

AACT Board of Trustees (BOT) Meeting Minutes
October 11, 2017
Sheraton Hotel; Vancouver BC

Present: Rob Palmer, Karen Simone, Jeanna Marraffa, Shawn Varney, Mark Kostic (arrived at 1445), John Benitez, F. Lee Cantrell, Kirk Cumpston, Sophie Gosselin, Bob Hoffman, Christopher Hoyte, Jennifer Lowry, James Mowry*, Tammi Schaeffer, Susan Smolinske, Christine Stork

(*Incoming BOT members; non-voting)

Not Present: Mark Kostic (absent from 0830 until arrival at 1445)

Association Management : Sarah Shiffert, Victoria Cooper, Nakera Dumas

Call to Order and Welcome (Palmer)

0830: Call to Order

BOT Updates:

- Welcome and introductions to new BOT member (Mowry)

COI & Confidentiality Statements (Marraffa)

- Reviewed; signed and submitted by all BOT members

Approval of Minutes from Winter BOT Meeting (on February 22-23, 2017) and Interim Actions (Marraffa)

- Minutes from February 22-23, 2017 reviewed
 - Motion to approve: Hoffman
 - Second: Cantrell
 - 14 yays; 0 nays; 1 abstain
 - (Kostic not present for this vote)

Nominations Committee Report (Palmer)

- Secretary: Jeanna Marraffa (re-elected)
- Board of Trustees:
 - Re-elected: Cumpston and Gosselin
 - New: Mowry
- Termed Off:
 - Stork: Termed off the Board; many thanks to her for participation for 2 terms and chair of Fellowship committee

President's Report (Palmer)

Minutes prepared by: JM Marraffa, AACT Secretary

Reviewed and edited by: R Palmer (AACT President); S Shiffert (AACT Executive Director)

- Successes:
 - Mobile app has been an ongoing success with updates made every year. Push notifications will remain live throughout the year
 - Webinars (organized and led by Varney) have been a success. They are well-attended with great speakers. The attendee count was increased to 500 so there are no problems with members being able to sign on and attend
 - AACTion: New web-based HTML format implemented with success. Sara Lookabill, PharmD., DABAT is now the editor for AACTion with Smolinske as co-editor

-----Collaborations:

- Journal:
 - 20 free to view articles with Clinical Toxicology for 1 year duration (5 articles per society chosen by the President of each society)
 - AACT uses 1 out of 5 for NACCT abstracts
 - AAPCC uses 1 out of 5 for the NPDS annual report
 - Ongoing discussion with representative societies about how to proceed with position statements and policy statements and how that will contribute to the free access
 - Fentanyl position statement was decided to be open access and did not count against any of the societies
 - Senior Editorial Board
 - The Editor in Chief wants 3 senior editorial board members from each society
 - AACT's senior editorial board will now consist of 3 members for a 3 year term that can be extended for 1 additional term cycle
 - Allison Jones will term out at the end of NACCT 2017
 - Michael Holland will begin his term at the end of NACCT 2017
 - Michael Greenberg's term will end at the end of NACCT 2018
 - Ken McMartin's term will end at the end of NACCT 2019
 - *Suggestion made that the BOT nominates candidates for consideration for senior editorial board*
- Scientific Review Committee:
 - Successful joint position statements completed
 - Brain death
 - Occupational fentanyl exposures
 - Ongoing work for activated charcoal and prolonged QT
- ABAT:

- ABAT has revised their bylaws and their bylaws are now in compliance with AACT bylaws
 - Mowry elected to AACT vacant BOT position
 - Committee assignment to be ABAT liaison
- EAPCCT:
 - Good AACT representation at EAPCCT 2017 (Palmer, Gosselin and Hoffman all presented)
 - 2018 planning meeting is scheduled for December 2017 in London
 - EAPCCT no longer using AACT for CME
- ACMT:
 - Contract for NACCT to be discussed at NACCT 2017
 - Palmer, Shiffert and Kostic will be representing AACT; McKay and Wax will be representing ACMT; Kaminski, Banner and Ryan will be representing AAPCC
- NACCT:
 - 2018 NACCT will be the 50th anniversary of the meeting and held in Chicago, Illinois
 - 2019 location not yet confirmed
 - 2020 likely to be in San Francisco but not yet confirmed
- Challenges:
 - Some difficulty accessing the Journal from the AACT webpage
 - The audience response system on the mobile app will not be used this year due to some difficulty with the process
- Awards:
 - There are 8 inductees to FAACT at this meeting [John Devlin will not attend NACCT 2017 and will be recognized at NACCT 2018.]
 - Richard Dart is the Career Achievement Award Recipient
 - Michael Greenberg is the Distinguished Service Award Recipient
 - Ken McMartin will present the research award winners at the AACT Business Meeting and Awards Reception

