

**AAIP Board Meeting Minutes  
April 21, 2021**

**Attendees:** Tom Anderson, Mary Owen, Blair Matheson, Shaquita Bell, Jonathan Baines, Allison Kelliher, Charlene Hansen, Margaret Knight

**Absent:** Missy Begay

**Guests:** Garrett Morelock, CPA, Rose Rock Accounting  
 Kyle Dover, CPA, Red Oak Accounting Advisors  
 April McKasson, CPA, Red Oak Accounting Advisors  
 Christina Hall, Account Executive, Back40 Design

Call to Order/Roll Call: Meeting commenced at 8:18 PM (CST)

Topic	Discussion	Action Items
<b>I. Meeting: Call to Order</b>	Mary Owen, MD, AAIP President at 8:18 PM CST	
<b>II. Roll call:</b>	Allison Kelliher, MD Quorum established	
<b>III. Approval of: February 27, 2021 Minutes</b>	<b><u>Motion by Allison Kelliher, MD to approve the February 27, 2021 minutes and table the March 2021 minutes to next meeting, Second by Shaquita Bell, MD. Motion passed.</u></b> February minutes were approved and March minutes were tabled.	Changes to March minutes will be made and bring back for approval at the next board meeting.
<b>IV. Financial Report/comments</b> Kyle Dover, CPA, Red Oak Accounting Advisors April McKasson, CPA, Red Oak Accounting Advisors Garrett Morelock, CPA, Rose Rock Accounting	Introduction of new accountants. Kyle Dover CPA has experience working with non-profits and tribes. Dealing with quite a few grants and how they operate. April McKasson, CPA, will do audit prep and prepare financial reports. Has experience working with tribes, grants and how they work. Kyle has good relationship with Rose Rock, they handle the audit side. April has a lot of audit	April McKasson working with previous accounting services and will have financial reports available for the May board meeting

<p>Garrett Morelock, CPA, Rose Rock Accounting</p>	<p>background and familiar with what AAIP needs are. Still trying to work with previous group and prepare both previous month's reports. Just recently started with AAIP and will have reports at next month. Dr. Matheson stated he is the Treasurer and will be working with them as well. Garret Morelock of Rose Rock, the external auditor presented the audit that was recently completed back in March for year ending June 30, 2020. Starts out on Page 1 and issued an unmodified opinion, clean opinion on the financial statements. Page 3 is the actual Financial Statements and Financial position which shows assets and liabilities and net assets as of June 30<sup>th</sup>. Page 4, Statement of Activities shows a change in net assets at year ending June 30 2020, that increased by \$10,000, which is a significant improvement since the prior year the net assets decreased by \$200,000. Page 5 Statement of Cash Flow, that basically summarizes the change in cash flow. Overall for the year, the cash increased by \$21,500, and breaks out the cash for the year. Statement of Functional Expenses follows the cash flow statement. Footnotes start on page 7 and pretty similar to last year. Note A is always going to be the summary of your significant accounting policies and describes all of your policies on how you account for assets, liabilities, revenue, expenses. There was one accounting pronouncement adopted during the year on page 9 and talk about that fact there towards the bottom of page 9 and it did not have a not have significant impact on AAIP but put it there to recognize that AAIP was aware of it and was adopted. No significant subsequent events that need to be disclosed or cause an adjustment to the financial statements. The revolver Note D – the PPP loan was new</p>	
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this year and note E was new. The way it was treated not only AAIP but all of their clients is basically if it was not forgiven at the end of your fiscal year will show as debt. But will likely be forgiven in 2021 debt will be removed and will be shown as other income. Page 11 – final page shows upcoming audit standards that will be required to be adopted in the future and the main one is leases. Page 12 – report on internal control over financial reporting and compliance is similar to last year and the fact that any time that significant audit adjustments are made, they have to evaluate those adjustments for controlled efficiencies. Kyle is now the internal accountant and keeping the books and as Oklahoma Non Profits was prior. As an external auditor they can't be part of management and making decisions and preparing the financial statements. There was an accrual to a couple of invoices that wasn't made that resulted in an audit adjustment and there is a finding in the internal control over financial reporting and was reported as a material weakness but the audit was significantly much cleaner than last year. There was a material weakness last year because of numerous adjustments that had to be made in various audit sections. The main one this year was related to an accrual, but is an improvement. If all the accruals are not made, the expenses are understated. Right after the year end, will look at bills paid to see if they are relate to 2020 and not get reported. Focus on the big payments and not the \$300 payment and use materiality, easy fix to be able to get the finding removed in the future.

