

AAIP August Board Meeting Minutes
August 19, 2020

Attendees: Tom Anderson, Mary Owen, Walt Hollow, Charlene Hansen, Shaquita Bell, Jonathan Baines, Allison Kelliher, Missy Begay

Absent: R. Kim Hartwig

Call to Order/Roll Call: Meeting commenced at 20:07 PM (CST)

Staff Introductions
 Agenda Approved

Topic	Discussion	Action Items
Approval of July AAIP Board meeting minutes	Approved July AAIP Board meeting minutes First motion: Dr. Bell; Second motion: Dr. Baines Yes: 7 No: 0 Abstain: 0	none
Business meeting 8/6-7 minutes review and approval	Tabled	
Financial report	Tabled	
General discussion	New board members expressed appreciation for membership, anniversary year of AAIP, hopes for smooth transition, roles, and welcomed one another.	
President updates	New Board of Directors Introduction to roles and responsibilities. Serve in good faith. Organizational loyalty expected. Avoid conflicts of interest. Bylaws reviewed. Reaffirmation of mission. Will amend policies from time to time. Reviewed membership guidelines. Rights of members including right to remove board members. Changes to the bylaws referred to the Business Meeting. Each board member shall serve on at least one committee. Each	

	<p>committee must have a minimum of 3 committee members. Committees shall report to the Board.</p> <p>Term limits reviewed. If a board member misses 3 board meetings, they will have rendered themselves resigned from the board. Reinstatement is possible.</p> <p>A minimum of 4 board meetings is required but 12 is our goal.</p> <p>Any 3 board members can call a meeting. Quorum is 5 members. Meeting notices must be sent and shall be timely.</p> <p>Emergency meetings occur occasionally.</p> <p>Board will meet regularly once per month for 2 hours; goal is to get all work done within 2 hours at each meeting.</p> <p>Secretary Dr. Hansen to keep record of minutes.</p> <p>Housekeeping details—with limited staff there is a problem with managing contacts to the organization. If Board members have requests for Tom Anderson, go through Dr. Owen first. Dr. Owen has weekly meetings with Tom. Board members serving as committee chairs should schedule and set up committee meetings themselves, do not assign this to AAIP staff.</p> <p>Need to double check that notices go out on time. Avoid conflicts of interest. No board member may benefit from income generated by AAIP.</p> <p>Electronic recordkeeping: Google docs voted through motion by Dr. Owen, 2nd by Dr. Hansen; yes 7, no 0, abstain 0. Will supplement recordkeeping needs through Drop Box if needed for large documents.</p> <p>Committee roles and assignments:</p> <p>Governance—recommends changes, research candidates, propose changes in board structure, training of directors, see Bylaws for descriptions of each standing committee.</p> <p>Dr. Hollow, chair, 1st motion Dr. Owen, 2nd Dr. Baines, vote yes 7, no 0, abstain 0</p> <p>Members include Dr. Stern, Dr. Day, Dr. Maresca, Dr. Galbraith</p>	
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	<p>Will invite additional members</p> <p>Rites & Ceremonies—Dr. Kelliher, chair, appointed by Dr. Owen Finance—Dr. Hartwig, chair; member Dr. Hansen Policy & Legislation—Dr. Owen, chair; member Dr. Hollow and Dr. Bell Membership—list is not available to others, 60 days to review and approve, members can be removed. Dr. Begay, chair by 1st motion Dr. Owen, 2nd by Dr. Hollow, vote yes 7, no 0, abstain 0 Academic—Dr. Baines, chair by 1st motion Dr. Owen, 2nd Dr. Hansen, vote yes 7, no 0, abstain 0 ANAMS—not a committee; motion to move to official committee by Dr. Owen, 2nd Dr. Bell; motion subsequently withdrawn PR & Marketing—Dr. Begay, chair by motion from Dr. Hansen, 2nd by Dr. Bell, vote yes 7, no 0, abstain 0</p> <p>Committee Liaisons: AAMC—Dr. Baines