

AACT Board of Trustees (BOT) Meeting Minutes
September 13, 2016
NAACT 2016
Sheraton Hotel; Boston Massachusetts

Present: Karen Simone, Rob Palmer, Jeanna Marraffa, S. Rutherford Rose, Mark Kostic, Susan Smolinske, Ken McMartin, Lee Cantrell, John Benitez, Christine Stork, Bob Hoffman, Kennon Heard, Kirk Cumpston, Tammi Schaeffer*, Chris Hoyte*, Sophie Gosselin, Jennifer Lowry, Shawn Varney*

(*Incoming BOT members; non-voting.)

Present Remotely via Phone: N/A

Absent: N/A

Association Management: Sarah Shiffert; Nakera Dumas; Victoria Cooper

Call to Order and Welcome (Simone)

0815: Call to Order

COI & Confidentiality Statements (Marraffa)

- Reviewed; signed and submitted by all BOT members

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

- Minutes from August 2, 2016 reviewed
 - Motion to approve: Hoffman
 - Second: Lowry
 - 15 yays; 0 nays
 - Minutes from August 2, 2016 approved

Nominations Committee Report (Simone)

- President Elect: Kostic
- Treasurer: Varney
- Board:
 - Re-elected: Smolinske
 - Elected for a new term: Hoffman (just rotated off Immediate Past-President)
 - New: Schaeffer, Hoyte

Board Elections (Simone)

- Discussion regarding running the President Elect unopposed:
 - Process: Members nominate potential candidates and then those nominations go to the nominating committee
 - The current President chooses nominating committee

Minutes done by: J M Marraffa , AACT Secretary

Reviewed by Board of Trustees and approved on February 22, 2017

- Goal: To run at least two excellent candidates each election
- Discussion regarding selecting the slate of Board Members and Section Chairs:
 - Candidates serving on other boards: Unofficial policy to avoid running individuals serving on other boards due to the potential for time and loyalty conflicts
 - Assessment of recent election: determination that the nominations list was appropriate and the membership voted accordingly
 - Number of candidates: Consider the need to increase the number
 - Section Chair turnover and development: Charge established Chairs with mentoring younger members with the goal to transitioning to the younger members to increase younger member involvement in the Academy
 - Request the President implement this goal by appointing young member co-chairs and working with more established chairs on a plan for transition
 - Create a board liaison for the sections for additional support
- **Action Items:**
 - Increase the frequency of email notifications requesting nominations
 - Request early contact regarding potential candidates/nominations from membership
 - Increase the visibility of the nomination process with new website
 - Require nominating members write a paragraph describing their reasons for supporting candidates
 - Create a list of criteria for Presidential nominees
 - Require BOT members suggest potential candidates to Nominations Committee
 - Develop a mentoring program to engage new people into leadership positions
 - Create BOT liaisons for sections

President's Report (Simone)

0851

- Successes:
 - Meeting changes in the last 2 – 4 years:
 - Shorter: Half day shorter
 - Location: Successful venues with regard to attendance and financial outcome
 - Collaborations:
 - ACMT Contract: Due for renewal this year and will require re-negotiation
 - › Address excessive number/frequency of non-partner (ACMT) meetings at NACCT
 - EAPCCT, APAMT, AAPCC: Successful and growing collaborative efforts
 - › Clinical Toxicology journal: APAMT added as 4th sponsor of Clinical Toxicology beginning in January 2017
 - › Scientific Review Committee:
 - ❖ Lead: Gosselin
 - ❖ First-tier collaborating groups with primary responsibilities: AACT, EAPCCT, APAMT
 - ❖ Second-tier collaborating groups with important scientific contributions: AAPCC, ACMT, CAPCC

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- Challenges:
 - Website: Slower than anticipated, addressing difficulties with integration of member database and functionality
 - Continuing Education:
 - Workload: Too heavy for volunteers
 - Probation: Status threatened for the second time in the past several years for similar issues
 - Solutions:
 - › Hired Passin and Associates to assist necessary changes and reporting to ACCME
 - › Able to respond to last-minute accountability check for the current NACCT meeting
 - › Final decision regarding AACT CE status due in December 2016
 - › Amedco hired to assist with CE workload going forward to avoid further threats to our status
 - CE plan going forward:
 - ❖ Maintain professional support for the paperwork, processes and reporting
 - ❖ Limit volunteer work to the scientific content-related decisions
 - ❖ Transition pharmacy in the same way as medical CE
 - Mentoring:
 - Develop a plan for increasing active membership through mentorship using more senior Academy members

