

**Association of Departments of Family Medicine's ANNUAL BUSINESS Meeting
Saturday, February 16, 2019
JW Marriott Houston Hotel
Houston, TX**

MINUTES

The ADFM Business Meeting was called to order at 8:30AM by ADFM President, Kevin Grumbach, MD. Dr. Grumbach asked for a motion to approve the February 24, 2018 Annual ADFM Business meeting minutes; motion was made, seconded and the minutes were approved by unanimous vote.

Nominations Committee Report and Election of Officers and Member-at-Large

Dr. Grumbach invited Valerie Gilchrist, MD, Nominations Committee Chair, to provide the report from the Nominations Committee. Dr. Gilchrist reported that she has served as Board Chair and Chair of the Nominations Committee over the past year. She acknowledged that the call for expressions of interest in leadership sent out last Fall went out with "old" rules. The old definition of eligibility requirements specified that persons elected to Board positions of Secretary and Treasurer must have already served on the Board. In January 2019, the Board approved revising the criteria to remove this barrier of past Board participation in order to broaden interest in and eligibility for both positions. In fairness to all who expressed interest last Fall, she reported that the Board has approved electing one MAL for the 2019-2021 term in a contested election in accordance with our bylaws. The Board further approved that the person receiving the highest number of votes will serve this 2019-2021 term and the person receiving the second highest number of votes will serve the 2020-2022 MAL term. She showed a slide of candidates for office along with the Jan 2019 board-approved Leadership Pathways and Processes flow diagram.

Dr. Gilchrist introduced the uncontested slate of candidates for Offices of President-elect and Secretary. She noted that these candidates' personal statements were posted to the ADFM website.

President-elect: (2019-2020) – Allen Perkins, MD

Secretary: (2019 – 2021) – Margot Savoy, MD

Election of Officers (Dr. Grumbach)

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

Dr. Gilchrist, then presented the two candidates running in the contested election to serve the 2019-2021 MAL term.

Two Candidates for 2019-2021 MAL Position:

Peter Carek, MD

Jehni Robinson, MD

Election of MAL

Dr. Grumbach thanked Dr. Gilchrist and accepted the slate of candidates to run for MAL on the Board. He then invited each candidate to give a 2-min speech. Following the speeches, Dr. Grumbach asked Chairs (or their designees) to cast ballots to vote for one MAL to serve the 2019-2021 term. He noted that only current paid DFM-member Chairs or designees had ballots in their envelopes and that dues can be processed on site by Melissa Abuel if needed. Completed ballots were then collected on site by staff.

Approval of Amended By-Laws (Dr. Grumbach)

Dr. Grumbach reviewed briefly work of the Nominations Committee leading to recommended by-laws amendments which were communicated to the membership last month and posted to the ADFM website. He asked for a motion to approve the amended bylaws, the motion was seconded, and the bylaws amendments were approved unanimously with no discussion.

Report on Board Action

Dr. Grumbach reviewed Board Action from the Feb 13, 2019 Board meeting around the following issues.

- *New Executive Director Search.* The Board agreed to work in close partnership with STFM to begin a search for a new Executive Director following Ardis Davis' retirement at the end of 2019. There will be a celebration of Ardis's service at the Feb 2020 Annual Conference.
- *2018-19 Strategic Directions Workplan.* Dr. Grumbach reviewed highlights from the current work of our strategic committees being guided by our 2018-19 Strategic Directions Workplan. He noted that new two-year committee terms begin immediately following the conclusion of this meeting.
- *Societies Consortium.* The Board approved a recommendation from the Diversity, Inclusion and Health Equity taskforce that ADFM join the Societies Consortium on Sexual Harassment in STEMM, ADFM being the only family medicine organization to join during this inaugural period.

ABFM Board Member-at-Large election.

Dr. Grumbach announced that an ADFM Member Chair interested in running for the Member-at-Large position on the American Board of Family Medicine Board will need to get their nomination packet in by March 4th to be considered. An email announcement over the Chairs' list-serve was also sent out.

