

**AAIP Board Meeting Minutes
November 16, 2022**

Attendees: Lukejohn Day, Tom Anderson, Daniel Calac, Blair Matheson, Antoinette Martinez, Lynnae Lawrence, Allison Kelliher, Lori Alvord, Margaret Knight

Call to Order/Roll Call: Meeting commenced at 8:00 PM (CST)

Topic	Discussion	Action Items
Call to Order	<ul style="list-style-type: none"> • Lukejohn Day, AAIP President • Quorum Established 	
Approval of November 2022 board minutes	<ul style="list-style-type: none"> • Dr. Day – review of the minutes from September. Dr. Kelliher had a question regarding the mentor/mentee program and if it was still going on. Tom Anderson stated that the funding from IHS was no longer available. Discussion – good program and AAIP staff did a lot of work to fulfill a lot of the requirements which were challenging and was through the contracting office but their request for data was borderline HIPAA violations and wanted to know blood quantum and a whole host of things that were irrelevant for this type of agreement. Hope to iron out some of the partnership challenges and continue to find funding for partnership that are beneficial to us and our students. Tom Anderson asked if everyone had a chance to review the new website and have any overall thoughts or comments/feedback. • Motion by Dr. Kelliher to approve the minutes, second by Dr. Martinez, motion passed. 	
Executive Director Report	<ul style="list-style-type: none"> • Tom Anderson reported that AAIP is undergoing a single audit which involves lots of questions. Kyle our CPA, is leading the effort with Rose Rock and there doesn't seem to be any problems. The audit should be completed by December and will be presented to the board. A couple of other items 1) the ASTHO grant that will dovetail into two things with our COVID grant, 2) Morehouse School of Medicine and Two Feathers on COVID related funding and will receive \$8300 per month. With the ASTHO contract the funding is billable by steps to 	

	<p>complete a lengthy list of 14 different deliverables and once deliverables are checked off, will receive a check for \$20,000. Also, preparing a proposal for the Opioid Response Network and hope to be successful. ORN also wants AAIP and American Association of Addiction Psychiatry to jointly present an American Indian/Canadian opioid prevention conference for 2 ½ days in May after the Cross Cultural and before the annual meeting. Dr. Dale Walker and other board members have been engaged to be involved with this effort.</p> <p><u>Question</u> - regarding the audit any questions about what they are asking or things that are exploring more? How we accounted for income when a check would come in and which department it is assigned. Tom explained that AAIP has a general operating account and we have several subdivisions and is left for accountants to deal with. Tom also explained the process for this audit which is more extensive and actually clarifying an expense and providing backup paperwork which can be time consuming. In the past, the petty cash was something we have at the annual meeting but do not think it will be an issue in 2022. But is an issue in July 2021, but we try to be diligent about W-9s. IRS did come back and ask for clarity on some of the W-9s because they didn't match the Social Security numbers however, this has been reconciled. The audit conforms to the federal grants management standards like a GSA type audit when you exceed a threshold of \$750,000 the audit is more in-depth. Grants management is looking at AAIP all the time, if performing, doing the activities and submitting reports, drawdowns of funds according to the grant. Last question, is there any new grant opportunities over the next couple of months or heard of anything. Tom stated that some things pop up especially given that some people need to close out budgets. The Opioid Response Network gets a tremendous amount of funding from SAMSHA, tens of millions of dollars and a lot of this went to the University Iowa and the American Indian/Canadian prevention technology centers but the money has been pulled. There is a great need by the ORN which is based in Providence, RI to do outreach to</p>	
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	<p>American Indians and they've hired Kaufman and Associates, a tribal organization out of Seattle, and have planted a seed that if we can come up with a proposal and entertain a 3 year rolling basis of \$1,000,000 a year that is similar to our CDC funding. We will do the conference in May and have them see how we work.</p> <ul style="list-style-type: none"> • Question for Dr. Lawrence regarding if she was back in Hawaii and she stated she was and was interested in the AMA Minority Student Section meeting that was being held in Hawaii. Dr. Lawrence is looking for information regarding the meeting and contact information in order to reach out to American Indian/Canadian participants. Explained to her that it was a mid-year conference and ANAMS students might be present. Dr. Lawrence explained anytime there are Natives coming to Hawaii, she would like to touch base with whoever is here. Possibly reach out to Alec and Dr. Westcott the AAIP AMA Rep while here. Dr. Kelliher stated she would really like to involve ANAMS in the upcoming Cross Cultural Conference since there is a whole new batch of medical students. Encourage them to apply if we have funding for travel and that remains to be determined or have to fundraise. The dates of the Cross Cultural are during the Gathering of Nations 4/27 – 29, 2023 and its important for students to know ahead of time because of their rotations and classes. Dr. Lawrence asked Dr. Day to reach out to Dr. Wescott in order to touch base with her while she is there in Hawaii. 	