NIHB—Dr. Hollow ANAMS—Dr. Shaquita Bell AMA—Dr. Westcott (also on the AMA Board) CONACH—Dr. Joseph Bell ACOG—Dr. Brian Thompson or Dr. Amanda Bruegl PriDoc—Dr. Maresca AMP Multicultural Physicians—Dr. Brian Thompson</p> <p>Committee chairs can use the AAIP Zoom account for committee meetings. A sample invitation letter will be sent for committee chair use in inviting committee members from the general membership; provide information on how to reach the chair. A message will also be posted on the website inviting the general membership to join the various committees. Committee chairs can decide on the composition of their committees.</p> <p>50th Annual Meeting, Tacoma WA. Puyallup tribal community is</p>	
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	<p>available to partner as per initial planning by Dr. Hollow. A Wellness Day is proposed with several events including canoe making, drum making, nutrition, storytelling. 90% of the agenda already formed. Consider reaching out to the Puyallup community regarding COVID if still an issue then. Motion to proceed made by Dr. Owen, 2nd Dr. Hansen, vote yes 7, no 0, abstain 0</p> <p>50th Anniversary Celebration. All board members shall serve on the 50th Anniversary Celebration planning committee. PR and Marketing will be important.</p>	
Funding updates	<p>AAIP received SAMHSA award letter for \$500,000 for 9/20 to 2/2021. An application was submitted for another opportunity for \$200,000 from the Academy of Addiction Psychiatry, award due 8/1/20 status unknown. Reached out last week re year-end funding until Jan. 2021—estimated outreach is pending. Would address opioid education and prevention, and substance use via TV commercials, radio, newspapers.</p> <p>Same Katherine Kate Wessel to promote fellowship for PA's/NP's \$404k IHS mentor/mentee funding for travel to annual meeting \$30K x 4 yrs. Sent bill for \$10,000, payment pending</p> <p>Budget for 2021 annual meeting pending</p> <p>Operating funds report pending</p> <p>Cost for virtual meeting—none</p> <p>\$170,000 available, unrestricted</p> <p>Short term loan obtained</p> <p>Nothing currently in jeopardy</p> <p>Reservation for Cross Cultural Medicine Workshop that was postponed in 2020--still must use what we reserved</p> <p>Accounting is up to date but limited by incomplete info from the previous month; status is updated by the 3rd week of every month.</p>	
Committee reports	Finance--none	
Executive Director update	<p>Has been using Drop Box for ED's report.</p> <p>Fundraising for ANAMS and AAIP—donations across state lines is an</p>	

	<p>issue. Change in website proposed. Dr. Melvina McCabe will be chairing an ANAMS fundraising meeting tomorrow.</p> <p>AAIP membership can attend Board meetings. Will open Zoom for members input.</p> <p>January AAIP Business Meeting to be scheduled; will be similar to the annual meeting.</p> <p>MOU's need review in October meeting (IHS, NICUI, AAMC, NIHB)</p> <p>Will review chat from day of the 2020 Annual Meeting for any pertinent input.</p> <p>Will continue member drive.</p>	
<p>New business</p>	<p>New Physician Wellness Committee formed to be chaired by Charlene Hansen as motioned by Dr. Owen, 2nd by Allison, vote yes 7, no 0, abstain 0</p> <p>Announcement regarding American Indian College Fund's illustrated children's book on "How did I become a doctor?" Raw material is needed such as bios across many tribes; include good habits that helped in becoming a doctor. Include 2nd generation physician stories. Electronic version will be available. Gap LGBTQ+2 spirit book which NW Area Portland Indian Health Board is working on.</p>	

Meeting adjourned at 10 PM (CST) Motion by Dr. Owen, 2nd by Dr. Hansen, vote yes 7, no 0, abstain 0

Next meeting on **September 16, 2020** at 8:15 PM (CST)