Traditional candidates since 2010. 2) Additionally, 80% (12/15) passed on 1st attempt VS 50% (9/18) of Traditional candidates over the same time period 3) Finally, Fast-Track Candidates have made up 58% (15/26) of new DABATS since the Fast-Track program was started in 2010.

Certification Renewal Committee (Chair Dawn Sollee): Twenty-five DABAT were up for renewal in 2017, the received packets were each reviewed by the committee membership. Eighteen DABAT members are up for renewal in 2018. A new combined renewal form has been created and will be implemented for 2018. The LLSA requirements are in full force for 2018.

Nominations Committee (Co-Chairs: Fred Aleguas and Howard McKinney): The 2017 election had two parts: 1) election of Secretary/Treasure and two board members due to term limitations, and 2) to update the by-laws to conform with the AACT by-laws. The new Secretary/Treasurer and board members were elected. The membership approved the changes to the ABAT by-laws to conform with those of the AACT.

Scientific Affairs Committee: (Co-chairs: Howard McKinney and Fred Aleguas): Two speakers are slated for this year's ABAT Symposium at the 2017 NACCT meeting.

Education Task Force (Co-Chair Bryan Hayes and Richard Thomas): Charged with assessing core competencies for credentialing for the ABAT exam over the last 2 years.

Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017?

Yes

Please list the title; date and presenter of your webinar in 2017

AACT/ABAT Journal Club #10: Alternative Sedative Agents for Acute Agitation: May 4th, 2017, Leffers and Winograd

LLSA articles posted on the AACT Website

List of Activities/Plans for the upcoming year:

Update by-laws based on the 2017 election results and get posted on the new AACT Website

Update policies and procedures for publication on the AACT Website

Establish certification renewal forms to streamline the application process.

Increase membership in the AACT with the goal of increasing the numbers of DABAT that have successfully passed the examination process

Continued role in the 2018 NACCT with providing speakers, after needs assessment processes are completed, for the ABAT Symposium

Continued contributions to the AACT webinar series in 2018

Additional LLSA articles for the AACT website

Identify any new initiatives/projects that your section would like the Board to consider:

Work with the AACT board of trustee ABAT liaison position to keep ABAT board of directors within the lines of communication

How can AACT better assist your section/committee?

Make this on-line form one that can be saved and completed over time rather than at one sitting.

Does your committee/section have any budgetary needs/requests?

No

Please list any other comments or needs not addressed above:

The Secretary/Treasurer (Greg Wedin) is charged with the development of responsible budgeting, as well as, tracking of revenue and expenses, in order to have sufficient funding to support the ABAT goals and objectives.

Would your section be willing to contribute to a blog post(s) for the new website?

Yes

Committee/Section Name:
Fellowship Committee

Date:

9/8/2017

Name of Person Completing this Report:

Christine Stork

Current Chair/Co-Chair Names:

Christine Stork

Is this a change in chair(s) since last year?

No

List of Activities this past year (2017-current):

There was a fair amount of interest in obtaining fellowship status this year.

Nine applicants successfully completed applications and were positively reviewed by the committee and voted upon by the board. Fellowship status will be officially recognized at our member meeting. The new fellows include:

Sam Stellpflug

Jon Cole

Daniel Goldstein

Gregory Wedin

Tammi Schaeffer

Marco LA Sivilotti

Nicholas Buckley

John Devlin

Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017?

No

Please list the title; date and presenter of your webinar in 2017

N/A

List of Activities/Plans for the upcoming year:

The committee is interested in re-evaluating the criteria for service for fellowship as AACT evolves especially as pertains to abstracts at NACCT, presentation at NACCT (as part of another group) and participation as a lecturer in other AACT educational activities such as webinars.

Identify any new initiatives/projects that your section would like the Board to consider:

N/A

How can AACT better assist your section/committee?

N/A

Does your committee/section have any budgetary needs/requests?

No

Please list any other comments or needs not addressed above:

N/A

Would your section be willing to contribute to a blog post(s) for the new website?

Yes

Committee/Section Name:
CME Committee

Date:
10/2/2017

Name of Person Completing this Report:
Kirk Cumpston

Current Chair/Co-Chair Names:
Kirk Cumpston, Nadia, Renee

Is this a change in chair(s) since last year?
No

List of Activities this past year (2017-current):
See up loads

Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017?
No

Please list the title; date and presenter of your webinar in 2017

List of Activities/Plans for the upcoming year:

The BOT should read and discuss and vote for approval the CME policies.

Identify any new initiatives/projects that your section would like the Board to consider:

CME policies

How can AACT better assist your section/committee?

Amedco seems to be working well.

Does your committee/section have any budgetary needs/requests?