<p>Financial report</p>	<ul style="list-style-type: none"> • Dr. Matheson - Tom covered a lot of the financial information and will do a different audit this year which means we've got a lot more money than before. At the end of this audit, provide a list of things to do different and if there's something very specific otherwise they will give us a list to think about, to make sure we're keeping clean and keeping up to date and never get behind on our practices. The last couple of audits, there were very few suggestions, this will be our first in-depth audit because of our money so it'll be interesting to see what they come back with in the end. It's a chance for improvement as well and the other thing is Kyle will 	

	<p>work on putting together that list of trends that was requested for the last meeting but it got sidetracked with the audit so he will have it for December. Otherwise nothing much is different. Questions regarding who's auditing us? Rose Rock CPA and is doing the audit according to federal standards, the government services administration standards, which they have to do specific trainings when you're dealing with grant funding, it's much different than before and they would just do a regular annualized audit. We have worked with this auditing group for the last one to two years and is one of the easiest to work with and work with several nonprofits and American Indian organizations and have a lot of experience. They were competitive because they have some familiarity with AAIP and we're going to have this audit estimated at \$20,000 and have signed an engagement letter for \$18,000 and another \$2,500 for an Oklahoma State tax return for 2020, so that'll make our audit a little over \$20,000 so, they gave us a different price because they understood our operations and gave us a little bit of break.</p>	
<p>Committee Reports</p>	<ul style="list-style-type: none"> • Governance - no new updates and will start gathering together until next year to start planning for the annual meeting. • Rights & Ceremonies – the committee has not had a meeting yet, will try to get together although some committee members were at the cross cultural medicine meeting last night. Present were Antoinette, Luke, Tom, Lori and Margaret and what was discussed was the overarching theme of traditional medicine with western medicine and the need for a theme. If you think of one, share that at the upcoming meeting which will be in a few weeks, right after Thanksgiving. Reviewed last year's schedule and compared it to what we'd like to see considering our theme that will include the experience of being an indigenous doctor and weaving traditional work as a modern physician. To try to embody a theme in six words or less and work on fundraising for the event and can talk about the ceremonial aspects such as a sweat, ways to smudge during the evening event at the Cultural Center. Talked about ideas of 	

	<p>speakers to invite, Luke Day shared meeting notes and if you have any other ideas feel free to reach out. For the next scheduled meeting invite others like Terry Maresca and members that were on the committee in the past. Dr. Day is grateful to Allison for all her work, especially last night's meeting and everyone's schedule the dates are confirmed for the end of April so the 27th through the 30th. On April 27th hope to have a board meeting that night and the cross culture will start the following day Friday the 28th in Albuquerque and confirmed last night on the call that site is the Crowne Plaza which had the most competitive bid. Dr. Kelliher did a wonderful job highlighting the early thoughts and trying to leverage the success of last year's event as well.</p> <ul style="list-style-type: none">• Finance - Finance Committee will probably start having meetings with Dr. Calac and Dr. Matheson and need to recruit one more member. After the first of the year, when the audit's done and have all the information and then grant season starts to see what grants we might get. To look at Biohaven, which got bought out by Pfizer, looking at maybe working with AAIP but we will wait until they make their decision around December 1 and know more about what Pfizer's will do about working with AAIP.• Membership Committee – Dr. Martinez stated the meeting is tomorrow, those who are on it will be attending and have a few applications to go through and will to set it up as a monthly meeting to keep the applicant pile low.• Website Updates - Dr. Martinez relying on Tom for update. Tecumseh has done an outstanding job and everybody's support is appreciated and the office is always open if there are suggestions Send an email to Dr. Martinez, Tom, Tecumseh or Dr. Day and will be reviewed. A question regarding applicants for tomorrow's membership meeting, is Dr. Scorton's application in the membership file? Dr. Martinez does have the application but will double check. Tom stated because he'll be applying for associate membership and he's with AAMC and the CEO. Dr. Day would like	
