AACT Board of Trustees Meeting Minutes

April 20-21, 2016

Hilton Chicago O’Hare

Chicago, Illinois

Present: Karen Simone, Rob Palmer, Jeanna Marraffa, S. Rutherfoord Rose, Ken McMartin, Kennon Heard, Christine Stork. Kirk Cumpston, Mark Kostic, Susan Smolinske, Jennifer Lowry, Sophie Gosselin, Bob Hoffman

Present Remotely via Phone: Lee Cantrell (at 0902)

Absent: John Benitez

Association Management: Sarah Shiffert and Nakera Dumas

**Call to Order and Welcome (Simone)**

-Welcome and introductions by Karen Simone at 0850

-Housekeeping items: Lee Cantrell will be joining remotely via telephone; John Benitez has a work conflict and is available via phone if we need to reach him

-Simone requests an email from all Board of Trustees (BOT) members about the location of meeting and airport hotel

**COI & Confidentiality Statements (Marraffa)**

All BOT trustees have signed for this year

Will redistribute at fall meeting

**Approval of the Minutes from October 9, 2015 Meeting and Interim Actions (Simone)**

Motion by Rose: to approve with minor spelling changes to names (Gosselin; Marraffa need to be changed)

Second

All approved; no nays; no abstains

**Presidents Report (Simone)**

-Website to move the Academy forward and progress made to rebuild the website

-Moving forward with membership and collaborative efforts and how inclusive we want the academy to be

 **Action item**: During strategic plan, discuss the direction of adding:

 -EAPCCT; APAMT; other groups

-Journal discussions of bringing in other groups (APAMT); ongoing discussions about concern for membership for other organizations especially EAPCCT

-Agreement with APAMT that membership fees will be the same to decrease the risk of members transferring out of EAPCCT to APAMT, as an example

-MOU has been distributed to partners

**Action Item**: Once MOU regarding the journal has been signed, a vote will be sent electronically for BOT

-Taylor & Francis and journal issues: will be discussed in detail but there are ongoing issues and lack of transparency from Taylor and Francis especially regarding financials

 -T&F owns the name of our journal

 -Contract to be resigned in Jan 2017

 -$67 of AACT dues goes to journal

-Collaborative Work

 -Guidelines are the major work for ongoing collaborative projects currently

 -Lipid guidelines are the major work ongoing right now

-Ongoing efforts to include EAPCCT, APAMT into these collaborative efforts while maintaining the forward progress and activity of this work

-If by the EAPCCT Congress there is no progress from APAMT, it will move forward without them

-Gosselin has been in discussion with Andrew Stolbach from ACMT as well as AAPCC and they are on board and moving forward

-A suggestion made for the possibility for the upcoming guidelines to have a separate section for special management considerations in other countries

-Gosselin discussed that the voting statements would need adjustment if country specific items are needed which poses methodological issues

**Nominations Committee & AACT Awards (Simone)**

-The nominations Committee including past presidents and past award winners have met and discussed the two awards (Distinguished service and career achievement) and they have made recommendations.

-Marty Caravati was recommended by the committee for the distinguished service award

-Discussion about if the award should be given to person with a paid position

-Board agreed that Caravati’s stipend from T & F was immaterial to his qualifications for this award

**Distinguished Service Award**:

Committee recommends Caravati

Motion by Palmer for Caravati

Seconded

Unanimous vote for Caravati to be the award winner

No abstains

**Career Achievement Award**:

Committee and Exec recommend Seger and that the Board should strongly consider Woolf next year

-The criteria states that the award should not be given to someone who has died (Wasserman was on the list of potential winners and the discussion about giving this award)

-Suggestion that AACT should think proactively about how to recognize those that die before receiving such award; ongoing discussion about how to recognize those people and also not miss anyone

Discussion about travel award honoring someone who has died and that this will be rotated by name

**Action Item**: Adding a lecture at each NACCT and it be the “so and so lecture” and the presentations be focused on their specialty

-Rose suggests that a committee is formed to begin working on this; Rose will lead this group and ongoing efforts

**Motion** by Hoffman: move to create an ad-hoc committee to develop criteria for recognizing influential members of the academy that are deceased

Seconded

Unanimous vote for yay; no abstains

**Motion** by McMartin for Seger for career achievement award

Seconded

Unanimous vote for Seger to receive the award

 No abstains

**Nominations Slate**

-The election will run staggered (Executive Committee will run first followed by the Board of Trustees)

