

**Minutes of the
American Academy of Clinical Toxicology**



Board of Trustees' Meeting
Wednesday, May 8, 2013, 8:30am-5:00pm

AGENDA

8:30am BREAKFAST

- 9:00 Call to Order, Welcome & Introductions - Hoffman
- 9:05 COI & Confidentiality Statements – Mercurio-Zappala
- 9:10 Approval of the Minutes of October 2012 BOT meeting and interim actions - Mercurio-Zappala **ACTION**
- 9:15 President's Report – Hoffman
- 9:30 Financial Report – Rose
YE 2012 AACT Financial reports (P&L and BS)
1Q 2013 AACT Budget update
YE 2012 NACCT Report from CF (P&L and BS)
2013 NACCT Budget
- 10:00 Nominations Committee Report – Hoffman
2014 Slate **ACTION**
- 10:15 **HEALTH BREAK**
- 10:30 NACCT Report – Simone
2013 Educational Program and Committee Structure
2014 and 2015 locations
- 11:15 Education Committee (needs members) – Hoffman for Larison
CAE proposal **ACTION**
SIG webinar procedures

12:15pm LUNCH

- 1:30 ABAT – Gorman
ABAT report - Gorman
Modules – Gorman
Journal Club webinars - Maraffa
- 2:00 Communications Committee – Hoffman for Brent
Question of the Day – Hoffman **ACTION**
Facebook Initiative – Maraffa **ACTION**
Twitter Initiative – Shiffert for Hayes **ACTION**

Podcast partnership proposal – Hoffman **ACTION**

- 3:15 HEALTH BREAK**
- 3:30** Membership Committee – Heard
2013 Membership renewal report
Board Assignments for Fellows in arrears (handout)
Student membership category **ACTION**
- 4:30** Position Papers
Decontamination report
- 5:00 ADJOURN**
- 8:00 DINNER**
Sweet Georgia's Juke Joint, 200 Peachtree St, Suite #L05, Atlanta, GA
404-230-5853
Meet in the hotel lobby at 7:15 pm

Thursday, May 9, 2013
8:30am-12:00pm

AGENDA

- 8:30am BREAKFAST**
- 9:00** Bylaws Committee – Benitez
- 9:30** Committee reports – information only
Newsletter – Maraffa
Awards Committee – McMartin
Scientific Liaison – McMartin
SIG Reports
- 10:15 HEALTH BREAK**
- 10:30** Other Business
Ethics Committee - Palmer
- 10:45** Discussion on AACT 6 month goals
- 12:00pm ADJOURN**

AACT Board of Trustees Meeting Minutes

May 8-9, 2013

Hyatt Regency, Atlanta, Georgia

Present: Bob Hoffman (President), Karen Simone (President-Elect), Alan Woolf (Past-President), Ruddy Rose, (Treasurer), Maria Mercurio-Zappala (Secretary). Trustees: John Benitez, Kennon Heard, Mark Kostic, Jeanna Marraffa, Kenneth McMartin, Jeffrey Nemhauser, Robert Palmer, Anthony Tomassoni, Christine Stork, Richard Weisman

Management: Sarah Shiffert

Absent: none

May 8, 2013

Call to Order, Welcome & Introductions

Hoffman

AACT President Bob Hoffman welcomed the members of the Board of Trustees, and invited everyone to introduce themselves and note their professional affiliations and position within the Academy.

COI & Confidentiality Statements

Mercurio-Zappala

Secretary Maria Mercurio-Zappala distributed the Conflict of Interest and Confidentiality statements and asked the members of the Board to complete and return to her during the course of the meeting.

Approval of the Minutes of October 2012 BOT meeting and interim actions

Mercurio-Zappala

Maria reviewed the minutes of the previous Board of Trustees meeting, and also the interim actions of the Board and Executive Committee.

VOTE: The minutes were approved with no corrections or amendments. Unanimously approved (15- voted yes, 0- voted no, 0- abstained).