Yes

Please list any other comments or needs not addressed above:

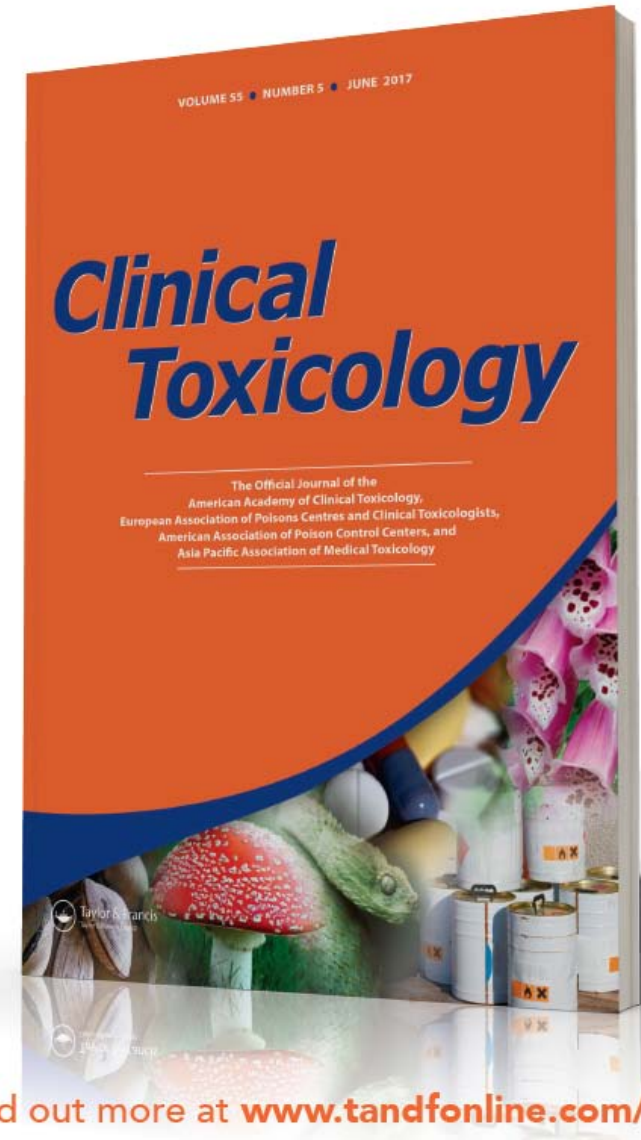
Paying Amedco.

Would your section be willing to contribute to a blog post(s) for the new website?

No

Clinical Toxicology

The official journal of the American Academy of Clinical Toxicology, the European Association of Poisons Centres and Clinical Toxicologists, the American Association of Poison Control Centers and the Asia Pacific Association of Medical Toxicology



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Committee/Section Name:

AACTion Newsletter

Date:

10/1/2017

Name of Person Completing this Report:

Sara Lookabill

Current Chair/Co-Chair Names:

Sara Lookabill/Susan Smolinske

Is this a change in chair(s) since last year?

Yes

List of Activities this past year (2017-current):

1. Distribution of two issues of the AACTion newsletter.
2. Transition to a new format for AACTion for design and distribution of the newsletter (MailChimp).

Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017?

No

Please list the title; date and presenter of your webinar in 2017

List of Activities/Plans for the upcoming year:

Distribution of (at least quarterly) issues of AACTion newsletter.

Identify any new initiatives/projects that your section would like the Board to consider:

We do not currently have any new initiative/projects for consideration.

How can AACT better assist your section/committee?

I do not currently have any specific requests for the Academy.

Does your committee/section have any budgetary needs/requests?

No

Please list any other comments or needs not addressed above:

I do not have additional comments at this time.

Would your section be willing to contribute to a blog post(s) for the new website?

Yes

Committee/Section Name:
Forensic Section

Date:

9/30/2017

Name of Person Completing this Report:

Rama B. Rao, MD

Current Chair/Co-Chair Names:

Rama B. Rao, MD

Is this a change in chair(s) since last year?

No

List of Activities this past year (2017-current):

The Forensics Committee was initially Co-Chaired By Allison Mueller and Rama B. Rao in 2016. Due to scheduling issues, the spring 2017 webinar was postponed until Dec 5, 2017. In Summer of 2016, Rob Palmer presented Postmortem Toxicology What Every Toxicologist Should Know which received high ratings and was attended by 66 participants.

NACCT 2017 Vancouver Oct 15, 2017, 11a Forensics Interest Group"

Moderator Rama B. Rao, MD

Title:

Non-Therapeutic Drug Use Mixed Messages to the Public, Providers, Law Enforcement and Forensic Toxicologists

In part I of this session, Robert Palmer will review two articles pertinent to the interpretation of postmortem drug specimens with one of the controversial articles concerning the use of medication facilitated execution The ideas and limits of postmortem drug distribution will be discussed in a presentation entitled *Errors in Postmortem Drug Interpretation. *

In Part II Travis Olives will present his insitutional experience with the presentation *Sentinel Carfentanil Deaths in a Midwestern State*, the public health implications and importance of forensic identification of novel psychoactive substances.