Treasurers Report (Rose)

0907

- Investment portfolio: \$325,000 originally invested, current worth \$407,000
- Publication line: Represents the fee for the members for the Clinical Toxicology journal
- Education Committee overage: Comprised of the CME and consultant fees through June 2016
- 2015 NACCT
 - Maine Meeting profit: \$140,000
 - Pre-meeting symposia profit: \$90,000
 - CE fees income \$70,000
- 2016 NACCT
 - \$30,000 support from McNeil
 - \$20,000 support from BTG
- **Action Items:**
 - Separate CE expenses
 - Formalize the process and criteria for levels of sponsorship in collaboration with the AAPCC
 - Re-evaluate investments every 2 years

• Motion to accept treasurer's report: Heard

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

- **NACCT Budget**

- 2016 NACCT: Estimated budget is positive and the financial climate is strong
- 2017 NACCT Budget:
 - AACT-specific budget: Move the \$35,000 Amedco into a separate line for AACT only part of the NACCT budget
 - Meeting budget (AACT and AAPCC): Other meeting expenses - keynote speakers, the social event and they are partnership expenses and on NACCT meeting budget

- **Projection/Budget Process**

- Overall estimated net worth at end of 2016: Between \$500,000-\$700,000
- Increased net worth over the last 2 years: Increased meeting registration and dues
 - Need to use this money to increase member benefits
- Identified potential financial threats:
 - Prior financial problems: Directly related to meeting expenses
 - Current and future concerns: Loss of meeting attendance and membership to other toxicology associations

ABAT Report (Engebretsen)

1003

- Credentialing Exam:
 - 2015: 5/6 people passed
 - 2016: 12 people took exam (awaiting results)
- Mentoring Program to increase ABAT members: Rick Spiller submitted a brief proposal which requires more work; ABAT requests some AACT financial support (Engebretsen and Simone to collaborate)
- ABAT presentation to AACT BOT at next AACT BOT meeting: Review of the credentialing document, ABAT exam, breakdown of membership, proposal for mentoring program
- ABAT Emeritus: Attempts to align with AACT unsuccessful so far; ABAT Board's criteria are inconsistent with AACT:
 - ABAT Emeritus will no longer be able to vote; don't get the journal; don't pay ABAT dues
 - Potential solutions to align the ABAT Committee with AACT:
 - Encourage ABAT members to become Fellows of AACT
 - Reviewed Fellow criteria for AACT (ABAT service is eligible to meet criteria)
 - Simone suggests consideration of a time-limited grandfather clause for ABAT members who otherwise meet Fellowship status do not have 5 years before emeritus
 - AACT directs the ABAT Committee to change the name for ABAT emeritus status to avoid confusion
 - AACT Committee Chair requests ABAT supply a list of ABATs considering Emeritus status for the purpose of reaching out regarding the Fellow Application Process

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NACCT Report (Palmer)

- 2016 NACCT Attendance:
 - 700 Main Congress registrants (650 registered for main congress only)
 - AACT Pre-meeting Attendance: 213
 - ACMT Pre-meeting attendance: 257
 - Aquarium attendance as of today: 190
 - \$100 fee covers about half the actual cost
- Keynote speaker: speaker cost of \$10,000 for the partnership
- Sponsors: few in number but major support totaling approximately \$70,000
 - Consider honoring McNeil in the future for continued, long-term sponsorship
 - Reconsider the sponsorship criteria and process
 - Consider other offerings to sponsors (such as room cards with advertisements)
- Potential SOT Collaboration: McMartin to provide Kostic with information on the SOT Clinical Science Engagement Taskforce regarding symposia at other professional meetings
- **Motion to go into executive session at 1344: Hoffman**
 - **Second: Smolinske**
 - **15 yays; no nays; no abstains**
 - Motion to exit executive session at 1410 by Hoffman
 - Seconded by Benitez
 - Executive Session ended at 1411