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	<p>to dovetail what Tom said about any thoughts or things you want to advertise on the website such as conferences or meetings or opportunities for students or for AAIP members. Tecumseh and Tom have been incredibly responsive in getting information up on the website within the next few hours or less than that. Definitely a lot more facile than previously. Dr. Day encourages member to take advantage of it if you want to put Information on the website.</p> <ul style="list-style-type: none">• AAMC - Dr. Kelleher stated she wanted to bring up a continuity issue regarding a meeting with Dr. Scorton and leadership at the AAMC at the recent annual meeting. Not many of the rest of the board members could make it for a variety of reasons including our COVID outbreak and COVID infections. AAIP delegate and Dr. Matheson were able to be there for some of the discussion as well some of our students in regard to the priorities that were brought forward and a relationship that AAIP was forming with AAMC. Recently, Mary Owen former president was voted to be the AAIP liaison. Dr. Kelliher stated she did not know what the structure is for the dialogue or if there is a structure for the dialogue that was held for the feedback of the priorities and/or discussion. Dr. Kelliher had a discussion with Dr. Owen and she did not feel that she required structure or feedback to the board around the dialogue she's having with AAMC and Scorton. As a separate issue creating structure for the liaison and the obligation to follow up with Scorton whose expectation from the groundwork that was laid was to be invited to a future AAIP board meeting and the dialogue around the AAMC and AAIP's relationship with them as an association. Dr. Kelliher is happy to answer questions and doesn't know what is going on with the relationship and the momentum that has been gained. And it would be good as an authentic board to reach out in a meaningful way and part of that is his membership but that again his membership application is separate even from the role that was intended with prior leadership with Mary Owen and her continuing dialogue with the	
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	<p>AAMC. There was a meeting in Nashville last week but that might be separate even from the dialogue at AAIP and with us.</p> <ul style="list-style-type: none">• Dr. Alvord stated the position of liaison that AAIP has had historically with the AAMC is not with the senior leadership of the AAMC. The position is with the student affairs and diversity and inclusion. Dr. Alvord sat on this position for possibly eight years then Dr. Stern took that position for quite a while. When Dr. Owen took that position, Dr. Alvord wanted to take that position and told Dr. Stern but didn't get the message because she was having the Apache ceremony for her daughter at that time and Dr. Owen wanted this and got appointed. This position has been held by people who are in student affairs, admissions and diversity work with particularly students and wasn't a great fit for Dr. Owen. What was done with the senior leadership of AAMC is a completely different structure and needs structure, but has no structure. As leadership AAIP can and should create that structure. But this has been a seat at the table for people who are for predominantly medical school administrators that are trying to advance the promotion of students of color. Dr. Kelliher stated that makes a lot of sense and her understanding by receiving regular words from liaisons in the past and in fact, Scorton would continuously direct our conversations to student affairs and diversity issues within the AAMC from within the body of physicians. Dr. Kelliher is open to ways of moving forward and how to create some structure maybe written or into that liaison position so it makes sense to the board and the participants. Dr. Day commented he completely agrees with Dr. Kelliher regarding AAMC. The expectation has always been at least a quarterly update from the liaison or at least a written report. Dr. Day will confirm that with our liaisons and knows there's been some transition and thinks Dr. Owen role only started this past month like the beginning of November. Dr. Day appreciates the help from Dr. Scorton and will definitely invite him next year. December January is always a difficult time but maybe	
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<p>New Business</p>	<p>we could invite him for February March meeting and will circle back with Dr. Owen too because agree with Dr. Alvord's point around continuing the dialogue with AAMC leadership because it should be a separate conversation and working with them because it's much different than the liaison position. Dr. Alvord states the reports are would logically follow after the AAMC meetings so they would have regular meetings at least twice a year or maybe quarterly so it would not make sense to ask Dr. Owen for a report until after that meeting.</p> <ul style="list-style-type: none"> • American Heart Association – Dr Kelliher has been working with students and other scholars on writing a manuscript around women and special populations and asked during to become our liaison to the women in special populations for the American Heart Association. Dr. Kelliher volunteered and her job has become within that special committee to attend quarterly meetings which just started meeting in person but also meets virtually and to attend breakout sessions to create impetus and scientific goals around addressing diversity and equity particularly for women within cardiovascular and cerebrovascular health scholarship to clearly define the gaps and recently writing about American Indian and Alaska native women throughout the lifespan. The manuscript should be coming out soon but it's top secret when working on these panels. Dr. Day – thanks Dr. Kelliher for her work with the American Heart Association and has been a big sponsor of AAIP and this is just a great continuation of that collaboration and partnership. • Semi-Annual Business Meeting – Dr. Day commented in regard to the cross cultural medicine workshop and will have a meeting right after the holiday. There's a lot of great discussion and excited about the potential theme but also learned a lot from last year and can build upon that momentum. The mid-year annual business meeting on January 27th, will start early preparations and have more of a firm update in terms of what the agenda will look like in 	