The session will include moderated as well as audience invited questions.

We promise to make it a provocative session.

Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017?

Yes

Please list the title; date and presenter of your webinar in 2017

Dec 5, 2017

The Topic is Becoming an Expert Witness" Sharing Things I wish Someone Had Told Me which is a supplement to the Blog Post by Allison Mueller : " Twelve Tips for the Expert Toxicology Witness"

Ideally this webinar will allow experts to share their hard earned experiences and be a forum for participants to share their questions.

List of Activities/Plans for the upcoming year:

I would like to arrange a listserv or at least a members list for sharing questions, suggestions and ideas, and also a mechanism to inquire if there are persons interested in participating in a forensics webinar, or sharing a blog post that can serve as a way to discover talents, interests and persons willing to contribute to the academy. It may serve as a good mechanism to discover future contributors. (If this now something that can be arranged on the new website, this would be great)

Identify any new initiatives/projects that your section would like the Board to consider:

The survey on the Aug 2016 Webinar highlighted some areas of interest such as the expert witness, as well a case studies in postmortem toxicology which is proposed for a subsequent topic in 2018.

Another topic might be the true potential for illness from indirect exposure to fentanyl analogs amongst providers and law enforcement

How can AACT better assist your section/committee?

Primarily to facilitate a way to list or listserv interested persons (password protected) so we can reach out for surveying ideas and contributions

Does your committee/section have any budgetary needs/requests?

No

Please list any other comments or needs not addressed above:

It might be nice to have a co-chair/co-chair elect type turnover so that there is a transition that helps the board and coordinators and chairs with a broader view of what can be done/timelines, how data filters to members and up to board etc. Support was great, but we had some slightly unusual issues with timing due to unpredicted personal events. I think if there is well defined minimal criteria for section chairs, and a timeline for projects when we take on the position that is shared from Chair to chair-elect (pass the baton) it might be helpful.

Would your section be willing to contribute to a blog post(s) for the new website?

Yes

Committee/Section Name:
By-Laws

Date:
9/20/2017

Name of Person Completing this Report:
John G. Benitez

Current Chair/Co-Chair Names:
None

Is this a change in chair(s) since last year?
No

List of Activities this past year (2017-current):

Found suggested changes to bylaws. Forwarded to President and executive director for further comments/actions.

Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017?

No

Please list the title; date and presenter of your webinar in 2017

List of Activities/Plans for the upcoming year:

finalize proposed changes to by-laws, so it can be brought up to membership.

Identify any new initiatives/projects that your section would like the Board to consider:

N/A

How can AACT better assist your section/committee?

Need co-chair and members.

Does your committee/section have any budgetary needs/requests?

No

Please list any other comments or needs not addressed above:

N/A

Would your section be willing to contribute to a blog post(s) for the new website?

No

Committee/Section Name:
Pediatric Section

Date:

9/29/2017

Name of Person Completing this Report:

Katie O'Donnell

Current Chair/Co-Chair Names:

Katie O'Donnell, Liz Hynes

Is this a change in chair(s) since last year?

No

List of Activities this past year (2017-current):

Two AACT Webinars (developmental pharmacology, opioids in young children).
Development of a Symposium for NACCT in collaboration w/ ACMT Addiction Section.
Monthly pediatric toxicology literature updates for section members.
Awarded the first Wasserman Memorial Pediatric Abstract Award to Chris Gaw, MD.
Ongoing work on:

- Continuing to recruit pediatricians into toxicology.
- Pediatric toxicology curriculum for pediatric residents

Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017?

Yes

Please list the title; date and presenter of your webinar in 2017

11/16: Developmental Pharmacology: Toxicology at Therapeutic Doses. Jennifer Lowry
6/2017: Perilous Pediatric Poisonings: Trends in Opioid Overdoses. Michele Burns and Mike Toce

List of Activities/Plans for the upcoming year:

Re-survey of the current activities of the pediatric toxicology, in hopes of a publication to describe the roles/value added of a pediatric toxicologist.
Potential work w/ Open Pediatrics group on a Pediatric Toxicology curriculum.

Identify any new initiatives/projects that your section would like the Board to consider:

Appreciate the ongoing support for the Wasserman Award.

How can AACT better assist your section/committee?

N/A

Does your committee/section have any budgetary needs/requests?

No

Please list any other comments or needs not addressed above:

N/A

Would your section be willing to contribute to a blog post(s) for the new website?

