

**AAIP Board Meeting Minutes
May 19, 2021**

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

Absent:

Guests: Kyle Dover, CPA, Red Oak Accounting Advisors
April McKasson, CPA, Red Oak Accounting Advisors

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

Topic	Discussion	Action Items
I. Meeting: Call to Order	Mary Owen, MD, AAIP President at 8:18 PM CST	
II. Roll call:	Allison Kelliher, MD Quorum established	
III. Approval of: Agenda and Minutes	<u>Motion by Jonathan Baines, MD to approve the agenda, Second by Charlene Hansen, MD. Motion passed.</u>	
IV. Financial Report/comments Kyle Dover, CPA, Red Oak Accounting Advisors April McKasson, CPA, Red Oak Accounting Advisors	Kyle Dover CPA presented the Financial report and stated he will be working on a budget to actual beginning March 31, 2021. Grants receivable include \$10,000 from First Nations and accounts payable are the normal invoices. Accrued expenses include vacation time for the staff. The line of credit remains the same and the PPP loan once forgiven will become a net asset at June 30 th . Cash on hand is \$186,503 through March 31, 2021. Statement of activities for the month of March, there were 2 big drawn downs on grants, membership dues, sponsorships and advertising which shows a good cash flow. Program	

	<p>services and expenses for the SAMSHA and CDC is \$52,000 mostly payroll and support services. There is \$13,000 for the Audit expense. Beginning of the month there was no change in the Knapp monies for the year to date July 1 – March 31, 2021. Financial expenses for July thru March, one change is moving payroll shifting to CDC from SAMSHA which has \$250,000 available and CDC \$900,000. Personnel and fringe benefits, professional consultants are under this expense. Trying to go to cash basis and invoice once per quarter, would rather accrue so that we are not hit all at once. For instance, one consultant is 4 months behind in his billing and need to catch up. Will be realistic going forward. Administrative expense normal except for the audit. In April, \$267,000 cash on hand, has gone down a little, revenue has gone down, no grant draw-downs but will work on it. Revenue down this month but grant dollars will be drawn down in May. Program services, support services, accruals, functional expenditures are pretty consistent. Will be doing a draw down in May from CDC and SAMSHA grants.</p> <p><u>Motion to accept financial report by Dr. Kelliher, second by Dr. Baines, Motion passed.</u></p>	
<p>JAMA Article – Siobhan Wescott, MD</p>	<p>Dr. Wescott reported that she has worked hard to get the JAMA article withdrawn. It was recommended to wait for the AMA changeover of their board and ask for a meeting with them. Dr. Bell asked if there was any leverage with any other partners such as AAMC. Dr. Wescott stated that a strategic plan is to get together on June 8th with the new AMA President Jerry Newman who is totally in support. Getting together with other minority leaders, i.e. Elena Rios and support a resolution however not needed. There</p>	

V. Discussion and Updates –
Mary Owen, MD

is an investigation of JAMA in the next 6 weeks plus a change in leadership. Suggestion to include the leadership from Alaska

A. Executive Director Report – Tom Anderson reported that he has received good news regarding the CDC supplemental grant that has been moved forward and AAIP will get a Notice of Award by the end of the week. Seeking forgiveness of PPP and will hear in June if request is approved. Tom is touch with another accountant to do the Form 990 and will be sending out to the board next week for board review. The Form 990 is a public document. The SAMSHA program will collaborate with high schools, local fire departments, and places to teens about getting vaccination. Videographer was there and 2 position announcements were sent out for the CDC project.
Motion by Dr. Bell and second by Dr. Kelliher to accept Executive Director report, Motion passed.

B. COVID Taskforce Committee – Resistance of middle age individuals in getting vaccine. Dr. Hansen’s area is experiencing a slowdown in vaccinations. Dr. Owen would like to pull back the Task Force to target middle age, age, individual who think they are invincible and consider doing more webinars and questions that are answered. Messaging is needed and someone to push out the messages. Meeting next Wednesday at 7 PM.

C. Governance Committee - Slate with some of the current board – Jonathan Baines and Dr. Matheson for Treasurer, Luke John Day for President. Required to

forward names for slate 30 days before meeting.

D. Policy & Legislation Committee – Nothing new

E. Rites and Ceremonies Committee – Cvent to support talking circles and opening and closing ceremonies.

F. Academic Committee –Dr. Baines reported the need to find a publisher and Mayo has their own company. Dr. Baines is excited about the book project and how many books does AAIP want. Dr. Baines is also getting support from someone who knows about publishing and is working with Brenda Childs who has her own publishing company. There are no deadlines and ANAMS has submitted future physicians and are participating. Working with Mayo person regarding the medical student workshop and the cost is \$5,000 and it has been approved for this year. Will also work on a faculty development workshop with AAMC and Dr. Owen. The book project is multi-year and will not be completed for a few years. The book will target different age ranges. Will develop some a timeline.

G. Membership

3 applications were approved by the membership committee:

1. Dr. Spillman from Texas A&M who meets the criteria for full membership.
2. Natalie O’Neal PT – honorary membership
3. Lynette Gilmore PT – honorary membership

Motion to approve Dr. Spillman for full membership by Dr. Bell, second by Dr. Baines. Motion passed.

Motion to approve O’Neal and Gillman for honorary membership by Dr. Begay and second by Dr. Bell.
Motion passed.

H. Public Relations/Marketing – Dr. Begay stated that the website will have 2 sites. Will use funds from the CDC grant to fund the vaccine website and indirect cost will fund the main website. Goal is what was heard from the members to be very focused and is different. There will be a specific subdomain for the vaccine website. Dr. Begay talked with First Nations about their website. Dr. Owen’s question regarding the First Nations website regarding the purpose and what the website will do for us. Dr. Begay stated the new website will showcase what AAIP does, provide student information, recruit new members and seek donations. Dr. Owen stated the need for proposals from 2 other media companies and have at least 3 proposals. One was received from Back 40 and demonstrated a potential website. There is a need for a full-time person that works on the website. Dr. Begay has a temporary site and will use the site for about a month, cancel Back 40 and request other proposals.

I. Annual Meeting – Dr. Bell reported that registration is open, have a great agenda and plans for gifts and auction. Need vendors to apply and send out notice to our contacts. Vendors selling and other programs for a virtual booth. There will be a panel on Thursday, July 29 with the University of Iowa. Will need each board member as moderators and helpers. Ask ANAMS about the mixer with AAIP. Second business meeting to be non-traditional

