



## **National/Chapter Relations Committee Meeting**

Sunday, May 5, 2019  
4:30 pm – 5:30 pm  
Grand Hyatt Hotel, Declaration A  
Washington, DC

### **Minutes**

#### **Participants**

Committee members participating were: Mark Notash, MD, FACEP, Committee Chair; Jenice Baker, MD, FACEP; Michael Baker, MD, FACEP; Sarah Luebbert, APR; James Shoemaker, MD, FACEP; Gregory H Tanquary, DO, EMRA Rep; Tanya Pearson; Bob Ramsey; Gillian Schmitz, MD, FACEP, Board Liaison; Maude S. Hancock, Staff Liaison.

#### **Agenda**

1. Welcome and Introductions
2. Approval of Minutes from October 1, 2018
3. Update from Subcommittee Chairs on National/Chapter Relations Committee Objectives
4. Other Business

#### **Important Points Discussed:**

1. Dr. Notash welcomed those in attendance and called the meeting to order.
2. The minutes of the October 1, 2018 meeting were approved.
3. Dr. Notash invited the subcommittee chairs in attendance to provide an update on their respective objectives. All subcommittee chairs had provided a written report. They were included in the meeting materials (Workplans) shared with all committee members via email prior to the meeting.

#### **Objective 1: Administer, maintain, and evaluate the Chapter Grant Program.**

Dr. Notash noted that this objective was completed in January and no additional action was required. It was noted that due to College-wide budget cuts, funding for the program may not be available next fiscal year (2019-20). Ms. Hancock will inform the committee of the final decision which will be made by the ACEP Board during their June 2019 meeting.

#### **Objective 2: Implement the 2019 Diane K. Bollman Chapter Advocate Award.**

Dr. Notash reported that the committee's recommendation to the Board was approved. The first recipient of the Diane K. Bollman award is Elena Lopez-Gusman, California ACEP's Executive Director. The award will be presented during the Chapter Executives Forum at ACEP19. Dr. Baker reminded the group that part of the award criteria, as it relates to the time frame for outstanding

contributions by nominees, was ambiguous and should be clarified. Ms. Hancock brought it up to the Awards Committee staff liaison in March and will follow up to resolve.

**Objective 3: Analyze the results of the 2018 chapter leadership development survey. Develop and promote chapter resources and best practices in cultivating current and future leaders.**

Dr. Michael Baker reported on progress and accomplishments to date. The Chapter Leadership Development page on acep.org was redesigned and chapter leadership search filter tags will be added to the ACEP19 course registration process. Subcommittee members helped identify topics for the LAC Leadership session roundtables and a few participated as table facilitators. They will review evaluation data and their notes from the sessions and identify topics for further leadership training webinars. The full subcommittee report is available in the meeting materials shared prior to LAC.

**Objective 4: Develop resources to address the needs of small and medium sized chapters that were identified by the 2018 chapter**

Dr. Charles was unable to attend and provided a written report which is included in the Workplans.

**Objective 5: Review and revise as needed resources contained in “Fundamentals of Chapter Management” and include resources to assist chapters in officer orientation.**

Dr. Jenice Baker reported that most sections of the Fundamentals of Chapter Management had been reviewed and edited. Some sections were summarized for quicker consumption. With the help of ACEP’s web designer, all sections have been redesigned with an accordion layout where each header/section can be expanded/condensed by the user.

4. Other Business: Dr. Schmitz mentioned that ACEP was in the process of evaluating the Residency Visit Program. It was moved from under the responsibility of Academic Affairs to Membership. There will be a meeting to discuss the program and its future in Franklin Square at 4:30pm on Monday, May 6. Because chapters are usually involved with National residency visits, NCRC members are welcome to attend to provide input.
5. Ms. Hancock mentioned that she will be meeting with Dr. Jaquis in a couple of weeks to review the committee’s objectives for the next committee year. Members who have ideas for new objectives not already communicated via the committee evaluation, please submit them to her by May 10.
6. There being no further business, the meeting was adjourned.