Yes

Committee/Section Name:
Herbs and Dietary Supplement Section

Date:

9/11/2017

Name of Person Completing this Report:

Mike Hodgman

Current Chair/Co-Chair Names:

Mike Hodgman, Jou-Fang Deng

Is this a change in chair(s) since last year?

No

List of Activities this past year (2017-current):

HDS Abstracting Service

Preparation for symposia at this year's NACCT in Vancouver

Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017?

Yes

Please list the title; date and presenter of your webinar in 2017

1 August, Vitamin D, Michael Hodgman MD

List of Activities/Plans for the upcoming year:

Continuation abstract service, participation in AACT webinar series.

At this year's section meeting in Vancouver will solicit ideas from members as to what other activities/ projects we as a group should consider.

Identify any new initiatives/projects that your section would like the Board to consider:

I'll review with previous section chair(s) other initiatives that the HDS SIG have done in past. Any recommendations from Board would also be appreciated.

How can AACT better assist your section/committee?

Moving forward, the whole issue of funding for speakers (travel, lodging) invited to speak at a proposed symposia as well as if any honoraria are offered was quite opaque. Some guidance upfront, "ground rules" would be very helpful when planning a symposia.

Does your committee/section have any budgetary needs/requests?

No

Please list any other comments or needs not addressed above:

no other comments

Would your section be willing to contribute to a blog post(s) for the new website?

Yes

Committee/Section Name:
Sports Toxicology

Date:

9/9/2017

Name of Person Completing this Report:

Chris Hoyte

Current Chair/Co-Chair Names:

Chris Hoyte

Is this a change in chair(s) since last year?

No

List of Activities this past year (2017-current):

Webinar, Newsletter to sports toxicology members

Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017?

No

Please list the title; date and presenter of your webinar in 2017

List of Activities/Plans for the upcoming year:

Webinar at the end of the year, talk at NACCT

Identify any new initiatives/projects that your section would like the Board to consider:

Include opportunities for learners into an overall tox section curriculum

How can AACT better assist your section/committee?

N/A

Does your committee/section have any budgetary needs/requests?

No

Please list any other comments or needs not addressed above:

None

Would your section be willing to contribute to a blog post(s) for the new website?

Yes

Committee/Section Name:
Geriatric Toxicology

Date:

9/11/2017

Name of Person Completing this Report:

Tom Kurt, MD, MPH, FAACT

Current Chair/Co-Chair Names:

Tom Kurt, MD, MPH, FAACT, Mark Thoman, MD, FAACT

Is this a change in chair(s) since last year?

No

List of Activities this past year (2017-current):

The Geriatrics Toxicology Section (GS) hosted platform speaker, Joanne Doyle Petrongolo, PharmD, from the Geriatrics Section at Mass General speaking on "Drug Safety in the Elderly" at the Boston NACCT. In this current year, Dr. Kurt, co-chair, has obtained IRB approval for the proposal "Poisoning Trends in Seniors in the National Poison Data System" that is being implemented. Brett Roth, MD, Medical Director of the North Texas Poison Center, and Melody Gardner, RN, MSN, MHA, are co-investigators. The GT Section will meet at noon on Friday, 13 October at NACCT in Vancouver with those interested invited. Room TBA.

Did your section contribute to (or scheduled to contribute to) the AACT webinar series in 2017?

No

Please list the title; date and presenter of your webinar in 2017

List of Activities/Plans for the upcoming year:

Further implement the IRB-approved proposal "Poisoning Trends in Seniors" will occur with submission targeted for a platform abstract at the 2018 NACCT.

In addition, the Geriatrics Toxicology section is planning to contribute to the AACT webinar series in 2018.

Identify any new initiatives/projects that your section would like the Board to consider:

The Geriatrics Section plans to contribute to the AACT webinar series in 2018.

How can AACT better assist your section/committee?

Can AACT accept, save and update the Geriatric Toxicology's listserv for AACT records, the co-chairs to access and for the section's blasts?

Does your committee/section have any budgetary needs/requests?

No

Please list any other comments or needs not addressed above:

Will liquid refreshments be furnished in the Geriatric Toxicology section's meeting room in Vancouver?

Would your section be willing to contribute to a blog post(s) for the new website?