President's Report

Hoffman

Bob outlined for the Board his perspectives on the upcoming year regarding:

- The State of the Academy
- Negotiations with Clintox
- Working with APAMT and ACMT
- Participation in IUTOX
 - Both symposium accepted in 2013 and IUTOX elections and future meeting selections
- Communications
- Archives
- Important issues

- Provision of year round continuing education credit
 - Synchronous learning
 - Asynchronous learning
 - ABAT modules
- Membership
 - Improve member benefits

VOTE: The Presidents report was approved. Unanimously approved (15- voted yes, 0- voted no, 0- abstained).

Financial Report

Rose

*** YE 2012 AACT Financial reports (P&L and BS)**

- 2012 Finances
 - Fell short in dues
 - Clintox will go electric only
 - Rate decreased to \$66 per person for next 3 years
 - Members pays for paper copy
 - Current Awareness
 - A. Woolf suggests sending a thank you letter to Allister for his services and how invaluable Current Awareness is.
- Investment account is doing well
 - Mutual funds are low risk
 - Met projection income
- Accounts receivable
 - Primarily from NACCT
 - First time in 4 years had a net profit
- Investments secure
- Discussion of Charitable donations
 - Need to create a subcommittee

*** 1Q 2013 AACT Budget update**

- Audit:
 - 2012 had Financial Review
 - Audit to be done in 2013 with a cost of \$10,000-\$20,000

*** YE 2012 NACCT Report from CF (P&L and BS)**

- NACCT main congress did well
 - Expenses were a little under budget
 - Committees
 - Publications
 - Awards & Scholarships

*** 2013 NACCT Budget**

- Budget a profit for 2013 based on projected attendance of NACCT
- 20% of net for ACMT pre-symposium

VOTE: The Treasurer's Report was approved. Approved (14- voted yes, 0- voted no, 1- abstained).

Nominations Committee Report

Hoffman

Bob reviewed the 2014 slate proposed by the Nominating Committee, and discussion followed on possible additions to the slate. It was agreed that there should be more than one candidate for each open position, and that having five nominees for 3 positions was fine.

Vote: To accept the slate as proposed by the Nominating Committee:

Kirk Cumpston, DO

Kennon Heard, MD

Kenneth McMartin, PhD

Sue Smolinske, PharmD

Richard Weisman, PharmD

Approved; 13- voted yes; 0- voted no, 2- abstained.

NACCT Report

Simone

* 2013 Educational Program and Committee Structure

- Karen Simone discussed the challenges of continuing education credit, although it was acknowledge that this is the strongest benefit of AACT. The discussion was to explore an outside vendor to do CE versus an AACT volunteer. Karen pointed out that we are credentialed for CE and should not give it up. Suggestions were made to change the way we accept abstracts and require the submitter or session to also have learning objectives and questions.
- Jeff suggested if there was a way to have a "late breaker" session so that we could present hot topics after the meeting is set up. Discussion included ideas such as put an additional session in the meeting without CE, and also keeping a generic place marker.
- Abstracts:
 - 412 submissions
- Enduring CE
 - Karen discussed the various models and costs for enduring CE for meeting attendees.

A motion was made to direct the Board, the Executive Committee, and the Finance Committee to add an expense line item for CME credentialing (outsourced) and the money amount determined by the Board.

Vote: The motion was unanimously approved: 15-yes, 0- no, 0 abstained.

A motion was made to provide \$2000 to go to Pro-libraries to allow enduring CE to NACCT attendees for 2013 (after running the NACCT meeting for the time frame of 2013- August 2014 and participants must register for the NACCT meeting and pay for CE).

Vote: The motion was unanimously approved: 15-yes, 0- no, 0 abstained

- Additional discussion regarding Pro Libraries live taping 3 days of session and make them into Webinars
 - Issue tabled

* 2014 and 2015 locations

- Location for NACCT 2014 is New Orleans
- NACCT 2015 is San Francisco
- Consider to shorten NACCT by one day

Education Committee

Hoffman

Bob reported for Education Committee chair Deborah Larison.