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	<p>December and would like to get input on it but will try to send out the agenda beforehand. This is mostly to provide updates to the membership about what's been occurring with AAIP and sharing and highlighting the new website and seeing what the members think and get some feedback. Bringing the cross cultural agenda as well, just to let people know and get their thoughts but also to get them to participate. Updates on the annual meeting and even a financial update because by that time the audit will have been done and hopefully funds from the last annual meeting will be in and so we'll be able to give a good financial picture to the membership. Don't intend it to be a long meeting but would definitely appreciate other topics that people think we should include at this mid-year annual meeting. It will be zoom meeting and then finally annual meeting still exploring San Diego and a lot of excitement from the group and other people regarding planning dates after Labor Day. Have several bids out to different hotels in San Diego and trying to get information back soon to get some better clarity on what sort of the bids are in the price ranges. Will definitely come back to the group even before the next board meeting regarding the possible dates could be as well as the location. Would really love to secure the date, the location and the hotel before the end of this year and then even potentially start reaching out to speakers. But it is looking like it will be in September more likely than not San Diego and hopefully somewhere in downtown San Diego and one of the hotels to leverage that space. Also, partnering with the local tribes in that area and very excited about the potentiality of that moving forward. Any questions about the mid-year annual meeting or next year's annual meeting?</p> <ul style="list-style-type: none"> • American Indian Health Care Workforce group – Dr. Martinez has missed a couple of meetings but feels like it's fallen off the radar with AAIP and it's so important to continue the work that was started. If there are any suggestions and having an update during that meeting would be good for both the mid-year and the 	
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	<p>annual. Dr. Day - referring to IHeart and unfortunately has not being able to join because they're on Tuesday mornings but Dr. Owen still continues to attend those meetings. Dr. Day stated that when he talks with her will ask her about AAMC. If people on this call that would be interested in joining that group or are people on the call that are currently part of that group. Dr. Kelliher joined both the IHeart and the IHEAL meetings and have attended the most recent iHeart meeting. Dr. Owen was unable to attend because she was at the AAMC meeting. But Dr. Kristen Olson ran the meeting and Nebraska got funded so they have funding to help us with regional administrative tasks and they're willing to share their funding application. They have received some monies to roll out some programming for the regional training workforce and have started a website that's interactive and shows programs how to enroll your program for training medical students or medical experiences on an interactive website to be available soon. Could also ask Kristen Olsen to share some of that knowledge with us. Dr. Kelliher would like to make a motion to make it a standing item on the committee updates to be brought forward. To have quarterly meetings for all of the regions and do zoom breakout sessions for structure when we're meeting and have admin support. Dr. Kelliher stated that however, it's not always great for Alaska or Hawaii. Dr. Day would like video or having Kristen Olsen present or at least come to the board to give an overview to learn more about the grant and how she's thinking about it in the group and how do we partner together and love the idea of definitely including as a standing committee item. Dr. Kelliher stated that the doctor is Regina Idowatae from Nebraska and she has a new staff person named Azelin and can put you in contact. Kristen is with Dr. Owen's team. Dr. Day can invite her and would January be a good time for people and before our mid-year meeting. Dr. Alvord commented she doesn't know what IHEART is and what Nebraska is up to. Dr. Kelliher stated it's called the indigenous health</p>	
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	<p>education and resources task force IHeart and a task force that has been started over the last year and has formed a regional workforce development task force that met in Washington DC concurrently with our AAMC meetings. Trying to bring structure similar to IHS regions and what they do is organize health not only for medical professions but other health professions to be organized into pathway projects and collaborations nationally but especially regionally. It's up to each region to determine their priorities and meeting schedules and who they want to invite but there were only three people in the Alaska region. Meet monthly but have had trouble coordinating the national, grassroots and regional groups. It could be run by someone on this call or someone near you to create this structure. But can send an invitation with your permission and if you're interested. Don't know who knows about these projects and who doesn't, it's not currently funded and an