Yes

AACT Board of Trustees Meeting ~ February 22-23, 2017 ACTION ITEMS

<ul style="list-style-type: none"> • Identify specific categories to be itemized on profit and loss specifically for NACCT for consistency and tracking (Varney) 	
<ul style="list-style-type: none"> • Separate line items for CE fees for future on budget (Varney) <ul style="list-style-type: none"> o To include Amedco fees, Degnon fees, etc 	
<ul style="list-style-type: none"> • Revisit and write a policy for speaker reimbursement going forward (Palmer, Shiffert) 	
<ul style="list-style-type: none"> • Scientific Review Committee (Gosselin) <ul style="list-style-type: none"> o Create guidelines and process for position statements o Create guidelines and process for clinical recommendation guidelines o Strategic planning committee will work with SRC on developing this guidelines as well as list of topics for position statements and clinical review guidelines (Hoyte and Gosselin) <ul style="list-style-type: none"> o Engage membership to query what their wants/needs are for position statements o Gosselin submitted proposal to hire research assistant and contract attached to documents; Degnon to work on reviewing contract and will send to Gosselin by March o Submit cost for project management system by Gosselin 	
<ul style="list-style-type: none"> • Engage younger members in multiple ways; mentorship program; early career membership with mentor assigned (Palmer) 	
<ul style="list-style-type: none"> • AACT to send out letters to members thanking them for their service for various sections; the board will direct chairs to provide names of people actively involved (Shiffert) 	
<ul style="list-style-type: none"> • Investigating the possibility of an ABAT representative to take the slot of Christine Stork when she terms off the Board (Palmer) 	
<ul style="list-style-type: none"> • By laws revision and completion (Benitez) 	
<ul style="list-style-type: none"> • Slides of award winners during NACCT (Shiffert) 	
<ul style="list-style-type: none"> • Slides during NACCT for upcoming awards and deadlines (Shiffert) 	
<ul style="list-style-type: none"> • Send notice of award to CORD (Schaeffer will find out the details and see if this is feasible) 	
<ul style="list-style-type: none"> • Website (Marraffa) <ul style="list-style-type: none"> o Marraffa to update website to include AACT research award winner o Marraffa to continue to work on online form to have one form for both student/trainee award and pediatric award o Publicize after the fact CE better (Maybe on the banner on the website) o Add call for service on website to engage members to become involved (Marraffa) o Creation of an Online submission form for the members to submit an item/topic for posting (Marraffa to work on this) o Marraffa to work on the possibility of adding a Jobs Section to the member side 	
<ul style="list-style-type: none"> • Criteria for student and trainee travel award will be looked at and the membership criteria will be updated (Shiffert, Palmer) 	
<ul style="list-style-type: none"> • Speakers to receive their evaluation forms for webinars (Shiffert, Palmer) 	
<ul style="list-style-type: none"> • Letters to speakers thanking them for their participation will be sent out (Shiffert) 	
<ul style="list-style-type: none"> • Need to clarify with Amedco that they are doing all of our CE activities (both medical and pharmacy) (Shiffert) 	
<ul style="list-style-type: none"> • An evaluation process for Amedco needs to be done by everyone working with them (Cumpston, Shiffert) 	
<ul style="list-style-type: none"> • Marraffa, Shiffert and Palmer (with assistance from Lowry) to draft policy for what gets posted on both the public and members side of the website (Marraffa, Shiffert, Palmer) 	
<ul style="list-style-type: none"> • Lowry and Marraffa to set up meeting with Nacca regarding Public relations committee (Marraffa, Lowry) <ul style="list-style-type: none"> o Policy and process for this committee will be drafted and sent to the Board within the next 3 months 	
<ul style="list-style-type: none"> • Send any names for career achievement and distinguished service award nominations to Palmer by March 15, 2017 	

Bylaws of the American Academy of Clinical Toxicology, Inc. Revisions Adopted by the Membership 5/28/08

ARTICLE I—NAME, INCORPORATION

The name of this organization shall be the American Academy of Clinical Toxicology, Inc., (hereinafter referred to as the Academy.) The Academy is incorporated in the state of New Jersey.

ARTICLE II—PURPOSE

The Academy shall be a nonprofit professional organization to foster interdisciplinary research, education, prevention and treatment of poisonings by chemicals, drugs and environmental substances in humans and animals. No part of the net earnings or the principal of this corporation shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of such corporation, or of any recipient of its funds shall be used to carry on propaganda or otherwise attempt to influence legislation or to participate or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE III—MEMBERSHIP

1. Membership of the Academy shall be of four classes:

- a. Individual Voting Members
- b. Emeritus Members
- c. Student Members
- d. Institutional Members

In addition, the honorary status of Fellow of the Academy may be conferred upon Individual Voting or Emeritus Members by the Board of Trustees.

2. Individual Voting Members are all individual members other than Emeritus or Student Members. They shall meet requirements and shall receive membership benefits as may be prescribed by the Board of Trustees. Any Individual Voting Member of the Academy shall be eligible to vote in elections and on any question put to the membership for a vote and to hold Office or Trusteeship.

3. Emeritus Members are individual members who have retired from the active practice of toxicology and are so approved by the Board. They shall meet requirements as deemed appropriate and shall receive membership benefits as may be prescribed by the Board of Trustees. Any Emeritus Member shall not be eligible to vote in elections nor on any question put to the membership for a vote, nor to hold Office or Trusteeship.