Brief Verbal Reports

Diversity, Inclusion and Health Equity Taskforce (DIHE). Mark Johnson, MD, reported that the DIHE Taskforce is working on gathering resources of use to Department members and welcomes input.

Membership Committee. Allen Perkins, MD, reported that we continue work on being more inclusive in terms of definition of Departments and are working on ways to increase the number of leaders who attend our meeting. The Associate Membership category is the most recent example of our attention to Department leaders who are not Chairs or Administrators. This engagement of a broader group of leaders in ADFM is increasing the diversity of our conference attendees.

CERA Update. Dave Schneider, MD, reported that the CERA Clearinghouse of data is a member benefit which can be accessed via the STFM website where all other CERA information is housed.

CFAS report. Jeannette South-Paul, MD, reminded the group that the Council of Faculty and Academic Societies has a number of family physicians participating as institutional representatives in addition to the Society representatives from ADFM, AAFP and STFM.

Administrators Steering Committee Update. Katharine Rebolledo, MBA, thanked all of the Administrators who participate in ADFM, noting that we have 110 administrators, two of whom serve on the Board and one on the Finance Committee. She noted that the Wednesday preconference for Administrators continues to be a key resource, this year with 53 attendees (11 for the first time). Dr. Grumbach led the group through a round of applause congratulating Administrators for their contributions to ADFM.

BRC Update. Bernard Ewigman, MD, reported that BRC is now in its second full year of implementation and that the focus now is on financial sustainability. He reviewed the number of volunteers involved in BRC, the six publications in *Family Medicine*, the number of presentations across family medicine meetings and the increasing number of BRC consultations.

Brief Written Reports

Dr. Grumbach called everyone's attention to written reports linked to the meeting Agenda from our Liaison to the Center for the History of Family Medicine and from the Secretary.

Family Medicine for America's Health (FMAHealth) Report.

Tom Campbell, MD, reviewed the five years of work by eight family medicine organizations through

FMAHealth and encouraged all to review the final report at <https://prezi.com/view/lvIOJuoEXBJ8o5YhBqwY/>. He reviewed key accomplishments within areas of health equity, engagement, payment/practice, research and workforce. Kevin Grumbach thanked Tom for his dedication to FMAHealth as our ADFM representative to the FMAHealth Board.

Treasurer's Report

Chelley Alexander, MD, reported we have a positive bottom line financially and referred the group to the financial reports linked with the agenda for more details. With a new Executive Director coming on Board by the end of this year at an increased FTE (50% as opposed to 40%), the Finance Committee and Board will be looking at a dues increase for 2020. She also noted that, with input from our donors, we will be looking at use of the Heritage Fund (\$24,900) in conjunction with leadership development and speaker support.

Prior to adjourning the meeting at 9:15 AM, Dr. Grumbach asked for Chairs and Administrators to go to their member profiles and complete the requested demographic information.

New ADFM Leadership and Recognition of Outgoing Board Members

After the business meeting was adjourned, votes for MAL were counted and the new ADFM leadership was announced:

President-elect 2019-2020: Allen Perkins, MD
Secretary 2019-2021: Margot Savoy, MD
MAL 2019-2021: Jehni Robinson, MD
MAL 2020-2022: Peter Carek, MD
Membership Committee Chair 2019-2021: David Schneider, MD
Diversity, Inclusion, Health Equity Taskforce Chair 2019-2020: Mark Johnson, MD
2020 Program Chair: Tochi Iroku-Malize, MD
Chair, Administrators, Steering Committee 2019-2020: Jon Coffey
Co-Chair, Administrators' Steering Committee 2019-2020: David Clute, MBA

The following outgoing Board members were also recognized by Dr. Gilchrist:
Mike Anderson, MBA, Katharine Rebolledo, MBA and Valerie Gilchrist, MD

Other recognition plaques were presented by Dr. Grumbach to Tom Campbell, MD, for his service to FMAHealth and to Jeffrey Borkan, MD, PhD, for his service to developing leadership in ADFM.