initiative that came out of Mary Owen's organizational leadership and in conjunction with others but she is heading up the IHEART and IHEAL initiatives. Dr. Day states it will be helpful having the group come speak to us maybe in January at our next board meeting to give us a little bit more detail. Dr. Martinez commented that grassroots efforts had fallen by the wayside so that concept of the big group and then break out to regions quarterly could help create the structure that is needed. Dr. Day likes the idea of including it at the mid-year meeting and then more formal presentation or breakout sessions and even using it as a working meeting for the regions and the national group at the annual meeting that would be a great way to sort of bring everyone together. Dr. Kelliher stated that would be great for recruitment and awareness expanding beyond the MDs.</p> <ul style="list-style-type: none">• Hawaii Annual Meeting 2024 Update – Dr. Lawrence stated she did call over to Ala Moana Hotel to their conference program and has a meeting with them on Friday. There is a couple other hotels down in that area and will reach out to see what they have but	
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	<p>would be important because she's looking at a host hotel for a Pow Wow April 1st and 2nd. But would like to know some numbers such as how many are expected, how many rooms and what kind of meeting rooms. Dr. Martinez explained her experience when she was involved with the American Indian Tobacco Education Network and working with 4 ethnic groups in planning a joint conference. Tom will send Dr. Lawrence a quick recap to be informed for her meetings. Dr. Lawrence talked about trying to do a joint conference with the native Hawaiian physicians group and is it still on the table because she has not reached out to Terry Maresca since she has the contacts there. Before COVID, Dr Lawrence was reaching out to become an affiliate member since she is here and to form relationships. However, they were kind of quiet since everybody was quiet during the pandemic. Dr. Kelliher likes a joint conference and again sort of leveraging those partnerships because it's also their land. We held a conference concurrently in Alaska and be great to get them involved soon and PRIDoC has some connections there as well. Dr. Lawrence stated there was joint conference with them in 2001 two or three on Big Island that was a great conference. Dr. Alvord's asked if there are communities where there are more native Hawaiians than other places. Tentatively set for Oahu but the Big Island is where that conference was and wouldn't it make sense to be thoughtful about trying to have a location where native Hawaiian people are located. Dr. Lawrence commented the highest concentration are on the leeward side or the western side of the island of Oahu that's the highest concentration of Kanaka Maoli in the world. There's a lot more to do on Oahu than on Big Island but there's tons to do on Big Island as well. Dr. Lawrence's connections are with the kanaka on Oahu and been able to interact with a different kanaka here on the island. They interact on a pow wow, our nonprofit organization, and do a lot of cultural exchanges and that we have a pow wow dance group and get invited to a lot of their doings. Dr. Day</p>	
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	<p>commented it would be really exciting especially to not only have it in Hawaii but to have it with the local native Hawaiian physician association that would be a really great partnership.</p> <ul style="list-style-type: none">• Next Board Meeting - Dr. Day wanted to confirm the next board meeting of December 28th which is right after Christmas. A consensus was reached to move the board meeting date to December 21, 2022.• COVID Task Force – Tom Anderson stated a champion is needed for the COVID-19 task force which began a couple years ago and actually it began before we received some of our funding that we have now. It is reaching out to our regional hubs which loosely align with the IHEART hub that was borrowed from the AAIP COVID task force. Will be reaching out to any board members for a champion to lead this COVID-19 task force. AAIP has a lot of funding from CDC that we do outreach to hubs so does our Morehouse grant. Dr Day requested a little bit more information on what leading the task force would entail. Tom stated typically the task force will determine whether to have monthly or quarterly meetings. The taskforce determines how COVID is impacting your region, where help is needed, where you need guidance, do you need more supplies or is there anything that we can communicate to either Indian health service or CDC to offer our tribal partners and that's physicians too with guidance or assistance whether it be youth or pregnancy or more information that is disseminated. We are preparing pamphlets and some brochures for dissemination but part of the grant says that to keep this intact and have been negligent here the last few months and want to make sure we don't let this go because that is a deliverable. It's just trying to bring in the different focus that upstate New York may be different than the California or the Arizona regions. Dr. Day would like two potential members willing to help lead the effort and asking if there is a timeline or deadline. Tom - Probably should have a meeting in December and then get something going for next year. The CDC	
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grant year 2 ends on February 14th so we need to get a couple of meetings in for this year so that's why December meeting is an imperative.