4. Student members are individual members in formal academic or clinical training programs. They shall meet such requirements and shall receive membership benefits as may be prescribed by the Board of Trustees. Any Student Member shall not be eligible to vote in elections nor on any question put to the membership for a vote, nor to hold Office or Trusteeship. After completion of the training, a student member becomes a Voting Member, subject to prevailing dues in the next fiscal year.

5. Institutional members are organizations including for-profit and not-for profit corporations, government agencies, and institutions. They shall meet requirements and receive such benefits as may be prescribed by the Board of Trustees. Any Institutional Member of the Academy shall

be eligible to cast a single vote in elections and on any question put to the membership for a vote. Institutional Members may not hold Office or Trusteeship.

6. Fellows of the Academy are honored by elevated status conferred by the Board of Trustees in recognition of their significant contributions to the field of clinical toxicology and service to the Academy. To be eligible for consideration to Fellow status, the Individual Voting or Emeritus member shall meet such requirements as may be prescribed by the Board of Trustees.

ARTICLE IV—OFFICERS & TRUSTEES

1. The Officers of the Academy shall be President, President-Elect, and Treasurer and Secretary. The Executive Committee shall consist of the Officers of the Academy and the immediate Past President. All Officers and the Past President are responsible to the Board of Trustees.

2. The Board of Trustees of the Academy shall consist of the Executive Committee and ten elected Board Members. The Chair of the Education Committee shall serve as an ex officio member of the Board.

3. Only Voting Members shall be eligible to serve on the Board of Trustees or as Officers. Only Voting Members shall have the right to vote for Officers and Trustees. Officers and Trustees of the Academy may not concurrently hold office or Trusteeship in other national organizations devoted to clinical toxicology or poison control without the approval of a majority of the Board of Trustees.

4. Board of Trustees

- The President of the Academy shall be Chair of the Board. In the President's absence, the President-Elect will serve as Chair for that session. In the absence of the President-Elect, the Board members in attendance shall elect a Chair for that session.
- Members of the Board of Trustees, other than the Officers, shall be elected for a three year term. Members of the Board of Trustees may be elected to no more than two consecutive three year terms. After serving two consecutive terms, an Individual Voting Member may become eligible for reelection to the Board of Trustees after at least a one-year hiatus from the Board.
- The Board of Trustees shall convene a meeting once a year at the time of the annual meeting of the Academy. Additional meetings may be called by the President or by petition of a majority of the Board to the Office of the Secretary.

ARTICLE V—DUTIES OF OFFICERS and TRUSTEES

1. The President shall be the Chief Executive Officer of the Academy. The President's term of office will be two years. The President shall:

- a. preside over all meetings of the membership, of the Board of Trustees, and of the Executive Committee;
- b. perform such other duties from time to time as may be required by the Board of Trustees;
- c. have general powers to execute Bonds, Deeds and Contracts in the name of the Academy;
- d. appoint members of committees authorized by the Academy;
- e. have authority to require committee reports in person or in writing at meetings of the Board of Trustees;

- f. have power to appoint any additional committees deemed necessary to carry out the purposes and business of the Academy, in accordance with the Certificate of Incorporation and By-Laws and actions taken by the Academy.

2. For a two year term beginning immediately with the installation of a new President of the Academy, the former president shall assume the status of Immediate Past President and serve on the Executive committee.

3. The President-Elect shall serve in the office of President for the two-year term immediately following the two year term as President-Elect. The President-Elect shall be a member of both the Strategic Planning Committee and the Finance Committee.

4. The Treasurer shall serve a term of two years and be eligible for re-election for three consecutive terms only. The Treasurer shall:

- receive all funds due to the Academy;
- disburse such sums as are necessary to meet lawful indebtedness incurred and authorized by vote of the Academy or by the Board;
- have authority to sign contracts and other instruments entered into by the Academy;
- be responsible on behalf of the Academy for all funds and securities of any type and deposit the same in the name of the Academy in such bank or banks as the Board may direct;
- be bonded at the discretion of the Board for an amount determined by the Board;
- invest and reinvest surplus funds, subject to the order and direction of the Board;
- be an *ex-officio* member of the Finance Committee;
- prepare a budget with the advice of the Finance Committee for each year's activities for the approval of the Board;
- arrange to have the Academy's accounts reviewed by certified public accountants at least every 2 years and with each change of Treasurer;
- render to the Academy annually an accurate account of all sums received and disbursed during the preceding fiscal year, of all sums and funds that are not expended, of the budget for the current fiscal year, and of the report of the review made of the Academy's accounts;
- perform such other duties as are incident to the office or as may be properly required by actions of the Academy or of the Board at duly constituted meetings.

The Treasurer may execute certain administrative duties through a business office that is duly authorized by the Board of Trustees. The Treasurer retains responsibility for the proper conduct of such duties.

