

American Academy of Clinical Toxicology

Mid-Year Board of Trustees Meeting

February 21-22, 2015 Dallas Texas.

Present: Karen Simone (President), Rob Palmer (President Elect), Robert Hoffman (Past President), Ruddy Rose (Treasurer). Trustees: Mark Kostic, Kennon Heard, John Benetiz, Susan Smolinske, Christine Stork, Jeanna Marraffa, Ken McMartin, Kirk Cumpston, Jeff Nemhauser, Sophie Gosselin, Sarah Shiffert

Present by phone: Maria Mercurio-Zappala (Secretary)

Meeting called to order at 9:09AM

Overview of meeting—Simone

Discussion of topics for the day

Management Agency Brief Review of History and Future—Shiffert

Discussed how we ultimately got to Degnon

Board Duties and Management Agency duties—Shiffert

Action: Karen Simone & Sarah Shiffert will develop a procedure to have monthly communications with the Board of Trustee members

COI & Confidentiality Statements—Shiffert

On file

Approval of the Minutes of October 2014 BOT meeting and interim **Actions:**

Motion: To approve the minutes of the October 2014 meeting minutes with changes (Hoffman, Palmer) (12, Yea, 0 Nay, 2 Abstain)

Investment review by FJY (Fox, Joss, and Yankee)

Tess Downing joined via Zoom at 10:03 am

Our portfolio is a conservative 60/40% mix which is ideal, and recommended, for non-profit organizations of our size. Tess does not recommend diversifying to more high risk investments.

Brief Financial Review (Rose, Palmer, Shiffert)

Financials were discussed; NACCT balances not available as of the time of the meeting.

Website—Marraffa

Three Web designers gave a presentation of their services (via telephone/computer).

1. Rich Brooks from Flyte (Maine)
 - a. Wordpress would be used as the platform
 - b. Mobile friendly
 - c. Digital marketing back up
 - d. AACT would outsource our Webinars, etc., to Flyte
 - e. AACT would have control over website
 - f. Security provision supplied by Lexicon as a hosting solution for an additional monthly cost
 - g. Page optimization
 - h. Storage capacity
2. Chris Ewing and Scott Greenwell from Unleashed Technology (Baltimore)
 - a. Drupal platform (better for membership lists, etc)
 - b. Mobile friendly
 - c. AACT would have control over website
 - d. Different types of storage available (all for a cost)
 - e. Security: tier III data center
 - f. 40 GB storage available, limiting factor is bandwidth
 - g. Will train AACT members/Degnon staff in use of 3rd party programs
3. Mark Stress from Stress Designs (Syracuse)
 - a. Offers a series of services that complement the core product (available at an additional cost)
 - b. Can easily transfer to another web designer in the future
 - c. Work off of a shared environment, share space not content

Discussion:

1. Determine which backend product is the best one for our needs
2. What do we want the website to do
3. Note: the look and function is not a back end issue

Motion: (Kostic, Palmer) Jeanna will post a recommendation for the Board of Trustees to vote on by April 1, 2015. (14 Yea, 0 Nay, 0 Abstain)

Strategic Plan Overall Goals—Simone

1. Members have multiple disciplines which makes us unique
2. Strengths and focus of AACT
 - a. Science
 - b. Research
 - c. Education
 - d. Public health?

Strategic Plan History and Initial Suggestions—Kostic

1. Mark Kostic presented a list of various outcome measures by membership and roles
2. Discussion regarding relationships between ACMT, CAPCC, EAPCCT, etc
3. Man a booth at ACMT conference
4. How to attract graduating fellows to join AACT
 - a. Fellow on the board?
 - b. Fellow on the editorial committee
5. Propose to planning committee to host a joint fellowship luncheon with ACMT at NACCT

Action: Mark and Kennon will investigate the registration fees for AACT members at various conferences.