*CAE proposal

Bob reviewed the status of the proposal from CAE to provide simulations... Mark Kirk was selected to be the director. The academy gets all for funds and is responsible for all deliverables. Discussion regarding the salary support for the Director.

Action: Bob will investigate further.

* SIG webinar procedures

Bob made a request to review the webinar and give feedback. It was acknowledged that we do not have any policy or guidelines regarding webinars. Also it was questioned whether we want to endorse this project.

Action or Vote: No motion made and no vote.

ABAT

Hoffman and Marraffa

* ABAT report

Rob Palmer stood in for ABAT President Sue Gorman who could not make it. A report was submitted. Rob discussed issues regarding the DABAT examination and the policy if anyone fails.

Action or Vote: No motion made and no vote.

* Journal Club webinars

Jeanna Marraffa reviewed the results of the first journal club webinar. There were 40 live attendees, both MD and Pharmacists. Only 4 participated in the recorded session and the recorded session will be available for one year. Jeanna would like to provide 4 per year.

*LLSA articles

Jeanna advised that the articles were waiting for the technology to make them work as well as copyright issues.

Action or Vote: No motion made and no vote.

Communications Committee

Hoffman, Marraffa and Shiffert

* Question of the Day

Discussion regarding the QOD included if it should be limited to members only or provide it for free for a specific amount of time and then use it as a tool to get new members. Also what, if any, are the costs associated with producing the QOD.

Vote: A motion was made to exclude from the QOD, after a designated 30 day expiration, those who have missed an entire dues cycle.

The motion was unanimously approved: 15-yes, 0- no, 0 abstained

* Facebook Initiative

Jeanna discussed the various issues regarding the Facebook page.

Vote: A motion was made to set up a face book page.

The motion was approved: 11-yes, 2- no, 1- abstained. The Board requested that the Facebook page remain dormant until the BOT were sure about policy and procedures.

* Twitter Initiative

Sarah presented for Brian Hayes.

- AACT has an active Twitter page
 - @aactinfo
- Question asked was how to integrate Twitter and Facebook to maintain consistency

Vote: A motion was made to move forward and develop policy & procedures for a Twitter account.

The motion was approved: 14-yes, 1- no, 0 abstained

* Podcast partnership proposal

The Board observed the Podcast and discussed issues pertaining to quality. Discussed whether doing Podcast with Clintox or another group called Tox talk (a UMASS project).

Vote: A motion was made to have either the Executive Committee or Communications Committee investigate a relationship with ToxTalk@UMASS including a detailed budget from ToxTalk.

The motion was approved: 14-yes, 1- no, 0 abstained

Membership Committee

Heard

* 2013 Membership renewal report

The discussion included identifying fellows in training so that once they graduate they could be asked to join the Academy. It was also discussed to create a welcome package and give it to recent graduates with the option of becoming a member.

*** Board Assignments for Fellows in arrears (handout)**

A handout was distributed to BOT members of members and Fellows who were in arrears for the BOT to contact.

*** Student membership category**

The BOT discussed that students who are not in fellowship programs be “student members” without a journal and if they want the journal, they could pay \$65.

Action or Vote: No motion was made

Position Papers

Hoffman

*** Decontamination report**

Discussion regarding the creation of a new report or keeping the old one.

Adjourn for the day

May 8, 2013

Bylaws Committee

Benitez

John Benitez reviewed and summarized the bylaws

- Students and fellows have benefit of membership but no vote or no office
 - Ok to open membership up to students of other disciplines
- No institutional members
- President, Secretary & Treasurer should not run for office concurrently
 - Need to be addressed
 - Offices should stagger
- By laws state only the President; Secretary & Treasurer can sign contracts.
 - Need to modify to allow for designee

Vote: A motion was made to staggering the terms of the President, Secretary, and Treasurer, not by changing the by-laws but to handle through policy and procedures.