5. The Secretary shall serve a term of two years and be eligible for re-election for three consecutive terms only. The Secretary shall:

- keep records of all duly noticed meetings of the Academy and of all Board meetings and make a report thereon;

- maintain records of business transactions of the Academy and Board meetings
- conduct and be responsible for the official correspondence and communication of the Academy and of the Board;
- maintain the Membership roster;
- have custody of all property of the Academy and hold the same subject to the order and direction of the Academy or of the Board;
- have authority to sign contracts and other instruments entered into by the Academy;
- perform such other duties as are incident to the office or as may be properly required by actions of the Academy or of the Board at duly constituted meetings.

The Secretary may execute certain administrative duties through a business office that is duly authorized by the Board of Trustees. The Secretary retains responsibility for the proper conduct of such duties.

6. Board of Trustees

- a. The President of the Academy shall be Chair of the Board. In the President's absence, the President-Elect will serve as Chair for that session. In the absence of the President-Elect, the Board members in attendance shall elect a Chair for that session.
- b. Members of the Board of Trustees, other than the Officers, shall be elected for a three year term. Members of the Board of Trustees may be elected to no more than two consecutive three year terms. After serving two consecutive terms, an Individual Voting Member may become eligible for reelection to the Board of Trustees after at least a one-year hiatus from the Board.
- c. The Board of Trustees shall convene a meeting once a year at the time of the annual meeting of the Academy. Additional meetings may be called by the President or by petition of a majority of the Board to the Office of the Secretary-Treasurer.
- d. A majority of the members of the Board shall constitute a quorum. The Executive Committee shall have the power to act in lieu of the full Board of Trustees between meetings. Such actions will require a majority vote of the Executive Committee and be subject to review by the Board at its next meeting.
- e. The Board shall have power to make and amend rules for its own procedures and shall keep records of such rules.
- f. The Board shall have power to authorize the expenditure of money for the conduct of its business, including the administration of philanthropic funds entrusted to the Academy in concert with its purpose.
- g. The Board shall adopt, before each fiscal year (1 January through 31 December), a budget for the operations of the Academy for the ensuing year.
- h. The Board is authorized to waive dues of individual Members under exceptional circumstances involving hardship.

- i. The Board of Trustees shall publish a summary of its proceedings and decisions. If one-third of the members of the Board of Trustees present so request, the minutes shall include a record of those Board members voting for and against a motion.
- j. The Board shall have power to confer with such other organizations as it deems fit in order to plan for cooperating committees or otherwise to develop relationships with organizations.
- k. The Board shall take all necessary steps to carry out any program determined by vote of the Academy and not otherwise provided for.

ARTICLE VI—MEETING OF MEMBERS

1. The Annual Meeting of the Academy shall be held at the time and place designated by the Board of Trustees.
2. Special meetings of the general membership may be called by any member of the Executive Committee with the approval of a two-thirds majority of the Board or upon petition bearing the signatures of at least 30% of Voting Members. They shall call such a special meeting at a time and place that must be designated at least 30 days in advance.
3. The vote of the simple majority of Individual Voting Members present shall decide any question brought before such meeting unless the question is one upon which, by expressed provision of the statutes or the certificate of incorporation or of these By-Laws, a different vote is required, in which case such expressed provision shall govern and control the decision of such question.
4. Virtual meetings may be called by any member of the Executive Committee with the approval of a two-thirds majority of the Board, whereby a question is put forth by mail or electronic means to the members of the Academy eligible to vote. In such case, the Board of Trustees must submit by mail or electronic means any question or action to the Voting Members of the Academy, including amendment of these By-Laws but not including any question or action required by law or by the certificate of incorporation to be taken at a physical meeting. Such submission shall be made by ballot sent to each Individual Voting Member, setting forth the action proposed, and in the case of election of Trustees or Officers, the names of the persons nominated. A deadline must be set by the Secretary for return of the ballot.
5. In the case of any proposed action, if a required majority of Individual Voting Members responding within any deadline set by the Secretary is in favor thereof; such action shall be considered as adopted by the Academy, as if adopted at any Annual Meeting of the Members.
6. When a two-thirds majority of the Board of Trustees has certified in writing to the Secretary that the holding of any Annual Meeting is inadvisable, such Annual Meeting shall not be held. In such case, the Board of Trustees may conduct a special or virtual meeting as outlined in Article VI Sections 2 and 4 above.

ARTICLE VII—ELECTION OF OFFICERS & TRUSTEES

1. Prior to each Annual Meeting a nominating committee consisting of the Executive Committee and any other Members they so deem shall nominate one or more candidates for each of the offices or Board positions to be filled at the next election. The nominees will be presented to the Board of Trustees for approval. Additional nominations may be made from the floor during the Annual Meeting of the Academy.
2. The election for Officers and Trustees of the Academy shall be by secret ballot and may be conducted as a virtual meeting.
3. The Secretary shall distribute ballots for election of officers and trustees at least sixty days before the Annual Meeting.