Membership Committee—Heard, Shiffert

1. AACT does not have much to offer to potential non-traditional members such as EMT's
2. Members of AHLS may be a group to try to reach to
3. Pharmacists are a good group that would interested in becoming members (residents/training)
 - a. Pharmacy students could become student members
4. Discussion regarding reduced membership dues for recent graduates
5. Emeritus status
 - a. If retired, can get all benefits but not able to vote
 - b. ABAT emeritus can get all benefits and can vote
 - c. Ideal for those who are no longer practicing

Motion (KM, SS): Those members who want to emeritus status are members who are retiring from active practice, and if a Fellow, will have all benefits except if they want the journal, they would pay the cost price. Amendment to include: grandfather all current emeritus. (14 Yay, 0 Nay, 0 Abstain)

Motion (BH, JB): To raise dues by \$25, from \$225 to \$250 starting January 2016. If dues are paid early, prior to January 31, 2016, a \$25 discount will be applied, (14 Yay, 0 Nay, 0 Abstain)

ABAT update—Engebretsen

1. Modules
 - a. Developed about 4 years ago

- b. 27 modules in all
 - i. Most have had at least one review
 - c. Free for AACT and ABAT members
 - d. Where else to distribute them
 - i. University of Minnesota is requesting to use the modules
 - 1. Use at School of Pharmacy
 - 2. Intra-professional CE
 - ii. AACT will own the material, U of M will “lease” it
 - iii. Need to edit them and U of M requested a case be added to each module
 - e. Discussion
 - i. Modules are the intellectual property of the author, need to have the author sign over to AACT
 - ii. Suggested that the AACT owns the modules and the University of Minnesota comes to our website to view them
 - iii. Suggested to have the University of Minnesota pay for the modules to own them with the understanding that the modules may be sold to another University or organization that requests them.
2. New members
- a. Proposal by Mark Winter and Bryan Hayes
 - i. Difficulty in recruiting ABAT
 - ii. Many retiring
 - iii. Board of Pharmacy regulates the various subspecialties
 - 1. Currently have no toxicology examination
 - iv. Recruiting
 - 1. CSPIs
 - 2. Emergency Medicine Pharmacist
 - a. How to reach out to the group?
 - b. Bryan would like to go to various meetings to advertise AACT/ABAT

Meeting adjourned 6:15PM

Meeting called to order February 22, 2015 9:00AM

Committee and Section Updates

1. Awards—McMartin

- a. Identify abstract winners and present them with a plaque or certificate
- b. Identify winning platform presentations by the moderator

Motion: (KM, BH) Increase the Junior Investigator award to \$22,500 per year for two years to start in the year 2016. (approved)

Motion: (KM, SS) Increase the travel awards from \$750 to \$1,000 for 2015. (approved)

Motion: (KM, SS) Increase the Lampe Kunkle award to \$4000 starting in 2016; increase the AACT Trainee award from \$3750 to \$4000 per year starting in 2016; and increase AACT Research award from \$5750 to \$6000 per year starting in 2016. (approved)

Action: Ken will create a grid showing the various awards and when they were rewarded; present a marketing plan for the awards to the Board; and update the website so the information is correct.

Action: Ken, Sarah and Ruddy will investigate the budget for awards

2. Fellowship—(Stork)

- a. Application due date was modified to June 1, 2016
- b. Modification of specific point allotments for the fellowship application

Motion: (BH, RP) To accept the recommendations of the fellowship committee. (14 Yay, 0 Nay, 0 Abstain)

Action item: Ethics committee to craft a reasonable integrity statement for the Fellowship application

NACCT Meeting—Palmer

Discussion of components of meeting

1. Not fiscally valuable to gear NACCT toward Paramedics
2. At this time, the mobile app is available for download
3. Date for the dinner is Sunday, October 11, 2015
4. Discussion of pre-symposium

Contracts--Simone

1. CF-discussion of hybrid model with Degnon
2. Degnon—discussion of hybrid model with CF

3. CAE—discussion of costs , length of contracts, and reviewers
4. Journal—discussion regarding renewal of contract for Clintox or try to start another journal

Kennon Heard left at 12:15PM

5. Partnership Agreement-tabled
6. ACMT/NACCT Partnership-tabled

Ruddy Rose left at 12:45PM

Collaborative Efforts

1. APAMT- tabled
2. Position Statements Methodology—Gosselin

Action: Create a standard operating procedure regarding position statements specifying how to create a position statement including proper terminology and definitions.

John Benitez left at 12:54PM

Susan Smolinske left at 1PM

3. Updates--Gosselin
4. Podcasts—Hoffman
5. Grant Contributions by Woolf, Spiller—Simone

CCB Effort by CAPCCT-Simone

Review of Meeting Decisions—Simone

Other Business

Adjourn