Other New Business or Topic - Dr. Alvord asking if we are still doing pre-admission workshops and more specifically is the four corners pre-admission workshop coalition still in effect? Tom reported that one was completed in October with upstate New York, and doing that for a few years and doing one with Dr. Stern and working with schools in California. The four corners dormant the last few years but we've been working with them to do the four quarters workshop but don't know when it's coming back I'll get with Gary, haven't heard anything on next workshop which is usually held in March or April. Yes it is alive and well and we're certainly had the program that we'll be able to facilitate with if you know if somebody has need. Dr. Alvord remembers that it used to rotate in the four corners area and every school gave \$5000 and it was pretty tightly organized and wondered about the status of the workshop. Dr. Kelliher doesn't often hear a lot about the events as a board member, before they're taking place. Now that the website is working better hopefully that'll be a better resource for all of us. Dr. Kelliher will be attending a meeting at ASU and can bend their ear to this idea of collaborating with AAIP and other schools in the region to promote a pre-admissions workshop. Will also communicate with Tecumseh about the indigenous research conference coming up next month. Dr. Alvord stated the emphasis has been on getting more native students admitted to medical school but want to think bigger and should be also thinking about how to support the students in schools, how to give them what they need now, should be looking at tools to evaluate how they are doing, data collection and tracking and making sure that we are highlighting best practices and all

	<p>those sorts of things. Because schools don't always give the best environment for our students but a lot of times it might be because they don't know how, need to be shown, need to be taught and would be a growth for us. Tom commented that we have had a number of inquiries from East Carolina, University of North Carolina Chapel Hill, medical schools from Oklahoma and New Mexico. They'll call up and say they are interested in doing a workshop and that they ask us to share a curriculum with them and then go ahead and do it themselves so they don't need us so that's happened on multiple occasions. We don't look at this as a profit for AAIP but do charge an administrative fee it's modest like 15%. A lot of people are hesitant in doing that and they can do it on our own so that's what we're running up against especially with all of the DIE schools is that they contact us and before we get too far involved they want to pump us and then go do it on their own so it's frustrating but as long as Americans students are getting what they need, we all win. Is that for admission and recruitment or is that for retention? Tom says this is for medical schools trying to reach out to high school students primarily and undergraduate students. Dr. Day - should think about ways in which to leverage this group and membership that one to help with supporting students who are already in training because that's an area sometimes forgotten about in terms of spending a lot of time focusing on helping with the pipeline but then once they're in the pipe sometimes they struggle quite a bit. Dr. Kelliher - reminder that the indigenous healers and educator's alliance the IHEAL initiative, started in this past year is working on promoting awareness of curriculum development and how it could be housed responsibly and how the evaluation could be continued in perpetuity with indigenous involvement so looking at creating those kinds of models and can give more</p>	
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ADJOURN	<p>information. Include IHEART and IHEAL updates during our semi-annual meeting.</p> <p>Motion by Dr. Kelliher to adjourn, second by Dr. Alvord, the motion carries.</p> <p>The next meeting will be December 21st.</p>	
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