4. Ballots shall be preserved for 30 days after the Annual Meeting. The Executive Committee shall oversee the integrity of the ballot.

5. In the event of a tie, the election will be decided by a majority vote of the Board of Trustees.

6. All Officers and Trustees of the Academy, regardless of the term for which elected, shall hold office until their successors are qualified and elected. Installation of newly elected Officers and Trustees and assumption of duties shall normally occur at the conclusion of the first Annual Meeting following their election.

ARTICLE VIII—VACANCIES

1. If the Office of President is vacated, the President-Elect shall automatically and immediately assume the Office of President. The President-Elect in such circumstances will finish the term assumed due to vacancy of the office and will also fulfill the entire term for which he or she was elected.

2. If the Office of President-Elect is vacated, the Nominating Committee will prepare a slate of candidates which will be placed on the ballot at a special election of the Academy.

3. If the Office of Secretary or Treasurer is vacated, a majority of the Board of Trustees shall elect any of the Trustees to finish the term of office. The office will be filled for the succeeding term at the next general election of the Academy.

4. If a vacancy occurs in the Board of Trustees it shall be filled at the next general election of the Academy for the remainder of the term vacated.

ARTICLE IX —COMMITTEES & SPECIALTY SECTIONS

1. Standing Committees of the Academy are: American Board of Applied Toxicology Committee, By-Laws Committee, Communications and Technology Committee, Education Committee, Executive Committee, Fellowship Committee, Finance Committee, Nominations Committee, North American Congress of Clinical Toxicology (NACCT) Committee, Membership Committee, Publications Committee, Research Awards Committee, and the Strategic Planning Committee. The composition and duties of the committees shall be enumerated in the policies and procedures of the Academy as determined by the Board of Trustees.

2. The President shall have the power to make and terminate appointments to the standing committees. Appointments are effective from the time of appointment until the close of the next general Meeting of the membership. All standing committees report directly to the President.

3. The President shall establish such ad hoc committees as he or she or the Board of Trustees deem necessary for the purpose of carrying out specific projects. The term of such committees is continuous until the function has been performed or until the committee is otherwise discharged by the President.

4. The Board of Trustees may designate Specialty Sections within the Academy based on the prevailing academic interests of the members.

5. The President shall have the power to appoint liaison committees or representatives for the purpose of establishing and maintaining rapport with other organizations.

6. Any statement or document reflecting a policy or position of the Academy must receive approval from the Board of Trustees prior to circulation or distribution.

ARTICLE X—DUES

1. Payment of annual dues shall be required of all members of the Academy with the exception of those specifically exempted by the Board of Trustees. The amount of dues is to be set annually by the Board.

2. Any Member whose dues for the current fiscal year are unpaid and who has made no response to a second notice will be considered delinquent and will be dropped from membership on vote of the Board of Trustees at its next official meeting.

ARTICLE XI—EXPULSION

A member may be expelled for such cause as the Board of Trustees may deem sufficient provided that a copy of the charge made against him/her shall be furnished to him/her in writing postmarked to the last known address by certified mail at least sixty (60) days before the meeting at which such action is taken. A reply from the member so duly notified or a request to appear before the Board must be received in writing by the Secretary within 30 days of the receipt of the certified mail. The Board may not expel a member without considering his/her rebuttal presented in writing or in person, if any. Failure to respond to the charges will be considered a waiver of the opportunity to respond. A three-fourths vote of all members of the Board of Trustees expressed in a meeting of the Board or in writing shall be required to expel a Member of the Academy.

ARTICLE XII—AMENDMENTS

1. These By-Laws may be amended by a two-thirds vote of the active Members entitled to vote, present in person at any Annual Meeting of the Academy; notice of proposed amendment must be delivered by mail or electronic means to the members entitled to vote at least sixty (60) days before the date set for the meeting. By-Laws may be amended through a role conducted at a meeting or by a virtual meeting as outlined in Article VI, Section 4 above.

2. In most instances amendments to the Articles of Incorporation or By-Laws should be initiated by the By-Laws Committee; however, any amendment may be proposed by a written petition of 20% of the membership eligible to vote, which should be transmitted to the Secretary and a copy to the President at least 120 days before the meeting.

ARTICLE XIII

Should any portion of these By-Laws become invalid through judicial or legislative action, the remainder of these By-Laws shall remain in effect.

ARTICLE XIV—DISSOLUTION

In the event of the dissolution of the organization, after all debts have been fully satisfied, the assets of the organization shall be distributed to a not-for-profit (c) 3 corporation incorporated within the United States as the Board of Trustees may direct in keeping with the general purposes of this organization.