{Gosselin exited at 0915; returned at 0920}

Treasurer's Report (Varney)

0925

- Investment Portfolio: \$325,000 originally invested; current worth \$432,493
- Draft FYE 2016 AACT YE financial report showed actual expense over budget in the areas of Education Committee (CME) and Awards due to the following: unanticipated

expense of hiring CME consultant; unanticipated granting of second Jr. Investigator Award; and recommended change to accounting procedure by auditor to recognize entire amount of all grants in the year in which they are awarded, rather than extending over the length of the grant.

- 2016 NACCT
 - Main congress profit:\$71,087.71
 - Pre-meeting symposia profit:\$48,055.00
 - CE fees income:\$75,940.00
- {Details of budget available upon request}

2018 budget

- Varney working on 2018 budget with Shiffert and Palmer
- 2018 budget reviewed and at this point, no action from the BOT required today

- **Action Items:**
 - CE expenses and budget should be a separate line item
 - Easily accessible report of NACCT attendees and profits for the past 10 years
 - Work with CPA to determine if the website costs are an asset which may change the budget [As part of the AACT 2017 Year End financial review, the independent CPA will determine if the website can be treated as an asset, which would reduce the Academy's expenses for 2017.]
 - Request to AACT Committees/Sections for NACCT 2018 for any budgetary requests for speakers to be included in the 2018 budget

{Gosselin exited at 0950}

Committee and Section Reports

- Friends of the Academy
 - Desire to grow the Wasserman fund to continue to support future travel awards. Will continue to use Wass award as a travel award
 - Need to decide a goal of monetary amount for FOTA which then initiates something that needs to be done
 - Hoffman, Lowry and Simone will work with Alan Woolf about specifics thoughts; identify a target number and process to identify use of funds.
 - Marraffa to talk with Flyte about cost estimate for the thermometer on webpage

- Toxicology History Society
 - Requested \$1000 per year for the best history presentation
 - Proposal discussed by the board and the request for this monetary amount has been rejected
 - The BOT suggests that they speak with the pediatric section to discuss how to raise money for such an award

- **Motion to deny request for monetary amount of \$1000 for honoraria (Hoffman)**
Second: Lowry
-13 yays; 0 opposed; 0 abstain

- **Motion to allow the board to approve for up to \$100 for each section to award a non-monetary award for the best presentation throughout the year. The year starts at the first day of NACCT and ends in August (either NACCT or webinar). The award winner will be awarded at the subsequent year of NACCT awards reception. The section will be charged with a method to fund this. (Hoffman)**
Second: Benitez
-13 yays; 0 nays; 0 abstain

{Break at 1035; Reconvene at 1104}
(Gosselin still not present)

- Membership/Strategic Planning/PR Committees (Schaeffer/Marraffa/Hoyte/Lowry)
 - Discussion of efforts and reasoning that AACT needs to better brand ourselves and the mission of the Academy to both members and non-members
 - Desire to identify ways to engage members; recruit new members; and provide ways to retain current members and provide useful resources to members at all phases of their careers
 - Suggestion that AACT reaches out to the local residency groups (EM, peds, medicine) in geographic areas in close vicinity to NACCT meetings and invite them to attend NACCT and perhaps offer reduced rates to these groups
 - Discussion that we need professional input and support to begin the process of needs assessment for marketing and branding before next steps are implemented.