The motion was approved: 14-yes, 0- no, 1 abstained

Vote: A motion was made to change the by-laws to state to allow the President to designate someone else to sign contracts as approved by the Board of Trustees.

The motion was unanimously approved: 15-yes, 0- no, 0 abstained

Informational Committee Reports

***Newsletter (Marraffa)**

Jeanna discussed a pre-meeting issue prior to NACCT, include a more complete calendar and links to meetings.

*** Awards Committee (McMartin)**

Ken McMartin discussed a good time to give out awards at NACCT would be at a closing ceremony. Also establish a new award specifically for fellows in training with a proposed amount of \$3750.

Vote: A motion was made to adopt to create a research award for toxicology trainees with one year left, whose mentor is an AACT member, for \$3750 (\$3000 for research, \$750 for travel support), with a deadline in either April or May (to start with NACCT 2014).

The motion was approved: 10-yes, 3- no, 0 abstained

Vote: Move that for the Lampe-Kunkle, AACT Research Award, and the new Toxicology Training Award add up to \$600 to the award amount for registration to NACCT. (2014 budget item)

The motion was approved: 8-yes, 7- no, 0 abstained

***Scientific Liaison (McMartin)**

Ken discussed that SOT wants about \$1000 so that we can be a member of the SLC.

*** SIG Reports**

There were no additional reports from Special Interest Groups.

Other Business

***Ethics Committee (Palmer)**

Rob presented a Code of Ethics document for review by the BOT.

***International Affairs (Hoffman)**

Request for a Spanish presenter from AACT to present at the ALATOX. Costs for hotel, food, and local transportation will be covered by ALATOX but not airfare.

Vote: Put a call to the membership to be faculty at the next ALATOX meeting in October 2013 in Ecuador with the stipulation that they pay expenses as required.

The motion was unanimously approved: 15-yes, 0- no, 0 abstained

Additional note: While presenting at other meetings, speaker is representing AACT. Maybe BOT should create language as to what is expected from a speaker who is representing AACT.

Action: Bob volunteered to craft language for presenters.

Discussion on AACT 6 month goals

Bob invited the members of the AACT Board of Trustees to offer their suggestions for new projects or activities that AACT could consider, and challenged them to identify specific goals that could be tackled within the next six months. Following are the suggestions that were offered, and the specific Board member responsible for addressing the project/activity/goal:

Tony suggested way to recognize medical, pharmacy, and scientific fellows in training such as an award.

- Additional ideas included a dedicated luncheon for fellows in training with past presidents

Alan suggested a new research award

Bob suggested more cutting edge position papers

Alan suggested a boot camp or advanced training in executive leadership

- SIM training
- Career development
- Targeting trainees

Jeanna suggested mentorship for either a fellow or a new member joined with someone who is more seasoned

Rich suggested a \$10 finder fee for those who bring in new members

Rob suggested an APP for both Clintox and AACT

Ruddy suggested additional CE opportunities

- ½ day during Midyear Managers Meeting
- SPIs- distance learning (either live or click-n-play)

Alan suggested a trainee SIG with student sessions

Chris suggested a certificate program in toxicology for ER pharmacists or SPIs (certificate of special qualifications)

Mark suggested a merger with ACMT and AACT and/or combined membership with reduced dues and a decrease cost for NACCT

Ruddy suggested to determine how many non AACT members get a discounted registration and to give them the opportunity of paying less for NACCT if they join AACT during the registration process for NACCT.

Jeff suggested updating the AACT Logo.

Action: A new Logo contest will be put out to the membership. Sarah and Jeff will work on this.

Jeff suggested updating the website.

Action: A committee will work on a new website, a redo of the back end, and a front end change with the NACCT banner. The committee consists of Sarah, Jeanna, Jeff, John, and Bryan Hayes.

Adjourn for the Day