President Elect: Mark Kostic

-Currently unopposed; discussions about running President unopposed

-Board not opposed to running President Elect unopposed

-Nominations committee has discussed the other person nominated and that it was not a fit

-Executive Session (5 min) discussing nominees from 1000-1005

Treasurer:

-Shawn Varney

-Mike Wahl

-Discussion about the potential for getting Varney (if he wins) help with the webinars (Palmer to follow up)

Trustees (3 positions available plus 1 for Kostic’s position; ideally will run a 7 person slate)

**Discussion about an AACT BOT member concurrently running for AAPCC Board**

-In order to do this, needs AACT BOT approval. The AACT BOT member considering running for two board positions decided against that and issue resolved

**Rank List for BOT in order of contact**

**Motion by Rose to contact this slate**

**Seconded**

Unanimous vote for yay

No abstains

**-**Smolinske

-Hoyte

-Boesen

-Schaeffer

-Keyler

-Wahl OR Varney (depending on exec vote)

Alternates for contact (if above say no)

-Bebarta

-Gummin

-Borys

-Green

-Hoffman

**Financial Report (Rose)**

-Attached documents in Board packet (beginning on page 19)

-NACCT Closing budget highlighted for 2015 on page 25

-Pages 29 and 30 are budget overview for 2016

-Concern and discussion for amount of money spent on keynote speaker honoraria and discussion on philosophical approach from our Board for the fees associated with this (discussion deferred to later)

Final P & L to be finalized by the end of this week

Final 2016 budget to be posted on electronic site for BOT in the next week (Shiffert/Rose)

**NACCT 2015/2016 (Palmer)**

Full report in board document package

Attendance numbers for NACCT 2015

Pre-meeting both days: 246

Pre Meeting First Day only: 12

2nd day only: 38

Main Congress: 733

Night on the Bay: 255

**Action Item:** Page 34 in board packages : typos for fees identified and Palmer will update; SPIs will be updated to state specifically SPIs/Educators (for both AAPCC/CAPCC)

Keynote Speaker

Fees: $15,000 total

CF picked up $5,000 of that

The remaining $10,000 will be split amongst partnership

Discussion to advertise the keynote speaker in the Boston area utilizing social media to increase attendance (Marraffa and Lowry)

**Action Item**: Need to discuss the utility of Keynote speakers in upcoming strategic plan

ABAT Business Meeting is held off site and may conflict with scientific talks

**Motion from Hoffman** to enforce the existing policy on zero conflict with concurrent science

Seconded

Unanimous vote for yay

No abstains

**Action Item:**

-AACT President to request to get on ABAT business meeting agenda

-ABAT President will be added to Fall AACT BOT meeting agenda

**Journal Update (Simone and Hoffman)**

Report attached in Board packets (page 49)

Issues on the publisher end regarding manuscript creation once approved. Multiple issues involving this and these concerns have been brought to editor’s attention

**Action Item**:

-Simone will bring this issue up at EAPCCT meeting

-Investigate other organizations that have a journal through T & F and reach out to see if this is an individual issue or a larger problem

-Simone to reach out to Schauben to see if they had any similar problems for NPDS annual report

**CE/CME Update (Cumpston)**

Full report in Board packets (begins on page 51)

-Probation for CME (we were also on probation in 2011 for same reasons); prelim report due July 13, 2016; reevaluation will be in November 2016

-Lack of documentation of contractual relationships with commercial support

-AACT did not sign some contracts; CF has signed in the past and this is not in compliance

-Most of the issues around non-compliance involve book keeping/documentation

-Some issues with EAPCCT Congress with conflict of presentations by speakers with commercial interests

-Cumpston has updated CE/CME policies; changes/additions highlighted in bold, italic on the board documents

**Action Item**: Updated CE/CME policies will be uploaded to electronic voting system and BOT will vote to accept; this will be done annually

-Discussion as to who should be doing CE; why does all of the work fall on the shoulders of a volunteer within AACT. This is an ongoing issue and efforts to help this include/discuss:

 -All documents/organization will be centralized at Degnon

-Need administrative support consistently; need idea as to how much it would cost (time estimate)

-Need a clinician to review the lectures to ensure no conflict when there is a conflict stated

-Add an additional person to CME to allow training/transition to ensure consistent, smooth transition