{Simone exited at 1125; returned at 1130}

- **Motion to move the membership committee forward and solicit proposals from professional marketing firms to discuss. (Hoffman)**
Second: Cantrell
-12 yays; 0 nays; 0 abstains

- Strategic Planning Committee (Hoyte)
 - Hoyte working with ACMT looking at fellowship curriculum in efforts to standardize

- Suggestion that this document/plan be integrated with ABAT and to include ABAT in this discussion
- Suggestion that these efforts be integrated into clerkship/rotation curricula as well
- PR Committee (Lowry/Marrafra)
 - This committee was created at the Spring Board Meeting and Nick Nacca has been brought on and is the current chair with Lowry and Marrafra as co-chairs
 - The committee has created a draft process of potential process and AACT public response needs. These include:
 - Emergent response: The PR committee will reach out to the AACT President to determine response and who will respond
 - Grade I event: This is an event that requires a response within days. The PR committee will generate a response and will contact the AACT President for approval
 - Grade II event: This is an event that requires a response within weeks. The PR committee will generate a response and will then send to the AACT BOT for review and vetting
 - Grade III event: This is an event that requires a response within months. The PR committee will engage an AACT member on the PR committee that has been vetted and trained appropriately to generate a response and send to the BOT for review and vetting
 - The committee will work with other committees as necessary including but not limited to the Scientific Review Committee and Strategic Planning Committee.
 - Suggestion that AACT releases periodic press releases regardless of an actual event to better position ourselves and get our name out there
 - The Committee suggests that content experts be recruited and then undergo media training (perhaps at NACCT 2018). The website will be updated to include professional photographs with bios of our listed content experts and potentially a mechanism for media requests through the website
- **Action items:**
 - Marrafra/Lowry to work with Nacca and move forward with PR and media training and work with Sarah Shiffert to identify next steps

{Gosselin returned at 1153}

- Student Section proposal by Oklahoma
 - Jami Johnson PharmD DABAT & Kristie Williams, PharmD CSPI from Oklahoma submitted a proposal for an AACT Student membership at the University of Oklahoma
 - The purposes of this student membership (sAACT):
 - 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.
- The board agreed that engaging students is one of our missions and think the global idea of this concept is a good one. Investigation and discussion about the use of our name and logo need to be vetted and discussed with our attorney as the use of AACT name cannot be used without our review and approval
 - There is currently not a structure in place for this type of activity but the BOT is excited about this and agrees that there is a need for developing a plan moving forward (not only for Oklahoma but for any University interested in this)
 - Schaeffer, Hoyte, Cantrell and Shiffert will work on this with the faculty advisors, Jamie Johnson and Kristie Williams

- **Motion that AACT will contact the faculty advisor and advise them that the AACT name cannot be used until further investigation and discussion and approval. (Gosselin)**

Second: Schaeffer

-13 yays; 0 nays; 0 abstains

- AACT Lapel Pins
 - Discussion of creating new lapel pins with new AACT logo on them and distributing to members
 - \$2.00 per pin is estimated cost
- **Action Items:**
 - Sarah Shiffert will investigate design of new pin; potentially with just AACT and one for Fellows of the Academy

{Adjourn at 1230 for lunch}

Call to order 1332 (Palmer)

- AHLS Update (Walter)
 - AHLS has taught over 18,000 people since its inception
 - First course in German
 - 5th edition of the text to be released in the next several weeks

- Webinars (Varney)
 - 8 webinars scheduled for 2017
 - Webinars have been successful with good response and reviews from participants
 - The meeting participant maximum number is now 500 people so no further issues with members not being able to participate
 - 63% of those that register actually attend
 - No current mechanism to get a more accurate number of how many people are in the actual room
 - Schedule for 2018 nearly complete; once complete, this will be posted on the website
 - Varney reaching out to Sections to participate
 - Varney will reach out to ABAT to coordinate with them so that they can participate in the monthly webinar series
 - **Action Items:**
 - Identify way to capture the real number of participants attending webinars; perhaps add this to the post-completion survey. Shiffert to work on this with Varney
 - Varney to send 2018 schedule to Marraffa to post on website
- Fellowship (Stork)
 - 8 Inductees receiving Fellowship status at this meeting
 - The Fellowship committee is interested in re-evaluating the criteria for service for Fellowship as AACT
 - Lowry replacing Stork as Chair of the Fellowship Committee
 - **Action Items:**
 - The Fellowship committee will create a new document with criteria and present it to the BOT at the Spring BOT meeting
- ABAT (Winter)
 - 11/12 passed the ABAT exam in 2016
 - 7 candidates taking ABAT exam in 2017
 - ABAT Bylaws have been revised and are in accordance with AACT Bylaws (specifically related to Emeritus status)
 - ABAT continues with release of LLSA articles and questions and works with Scientific Review Committee on this endeavor
 - ABAT offers two journal clubs per year via webinar
 - ABAT re-evaluating the credentialing process and credentialing document
- Awards Committee (McMartin)
 - Announcements for upcoming awards to be displayed continuously throughout NACCT