Pharmacy Continuing Education (Awad)

- CE Events:
 - 13 continuing education events this past year
 - 8 webinars every other month coordinated by Varney
- **Requests for AACT:**
 - Administrative support (Amedco)
 - Assistance and alignment with AACT CME - joint development of CE mission statement and needs for upcoming ACPE Survey 2018
 - Incentive for speakers to complete paperwork on time: consider a meeting registration fee reduction

AHLS Update (Walter)

- New staff:
 - Amy Williams is the new program coordinator
 - Fleury Noel Ndazyze is new administrative assistant
- Marketing/reach:
 - Promotion in non-English languages:
 - AHLS now Translated into Spanish and Arabic
 - Discussions about other languages being translated
 - New marketing templates to allow different, geographically appropriate photos
 - New Courses: AHLS for Tox-Medics and AHLS for Tactical Medics

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- Upcoming:
 - 4th edition AHLS Instructor manual near complete
 - AHLS Provider and Instructor Courses to be held on pre-symposium at WADEM 2017 (largest international disaster medicine course in the world)
- **Action item:** Shiffert to send Walter the new AACT logo to incorporate in AHLS slides

Friends of the Academy (Woolf)

- Balance: \$11,000
- Promotion/support:
 - Set goal and show progress prominently on website
 - Send an end of year request for donations to the membership
 - Inform the membership of the plans for these funds
 - Recognize donors and amounts on the website (may opt out) in the December and March newsletters and the website
 - Match with AACT funds (rejected for now but reconsider in the future)
- Use:
 - Pediatric or other research support
 - Travel for students/residents
 - Wait until amount is sufficient for meaningful use (~\$30,000)
 - Wasserman award for education, outreach, best abstract (consideration)
 - Woolf, Lowry and Hoffman to work with membership to present plan in first quarter of 2017
 - Spend some of the Wasserman Travel Award in 2017 (Lowry to discuss with the Pediatric Section)

Scientific Review Committee (Gosselin)

- Activities:
 - 2 webinars yearly
 - Review of the LLSA articles
 - 5 papers published from Lipid Emulsion Study Group this year
 - Reviewed ACMT Brain death criteria
 - Presenting an AACT symposium on ketamine during APAMT
 - Hoffman, Gosselin and Burns-Ewald are presenting during this symposia
 - Suggestion that there is an AACT symposium during the EAPCCT Congress
 - Simone/Palmer will speak with EAPCCT scientific planners
 - Budget for this will be discussed at a later date
 - Collaboration Project
 - The EAPCCT donated in-kind translation support
 - Request a trained research assistant to assist as these projects move forward
 - › Gosselin to produce document indicating needs and estimating cost
 - › Gosselin is requesting the \$4,000 remaining budget (from 2016) to be used to hire someone to assist with librarian support and reference database
 - 2017 budget is \$8,000

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- The BOT approves and support use of budget for support staff
(research/administrative assistance for 2017 with submission of invoices to Degnon)
- **Clinical Recommendations in Clinical Toxicology Collaborative Definitions and Process**
 - The voting statements: provided to the entire membership for review and comment
 - Communications with associations' Presidents: Gosselin will be the liaison and report updates
 - Meetings: Goal of 3 per year with partners with remote access capability
 - Procedural document agreement: EAPCCT to review and vote on Sep 24, 2016
 - Request:
 - Letter to Gosselin from the AACT that she is the chair of this collaboration (for her employer)
 - Display of this document in AACTion and on the Website
 - Clinical Toxicology article asking about publication of the document(s)
 - **Motion by McMartin to approve the document and process for: Clinical Recommendations in Clinical Toxicology Collaborative Definitions and Process**
 - **Seconded by Benitez**
 - **15 Yays; 0 nays; 0 abstains**

Continuing Education Report (Cumpston)