**Options to consider**:

1. Pay AACT volunteer for their time for CE purposes
2. Hire a subcontractor to cover the administrative support and still have AACT volunteer review the scientific content
3. Additional resources at Degnon for a person designated to do that
4. Contract with CF to take that over

-Revisit and track over the next 6 months and at the fall BOT meeting will decide what to do

-Consider hiring a CME Consultant to assist us

 -One example of a company: <http://www.cmeconsultants.com/>

**Motion by Lowry:** Within 1 week, will identify a consultant with a price quote to get through probation process

Seconded by Gosselin

Unanimous decision; no abstentions

**Action Items:**

-Will check in with pharmacy CE contacts to ensure they are not having difficulties

-**The BOT will review the policy and guidelines for our CE practice and vote in June 2016**

**ABAT Update (Simone)**

-See above comments

-AAPCC Midyear manager meetings had a discussion about lack of ABAT credentialed personnel to run poison centers

 -Rick Spiller previously had a grant to assist/train people for ABAT

 -~$7,000 per person to sponsor a person

 -More to be discussed on Thursday 4/21

ABAT Emeritus Status

 -Different policies for AACT and ABAT currently exist

 -ABAT current emeritus status conflicts with AACT membership

 -Suggestion that emeritus status should not exist for a board status

 -Rose and Heard will work with ABAT workgroup to work on this

 -ABAT bylaws refer to this as Diplomate Emeritus Status

**Action Items:**

-Heard and Simone to reach out to Sollee and Engebretsen about diplomate emeritus status workgroup

**Membership Report (Heard)**

Report begins on page 212 of board packets

-Effect on early discount membership fee at the end of January

-475 in 2016

-341 in 2015

-Two most values per membership

 -Clin Tox

 -NACCT

-Discussion of fellows in training participation to enhance membership discussed and to be discussed on 4/21

**Collaborations: Position Statements (Gosselin)**

-Gosselin’s separate attachment

 -Neutral: risk/benefit is the same based on evidence

 -Not suggested: risks outweigh benefit

**Motion to vote statement as is [with minor changes (for duration of treatment and special populations) ] by Heard**

Seconded by whom

Voted

11 yes

0 no

Abstention: Hoffman; Gosselin; Stork

Future Guidelines

-Activated Charcoal

-QT Prolongation

**Website (Marraffa)**

Work ongoing and the current website rebuild is making progress with an end date in June 2016

-Cumpston suggested having the ability for members to place personal information on their user site (similar to a dropbox account housed on the website). Marraffa will reach out to Flyte to see the feasibility and cost with this

-McMartin suggests there is a beta testing period before go live. Marraffa and Simone confirm this will happen

Adjourned at 5:10 pm

**Thursday, April 21, 2016**

Present: Karen Simone, Rob Palmer, Jeanna Marraffa, S. Rutherfoord Rose, Ken McMartin, Kennon Heard, Christine Stork. Kirk Cumpston, Mark Kostic, Susan Smolinske, Jennifer Lowry, Sophie Gosselin, Bob Hoffman

Present Remotely via Phone: Lee Cantrell (at 0900)

Absent: John Benitez

Association Management: Sarah Shiffert and Nakera Dumas

**Introduction and Opening (Simone)**

**0900**

-Scientific Review Committee will be made a standing committee from ad hoc committee

-By Laws revision ongoing

**Motion by Lowry:** Scientific Committee be a standing committee with Gosselin as chair

Seconded

Vote:

14 yays

0 nos

Abstention: Gosselin

**Scientific Review Committee Update continuation (Simone & Gosselin)**

Clinical Toxicology Recommendation Collaboration

Verbal agreement that there are three charge parties:

-AACT; EAPCCT; APAMT

With collaborations with other organizations ongoing

-In rotating order, the 3 lead organizations will be the lead group for upcoming guidelines

-A framework has been created for a process to be put in place regarding the entire process

 -A working group criterion will be established and then people identified

 -Multiple people/organizations will then be a part of the voting statements

**Action Items**: Simone and Gosselin will finalize the process and agreements with organizations in the next weeks

**Committee Reports**

**Fellowship Committee (Stork)**

Guidelines have been updated and included in the materials

Currently there are zero applications for 2016

Email to be sent out by central office with reminders for applications

**Action Items:**

-Stork to send bulleted list of criteria and send to Shiffert

-Shiffert to send email out to membership in the next week

-Simone will speak with Engebretsen to see if anyone in ABAT would meet criteria

**Newsletter (Smolinske)**

-Next newsletters: July; October; December

-Section chairs being contacted to send updates for upcoming issues

-Will highlight the lipid work and scientific review committee in the July issue (Gosselin/Hoffman will work on this)