- Junior investigator (deadline March 1 2018) and toxicology trainee awards (deadline April 1 2018)
 - Application deadlines for travel awards for NACCT will be changed to a month earlier to allow plenty of time for review and announcement
 - Deadline June 1, 2018 with announcement of award recipients before July 1, 2018
 - Forms for submission will be available on the website
- Society of Toxicology (SOT) Liaison (McMartin)
 - SOT created a task force called clinical scientist engagement task force
 - Working on collaboration between NACCT and SOT
 - SOT is willing to pay for speakers to come and speak at NACCT; McMartin will work with SOT and then will discuss with Kostic to discuss specifics about this potentially for NACCT 2018
- Scientific Liaison Coalition (McMartin)
 - Next webinar is scheduled for 11/28/17; McMartin to send information to Shiffert to send out to members
 - SLC meets twice annually in person; their next meeting is November 17, 2017 in Washington, DC
 - McMartin is unable to go and requests someone from AACT goes on behalf. Cumpston has agreed to attend to represent AACT

{Kostic arrived at 1445}

- Website/Mobile App (Palmer/Marrafra)
 - Mobile App:
 - The scheduling function and audience response system for NACCT not working properly on mobile app; issues being worked on by Contemporary Forums to resolve
 - Website:
 - Discussion if there should be a Jobs Page on the site. The BOT agreed that we should have a Jobs Page available on the Public side of the website
 - If a member would like to post a job, they can send post to admin@clintox.org for posting (free of charge)
 - If a non-member would like to post a job, they will contact admin@clintox.org for posting and there will be a fee associated with this.
 - **Action Items:**
 - Shiffert and Palmer will work on the process for Jobs posting on website and a mechanism for payment of posting fees
 - Marrafra will make the jobs page on the public side of the website

- Continuing Education (CME and CPE) (Cumpston)
 - Transition and process going smoothly with Amedco
 - Amedco is providing guidance to AACT about many of our previous policies regarding continuing education and what policies need revision/update/deletion. Cumpston and Shiffert working on this with Amedco
 - AACT needs honoraria and commercial support policies on file
 - AACT will look at the policies and then board will review; Shiffert to send documents to Cumpston, Awad and Petzel-Gimbar for review
 - The process for NACCT scientific content and reviews reviewed; NACCT scientific planning committee reviews all of the feedback and reviews. If there is a potential CE issue, those will be forwarded to Cumpston. Kostic to send this information to Cumpston.
 - Cumpston requests that he receives the feedback and reviews from monthly webinars. Shiffert will review the feedback and send to Cumpston if there is a potential issue.
 - November 30, 2019 is our next date for expiration
 - ACPE expiration in 2018

{Break 1518; Reconvene at 1536}

- NACCT Report (Kostic)
 - 2017 NACCT Attendance (numbers as of 9/28/17)
 - 668 Main Congress registrants
 - AACT Pre-Meeting Attendance: 275
 - ACMT Pre-Meeting Attendance: 225
 - Science World Tour Museum attendance: 195
 - Keynote Speaker: Speaker Cost \$7,500 (Canadian) + tax
 - AACT Pre-Meeting Symposia organized by Brandon Wills and Kennon Heard
 - Scientific Content Chair: Jon Cole
 - New this year to NACCT:
 - 30 minute sessions for content
 - Debate format on multiple topics
 - "Lightning orals"
 - Fellows-In-Training Luncheon scheduled and all BOT members and past presidents are invited and encouraged to attend
 - 526 abstract submissions this year
 - Abstract Chair: John Devlin; Co-Chair: Ziad Kazzi
 - Suggestion that the rejected abstracts be reviewed to see how many abstracts were accepted/rejected per author
- Proposal to establish a NACCT meeting scheduling template (Gosselin)
 - NACCT offers scientific sessions but it is also a major venue for meetings and networking and allows NACCT attendees to have face to face meetings

