

**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.

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#### **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



