

**Association of Departments of Family Medicine's ANNUAL BUSINESS Meeting**  
**Saturday, February 24, 2018**  
**Washington Court Hotel**  
**Washington DC**  
**MINUTES**

The ADFM Business Meeting was opened at 8:01AM by ADFM President, Valerie Gilchrist MD.

**Nominations Committee Report and Election of Officers and Members-at-Large**

Dr. Gilchrist reported that Nominations Committee Chair, Joseph Hobbs MD, was unable to travel to the Winter meeting and that she is, therefore, providing the report from the Nominations Committee. She thanked the members of the Nominations Committee (Deb Clements, Alan David, Jeannette South-Paul, Barbara Thompson and Paul Lyons), asked them to rise and introduced the uncontested slate of candidates for Offices of President-elect and Treasurer. She noted that these candidates' personal statements were posted to the ADFM website.

President-elect: (2018-19) – Steve Zweig, MD

Treasurer: (2018 – 2020) – Chelley Alexander, MD

Dr. Gilchrist opened the floor for nominations for offices of President-elect and Treasurer. Seeing and hearing no nominations from the floor, she closed nominations and asked for a motion to approve the slate of candidates for President-elect and Treasurer. A motion to approve the slate was made, seconded and approved unanimously.

Dr. Gilchrist reported that due to Dr. Diane Harper's departure from ADFM and her Member-at-Large (MAL) position, we need to elect two MALs this year in order to maintain three MALs on the Board. She reported that after open calls for expressions of interest with no one coming forward, the Nominations committee pursued personal communications and recommended two candidates for MAL who were approved by the Board. These two candidates' statements were also posted to the ADFM website:

Two Candidates for two MAL positions on the Board (2018-2020)

*Amy Keenum, DO*

*Folashade Omole, MD*

Dr. Gilchrist then opened the floor for nominations for MAL. Seeing and hearing no nominations from the floor, she closed the nominations and asked for a motion to approve the slate of candidates for two MALs on the Board. A motion to approve the slate was made, seconded and approved unanimously.

***Approval of Feb 25, 2017 Minutes.***

Dr. Gilchrist asked for a motion to approve the February 25, 2017 Annual ADFM Business meeting minutes; motion was made, seconded and the minutes were approved by unanimous vote.

***Announcements (Dr. Gilchrist)***

Dr. Gilchrist reported that the Board had a lively strategic planning session on Wednesday, Feb 21<sup>st</sup>, facilitated by Dr. Jeff Borkan. To take that work forward, she announced the plan is to conduct our 2018 Annual Survey after the Winter meeting to obtain member input on both strategic directions for the organization and on revamping our website. She reported that the American Board of Family Medicine is

seeking nominations for MAL and that nomination packets are due March 2<sup>nd</sup>. Lastly, she reported that we will be reporting back to the membership on how we will be using our new Heritage Fund.

Dr. Gilchrist then called up the following individuals who provided brief reports in their corresponding areas.

***Membership Committee (Allen Perkins, MD, Membership Committee Chair)***

Dr. Perkins reported that our new application process for consideration of Department membership in ADFM has resulted in our ability to embrace new Departmental structures with purposes similar to those of Departments of Family Medicine. He then reported that we will be launching a the first phase of a new Associate Membership category in 2018 to aid in the work of ADFM and to provide leadership development for senior leaders in our Departments. Associate members will be nominated by either an ADFM member Chair or Administrator with one caveat that the Chair or Administrator does not report to that person. The onus is on the Membership Committee to ensure that the Chair or Administrator is supportive of the Associate member nomination. We will report back in a year's time on this first phase of Associate Membership in ADFM. In the next few weeks, we will be announcing a fee structure and process for nomination of Associate Members. Clarified in the discussion was that the Department is the unit of membership in ADFM with a vote; each Department has one vote exercised by the Chair or designee of the Chair; Associate members, therefore, do not have voting rights but they can join ADFM strategic committees.

***Council of Academic Faculty and Societies Report (Jeannette South-Paul, ADFM CFAS Representative)***

Dr. South-Paul reported on CFAS' role of bringing together faculty and leaders from both societies and medical schools to discuss important cross-cutting issues which are not specific to any one discipline. Burnout and diversity are two such issues addressed by CFAS which have been brought to the attention of the AAMC Board. Clarified in the discussion is that the CFAS Chair is on the AAMC Board of Directors and that the AAMC Board will be the group responsible for finding a new President of AAMC upon Dr. Kirch's departure.

***Secretary's Report and CERA Update (David Schneider, MD)***

Dr. Schneider reported that an important role of the Secretary is to introduce new Chairs to the organization. He noted that over the past year we welcomed 26 new chairs, 3 of these being in just the past two weeks. Another role is ensuring that etiquette guidelines for use of the Chairs' list-serve are followed.

Regarding CERA (CAFM Educational Research Alliance), he reported that the original purpose of CERA was to limit the number of surveys of our CAFM constituents (e.g. Chairs and Program Directors). Two surveys will be coming out soon: one directed at Chairs and Program Directors concerning faculty shortage and another survey of PDs of curricula and what is taught in residency tied to ABFM graduate follow up survey to see how graduates are practicing. Clarified in discussion was that Program Directors will be receiving their own graduate follow-up data in March and that this survey is of graduates who are three years out of residency.

***Administrators' Steering Committee Report (Tonya VanFossen)***

Tonya VanFossen reported that there are twelve members of the Administrators' Steering Committee

which includes MALs, Chair, Chair-elect, Preconference Chair and Membership Chair. She noted tremendous growth in Administrator participation in ADFM from 1 on 2006 to 115 now.

***Building Research Capacity (BRC) Report, (Bernard Ewigman, MD, Chair, BRC Steering Committee)***

Dr. Ewigman reported briefly on the BRC initiative, co-sponsored by ADFM and NAPCRG and launched in November 2016. He reported that the new ADFM Research Development Committee Chair, Dan Knight, will also serve on the BRC Steering Committee. Additionally, he noted that a number of our ADFM Chairs are serving as BRC consultants.

***Center for History of Family Medicine (CHFM).***

Dr. Gilchrist noted that a written report from ADFM's liaison to the CHFM, Rick Kellerman, MD, is available on the ADFM website.

***Treasurer's Report (Mack Worthington, MD)***

Dr. Worthington reported that we ended 2017 with a \$32,000 surplus which will help us in restoring our reserves. He noted that our reserves were drawn on in 2016 for hosting of the Working Party meetings and have been used since 2015 to support our participation in Family Medicine for America's Health. He noted that we continue to rely primarily on membership dues and meeting net income and he thanked Priscilla Noland for her vigilance in monitoring expenses associated with our annual Winter meetings. He went on to thank the Executive Committee, Finance Committee and Ardis Davis for dedication to ensuring ADFM's financial health.

***Adjournment***

Dr. Gilchrist entertained a motion to adjourn the meeting which was seconded and unanimously approved. The meeting was adjourned at 8:45am.

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***NOTE: Announcement of Incoming Leadership (Dr. Gilchrist)***

The following were announced later in the program:

President-elect: Steve Zweig  
Treasurer: Chelley Alexander  
MALs: Amy Keenum and Folashade Omole  
ADFM Research Development Committee Chair: Dan Knight

***Recognition of Outgoing Board Members (Dr. Gilchrist)***

The following outgoing Board members were recognized with plaques later in the program when the new leadership of ADFM was announced:

Bernard Ewigman, John Hickner, Tonya VanFossen, Mack Worthington and in absentia, Diane Harper.