

DRAFT

**AAIP Board Meeting Minutes  
January 19, 2022**

**Attendees:** Tom Anderson, Mary Owen, Blair Matheson, Lukejohn Day, Melissa Begay, Charlene Hansen  
AAIP Members absent: Dan Calac, Allison Kelliher, Lori Alvord  
Call to Order/Roll Call: Meeting commenced at 8:00 PM (CST)

Topic	Discussion	Action Items
<b>I. Meeting: Call to Order</b>	Mary Owen, MD, AAIP President at 8:00 PM CST	
<b>II. Roll call:</b>	Quorum established with arrival of Dr. Hansen	
<b>III. Introductions &amp; Comments:</b> Mary Owen, MD, AAIP President	<b>Discussion of agenda for upcoming Semi Annual Business Meeting scheduled for January 21, 2022</b> Dr. Owen reported that Dr Kelliher will provide the opening and closing ceremony for Friday’s business meeting. Dr. Owen also reported that a Cross Cultural Medicine Workshop update will be given by Dr. Day or Dr. Kelliher. Dr. Owen also stated in her letter to the member there are 2 topics for discussion: 1) Membership committee will present discussion and share proposal developed by the committee for additional discussion at the annual meeting. 2) Admissions criteria will be presented by Dr. Owen and Dr. Day regarding how to identify a Native American that would assist medical schools. For the meeting on Friday, the Executive Director will give a report for 15-20 minutes followed by a report from Kyle. Questions for both Executive Director and Accountant will follow reports.	

<b>IV Audit Report by Garrett Moreland</b>	<p>Mr. Moreland reported the following:</p> <ol style="list-style-type: none"><li>1. Audit finished a lot quicker than the 2020 audit</li><li>2. No significant changes and issued a unmodified opinion.</li><li>3. Financials did not change overall and revenue was pretty similar. Event revenue was down and offset by grant revenue.</li><li>4. AAIP did not hit the single audit mark of \$750,000 since federal expenditures were \$600,000 however next year will probably have a single audit.</li><li>5. He issued 2 reports an unmodified report under government audit standards. The second part is internal control on financial reporting. There were no findings there.</li><li>6. In regard to compliance, there was one finding related to cash management. How federal grants work is the expense is incurred and fund are drawn down but the previous company would draw down large even amounts and not based on expenses. However, the funds are now drawn down based on monthly expenditures and got caught up. This the only finding but there are no deficiencies.</li><li>7. He explained that a single audit involves looking at more closely and things have to be documented and approvals for support and if not documented it is hard to say that this requirement is being complied with. Things like payroll that is directly applied to payroll and there has to be support. Pre-approval for costs charged to a grant especially if using a credit card. Aside from a report, there is communication with the board.</li></ol>	
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<p><b>V. Discussion regarding Agenda for upcoming AAIP Business Meeting</b></p>	<p>8. There are no disagreements with management, no significant audit adjustments and nothing to report. <b>Motion by Dr. Lukejohn Day to accept audit report as presented, Dr. Matheson second with one abstention by Dr. Hansen. Motion passed.</b></p> <p>Kyle stated he would present balance sheet which is statement of financial position to the members as of June 30<sup>th</sup>. 2021. Year to date expenditures for the CDC and SAMSHA grants. Will report that we had a clean audit and not discuss finding.</p> <p>Dr. Owen stated that Tom will present the Executive Director report. Dr. Matheson will not have to report since Kyle will be giving the report. Rites and Ceremonies report will be given by Dr. Kelliher, Academic Medicine Committee Report by Dr. Day and his work with AAMC. ANAMS report by Dr. Matheson. Opening and Closing by Allison Kelliher and Wellness Committee Report by Dr. Hansen. The Annual Meeting will be discussed. The membership committee report will be given Dr. Martinez to present potential changes to the Bylaws for discussion. Dr. Begay stated the membership committee report should be part of New Business. Dr. Owen stated she would revise the agenda. Dr. Hansen suggested a shorter IHS Update which is usually a canned presentation. Dr. Owen stated this was fine with Elizabeth and Tom. Dr. Owen stated committee reports be no more than 10 minutes and some may be even shorter.</p>	
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	<p>Tom Anderson reported that 175 members paid their dues and 22 are registered for the Business meeting.</p> <p>Dr. Owen stated she will send an updated agenda and put 2 items under New Business – 1) Membership which may take some time and 2) Admissions. Dr. Hansen stated a brief document to the membership might be helpful to focus on the issues. Dr. Owen stated she would add time for announcements. Important to engage the membership and looking for feedback. Possibly other areas in the bylaws that might be important to the membership.</p> <p>Other points for discussion were:</p> <ol style="list-style-type: none"><li>1) Finding out if chairs of committees have to be board members</li><li>2) Open up to address other areas in the bylaws of concern to the membership.</li><li>3) Having an executive committee that meets each month and a full board meeting on a quarterly basis, an example is NHMA. Try for a few months.</li><li>4) Having a board book/board packet to sharpen focus and to be prepared and sent ahead of time.</li><li>5) New board could decide and members defer to them.</li></ol> <p>Dr. Begay stated that changed proposed by the membership committee and the idea behind them. The main goal is to increase membership and be more inclusive and the problems that might be encountered in the future based on applications received. Reflect on how to get ANAMS members funneled into AAIP. Dr. Martinez not</p>	
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	<p>really putting categories but specific types of physicians we are out reaching to. Voting and non-voting member based on MD and DO and have a legal document that says you are Native American. There is the question of what supporting and allied professions are put, very complicated. Get constructive criticism and to have start somewhere. To see what people are thinking and going back to discussing and being aware of issues and look into the future.</p> <p>Meeting adjourned</p>	