- Due to the multiple meetings and scientific sessions, the days are often busy and attendees often have conflicting schedules throughout the meeting
- In an effort to minimize attendees having to miss scientific sessions and to best take advantage of face to face meeting time, three potential proposals are submitted for consideration:
 - 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.
- There are currently 43.5 hours of business meetings during the main congress
 - 8 hours for AAPCC
 - 12 hours for AACT
 - 18.5 hours for ACMT
- There are currently 39 hours of educational/scientific content during main congress
 - 1.86 scientific sessions per hour in 2017
 - This above proposal (of a fixed template of time) would drop this to a total of 18 hours of educational/scientific Sophie's proposal would drop us to 18 hours of educational/scientific content during main congress, which would result in 2.5 scientific sessions per hour
- Kostic suggests a compromise to the above proposal:
 - Have business meetings from 0730-0830 and then again during lunch/business meetings from 1200-1300
 - This would result in 21 hours of educational/scientific content (2 scientific sessions per hour)
- Kostic will work on revision for NACCT 2018
- Additional Committee Section Reports (Palmer)
 - Global Relations committee has been inactive for several years
 - Suggestion to remove this committee which the BOT agreed with
 - Bylaws Committee

- Benitez and Palmer to work on bylaws and bring to the BOT in the spring meeting
- Journals (Palmer)
 - Toxicology Communications has been released through Taylor & Francis with Michael Mullins as the Editor in Chief.
 - AACT has no official, formal role in this journal; this is strictly a Taylor & Francis endeavor
 - More discussion on this to be held at the Spring BOT meeting
- Scientific Review Committee (Gosselin)
 - Worked with ABAT and reviewed their LLSA articles
 - Collaborated with ACMT on joint position statement regarding Occupational risk to fentanyl
 - The Collaborative moving forward and currently two ongoing projects:
 - Activated Charcoal
 - QT Prolongation
 - Gosselin underestimated the time that was needed for the Collaborative and requests additional funding for support.
 - Best Evidence in Emergency Medicine (“BEEM”) is interested in collaborating on the creation of a repository of evidence GRADE assessment for toxicology articles. It would be called TOX-BEEM.
 - Gosselin has been nominated Head of the Clinical Pharmacology and Toxicology BEEM.
 - The link to TOX-BEEM would be on the AACT website and available to AACT members. The BOT is excited about this possible opportunity and Gosselin will work on moving this forward.
- **Motion to allocate \$10,000 per year per project for up to 4 years for a total of up to \$80,000 to fund the two projects that the Collaborative is working on. (Hoffman)**
 - **Second: Lowry**
-13 yays; 0 nays; 2 abstains (Gosselin/Hoffman)
- **Motion to write a letter to be reviewed by attorney to provide to Gosselin’s department stating her involvement and effort in this project. (Smolinske)**
 - **Second: Hoyte**
-13 yays; 0 nays; 2 abstains (Gosselin/Hoffman)

Letter verbiage: Sophie Gosselin, MD has been selected to administer the research project of activated charcoal and prolonged qtc at a restricted allocation through AACT over a 4 year period up to \$80,000.

New Business

- Benitez has been working with REACTS and there is a problem with distribution of DTPA due to it no longer being an IND.
- Benitez working with them for the State of Tennessee. Benitez is suggesting that we get involved on the national level. He will work on how AACT can get involved and work with Palmer for next steps

Meeting adjourned at 1721

Respectfully Submitted,

Jeanna M. Marraffa, Pharm.D., DABAT, FAACT
Secretary, AACT
January 29, 2018
Reviewed by: Palmer and Shiffert