Dr. Owen question regarding findings and last year there were several but this year we have less and making our

	<p>way to having zero finding and almost there. Much closer than last year and an improvement and Kyle does other audit prep work and procedures so does the same test. Kyle explained process to make accruals and material substance, anything over \$1,000.</p> <p>April will be doing a lot of the day to day and knows what to look for. Grants have increased and expenditures have increased. After reaching \$750,000 threshold of grant expenditures, there will be a single audit A133 and Garrett will be testing more transactions even more so and be more clean.</p> <p><b><u>Motion to accept audit by Dr. Matheson, second by Dr. Baines, Motion passed.</u></b></p>	
<p><b>Presentation by Christina Hall, Back40 Design</b></p>	<p>Regarding proposal for the new and updated AAIP website. Back40 has been working with AAIP for a long time. Ms. Hall gave a detailed description of changes possible for the website including use of Word Press which is very similar to Javelin which is currently being used for the AAIP website. Word Press is used by web builders and 60% used by Back40 of AAIP website was made by Word Press. COVID and vaccine site is very important and part of the new CDC grant that AAIP was recently awarded and Christina is aware of our needs regarding this project. Dr. Matheson reported that ANAMS just finished updating their website.</p> <p>Dr. Baines mentioned there were a number of Native website companies and asked if AAIP has reached out to these companies. Asked if Back40 is Native. Tom reported that AAIP has reached out to several Native companies and Back40 is not a Native company. Waiting</p>	<p>A Native IT to look at our website and AAIP has reached out to another companies for additional quotes.</p>

<p><b>V. Discussion and Updates –</b> Mary Owen, MD</p>	<p>for a proposal from a company called Tatonka and a couple others.</p> <p>Question by Dr. Bell regarding Cvent and if they will be handling the voting for the Business Meeting. Governance committee will be meeting soon to deal with the business meeting soon.</p> <p>Dr. Hansen asked (thru Tom Anderson due to difficulties with zoom) if auto recurring payments/donations can be made through the website and Tom Anderson answered that Christina stated it is possible to make recurring donations on the AAIP website.</p> <p><b>A. Executive Director Report</b> – Tom Anderson reported he was asked to submit a supplemental CDC grant which was submitted this week for more funding and a budget justification. Finished and submitted a cover letter and justification for why we need more funding. Also, received another unrestricted grant of \$10,000 from 1<sup>st</sup> Nations Development, Dr. Shaw contribution of \$1400 specially to purchase a new AAIP Pow Wow Drum and have a contact person for the drum. From Dr. Nicole Stern, AAIP received \$25,000 and holding the check from Bialis Charitable Trust from Santa Barbara, CA and will be waiting for restrictions on spending the funds. The Cross Cultural Medicine Workshop had 125 registrations, 65 students, Dr. Day did a wonderful job. Support from the Knapp Foundation \$5,000, Wahzhazhe Health Center \$2,000, registration fees, IHS monies for students, AARP \$2,000 and the new CDC grant. These sponsorships were helpful with providing student registrations. Finally, a</p>	
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letter of engagement and contract with Elmer and Associates to complete the Form AAIP 990, state and federal tax returns for 2020. Dr. Owen stated that the process will be anytime money is donated to AAIP reach out to the funder and ask them what the restrictions are and bring that information to the board and the board will make the decision on how to use the monies. Dr. Hansen asked if this in the bylaws. Is there a financial process to take steps to eliminate any problems by following bylaws and policies regarding transparency. Each board is responsible and helps following policies and bylaws.

**Motion by Dr. Kelliher and second by Dr. Bell to accept Executive Director report, Motion passed.**

**B. COVID Taskforce Committee** – More of a grant issue Will move forward on taskforce and do more PSAs and video regarding COVID vaccinations, targeting middle age individuals.

**C. Governance Committee** - Meeting soon regarding voting procedure for upcoming annual meeting elections.

**D. Policy & Legislation Committee** – Nothing new

**E. Rites and Ceremonies Committee** – No changes and how to acknowledge new members, fire ceremony and opening prayer each day.

**F. Membership Committee** – No report

**G. Academic Committee** – Dr. Baines reported on poster

Dr. Owen stated that once the donor of the \$25,000 provides the restrictions on the funds, Tom or Dr. Owen will send an email to the board regarding the restrictions. After which the board will decide on how to spend the monies. Tom and Dr. Owen will check the bylaws to make sure there is no restrictions.

<p><b>VI. New Business</b></p> <p><b>VII. Adjourn</b> Meeting adjourned at 10 PM CST</p>	<p>submission and should send out another notice. Need more submissions.</p> <p><b>H. Physician Wellness Committee</b> – Dr. Hansen reported that the committee has been very active but stopped the Talking Circles except for the women’s, the next session is game night with prizes. Need to find out about the listserv at the annual meeting so that members are receiving information regarding activities. Sessions going into July and one is the Financial Wellness on June 12, 2021 with a financial expert.</p> <p><b>I. Annual Meeting</b> – Dr. Bell reported that there will be a landing page for registrants, exhibitors, a poster/vendor hall. Need to send out the Call for Posters. Vendors and sponsorship levels, have members who have connections reach out to schools and programs. Need for form letter to send to institutions. Dr. Bell mentioned a tutorial video on how to navigate the cvent platform. Will there a charge for board members to register? Need for moderators and making sure zoom is working. Will members who only want to attend the business meeting be allowed. Physician of the Year – not until next year. Discussion on how to honor the COVID heroes in a good way through a video of inspiring stories, pictures and volunteers.</p> <p>Discussion on an article published by JAMA regarding an elder and request by Dr. Wescott to AAIP for a resolution to withdraw the story.</p> <p><u>Motion to adjourn by Allison Kelliher, second Charlene</u></p>	
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Hansen, Motion passed.

Next scheduled Board Meeting is Wednesday, May 19,  
2021, 8:15 PM CST

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