**Awards/Research Committee (McMartin)**

-Travel awards deadline is June 1, 2016

-Seven applications for junior investigator award this year with good international response (1 Australian and 1 Canadian application)

-Success with applications largely due to advertising at meeting and emails

-Junior investigator should be announced next week

-Toxicology trainee award: Four applications received and will be sent out to committee in the next week or two

-Numerous years without applications to Lampe-Kunkel award; need to advertise better. Discussion about potential changes to monetary amount. Current funds for the endowment is $27,000

**Action Items:**

-Simone to reach out to Bill Banner/Ed Krenzelok to see what the family would think about award criteria alteration and change the monetary amount

 -Shiffert will look into the restrictions (if any) on the endowment fund

-McMartin to bring a suggestion to the next board meeting regarding the monetary amount

**Scientific Liaison Coalition (McMartin)**

Board packet information page 237

Any webinars that are available are also available to AACT members free of charge

Email notifications will continue to be sent out alerting AACT members of these events

Potential discussions about how to incorporate basic science research into clinical research/symposia will be tabled to the strategic plan

**CME Updates (Cumpston)**

Last eveningCumpston spoke with a consulting company (Passin Associates) about our CME issues. The company has 24 years of experience and this company states 100% success

-Passin Associates Proposal: $15,000 to hire them and fix our issues

**Motion by Gosselin** to allow Cumpston to decide which company we should contract with a budget up to $20,000

Seconded

15 yays

0 nays

0 Abstain

**Strategic Plan**

Mission Statement:

Reviewed with discussion if we want to change any of it

Vision not on the website

**Action Items:**

-Group to be established to re-create/update our mission/vision statement by the next BOT meeting after today’s discussion (Kostic and Palmer to lead this initiative; Rose will assist in the structure of these)

-How our mission/vision will impact our overall function

**Who We are and Who we want to be**:

-We educate ourselves and have very little education to others

-We are moving with guidelines but want to be the world leaders in toxicology education; we want to be identified as the experts and the “go-to” experts for major issues

-We need to advance the overall public health as it relates to toxicology

-We need to work at mentoring others within our group to advance our mission

-Need to work on the public/media face on toxicologic issues

-Align with other organizations (AAPCC; ACMT) to collaborate on a single message

 -Need to be responsive to acute issues as they arise

**Action Item:**

Small workgroup will be created to look at public relations and our response and develop a plan. Lowry will lead this initiative

**Research**

Translational research and incorporation into collaborative workgroup

-Very little translational research currently by AACT

-Need to advance our strengths and be able to collaborate with other organizations to move forward bench to bedside research (and bedside to bench research)

-Efforts to think about ways to increase collaboration (perhaps advertising our research award to other organizations that do bench research)

**Certificate Program (Stork)**

Information included in board packet (page 221)

-Goal is to increase membership; educate outside people with interest in toxicology

-Increase mentorship

-Will hold this until we create our priorities of strategic plan and rank this

**ABAT Advancement Program (Simone)**

-Rick Spiller has previously done this project and advancement

-Estimate cost is $7,000 per person

-Hoffman questions the benefit to the Academy

-Next Steps:

-Simone will charge ABAT to Create an educational grant that is competitive and suggest ABAT pay for it and if they need financial support, we will discuss the possibility of supporting them financially

**NACCT Abstracts**

-If a poster gets accepted and there is a no-show, the author will not be allowed to submit/present for the following NACCT

**Executive Session at 12:03 pm; ended at 12:09 pm**

**Ethics Update**

**-**Lowry has been charged with revamping our ethics handbook and guide

-Committee will be created

-Updates/discussion to be brought forward at Fall meeting in 2016

**ByLaws Update**

-ByLaws to be reviewed and updated accordingly (Shiffert will work on a draft)

-To be reviewed at Fall BOT and then next steps will be pursued

Adjourned at 12:11p

Respectfully Submitted,

Jeanna M. Marraffa, Pharm.D., DABAT, FAACT

Secretary, AACT