- Probationary status: final decision in December 2016
- Administrative and reporting support: Amedco retained
 - Amedco will communicate with Degnon directly about processes
 - Degnon will communicate with Cumpston and Varney
- Amedco to teleconference with Cumpston to review the appropriate processes/paperwork/forms
- **Action Items:**
 - Develop CME provider ship ethics
 - Develop a document to provide speakers and organizers with expectations
 - Query the membership regarding what they perceive as commercial bias
 - Develop specific criteria for non-drug chemicals/products not covered under ACCME
 - Consider the same standards for chemicals/products as drugs
 - **Motion by McMartin to follow the ACCME drug criteria for chemicals/products and Request for presentations/programs will be evaluated on a case by case basis. Pending approval by Amedco.**
 - **Seconded by Lowry**
 - **15 Yays; 0 Nays; 0 abstains**

Webinars (Varney)

- Scheduling:
 - November and December planned
- Content:
 - Topics from each Section once yearly

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- Ideas requested for additional topics of interest
- CE:
 - Timeline maintenance is critical
 - Include polling questions regularly
 - Make CE certificates trackable on the new website if possible
- Questions of speakers:
- Allow/encourage submission prior to the lecture
- Request: more notices announcing the activity

Membership Committee (Heard)

- Waiving dues temporarily for hardship: Consider on a case-by-case basis
- Emeritus status conflict with ABAT: Discussed above
- Students and Fellows-in-Training Definitions: Clarified/defined

Communications Committee (Marraffa)

- Question of the Day:
 - Mike Greenberg has requested that the QoD be available non-members
 - If possible the new website will require them to visit to obtain an answer
 - **Motion by Hoffman to allow non-members to receive Question of the Day.**
 - **Seconded by Cumpston**
 - **All Yays; No Nays; No abstains**
- Website:
 - Launch has been delayed because of need to augment Wordpress with Presspoint plug-in member database
 - AACT is in beta test group for the current Presspoint version, which is very robust and will have many more member features
 - BOT members directed to review website (url is 261.38.6.81) and give feedback.
 - All applications will involve online forms
 - Consider changing the domain name to make AACT appear earlier in searches
 - Flyte is very adept at Search Engine Optimization and has given guidance on that.
 - **Action Item:** Put the journal first in the list on the Resources drop down
- Social Media:
 - Tweeting done by Bryan Hayes and Jeanna Marraffa (consider changing personnel)
- AACTion:
 - Smolinske requests photos from NACCT for next AACTion

Clinical Toxicology (Simone)

- Contract to be posted on electronic voting site and request that we review and vote

Fellowship Committee (Stork)

- 2016 Applicants: 9
 - Successful: 8/9 voted

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Revision to Mission Statement (Palmer)

- **PROPOSED REVISION 1:**

Poisoning has been and remains a leading cause of injury and suffering. The American Academy of Clinical Toxicology (AACT) is a not-for-profit organization uniting clinicians, pharmacists and scientists in the advancement of research, understanding, prevention and treatment of harm caused by chemicals, drugs and other toxins. This can only be accomplished through an active and engaged membership which is why AACT is committed to enhancing the opportunities, education, and career satisfaction of its members.

- **PROPOSED REVISION 2:**

The American Academy of Clinical Toxicology (AACT) is a not-for-profit medical society uniting clinicians and basic scientists in order to advance understanding, prevention and treatment of harm caused by chemicals, drugs, and other toxins.

- **Discussed Revisions:**

The American Academy of Clinical Toxicology is a not-for-profit multidisciplinary organization uniting scientists and clinicians in the advancement of research, education, prevention, and treatment of injury caused by chemicals, drugs and toxins.

- **Motion to accept the above revision as above by McMartin**

- **Seconded by Rose**

- **15 yays; 0 nays; 0 abstains**

Awards Committee (McMartin)

- **Awards:**

- Toxicology Trainee Award: 4 applications

- Research Awards: 2 this year due to Degnon administrative error

- **Awareness: McMartin to do a brief presentation at fellows in training luncheon**

- **Future Committee Direction:**

- McMartin rotating off of the Board; he still has interest in participating in this role

- McMartin to stay in the role for 1 year to help co-chair transition into leadership role

Scientific Liaison Coalition (McMartin)

- **No additional comments/discussion other than report submitted**

Approval of Budget

- **To be posted to electronic voting site once finalized**

Executive Session begins at 1715; management staff left; executive session ended at 1753

Cumpston and Heard left meeting at 1715

Management Review (Simone)

2% raise

13 yays; 0 nays; 0 abstains

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Meeting adjourned at 1754

Respectfully Submitted,

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

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