**American College of Emergency Physicians**

**National/Chapter Relations Committee Meeting**

Wednesday, May 19, 2021

1:00 pm – 2:00 pm CT

Zoom Meeting

# Minutes

**Participants**
Committee members participating: Michael Baker, MD, FACEP, Committee Chair; Jenice Baker, MD, FACEP; Beth Brooks, CAE;Kathleen J. Clem, MD, FACEP; Michele Yvonne Delpier, MD, FACEP; Shelley Greenman, MD, FACEP; Jason G. Langenfeld, MD, FACEP; Sarah Luebbert, APR; Liz Mesberg;Henderson D. McGinnis, MD, FACEP; Mark Notash, MD, FACEP; Eric Olsen, MD, FACEP; Tanya Pearson; Alexandra Nicole Thran, MD, FACEP; Ryan Stanton, MD, FACEP, Board Liaison; Maude S. Hancock, Staff Liaison.

**Agenda**1. Welcome and Introductions
2. Objectives Progress/Final Reports by Subcommittee Chairs
3. Board Liaison report

**Important Points Discussed:**

1. Dr. Baker called the meeting to order and thanked everyone for their contributions to the committee this year. He encouraged anyone who had not yet completed the committee evaluation to do so as soon as possible.
2. Dr. Baker referred the committee members to the workplans which included the final reports from each of the subcommittee chairs. Subcommittee Chairs reported on the status of their objectives:

**Objective 1**: **Solicit nominations for the Diane K. Bollman Chapter Advocate Award and recommend recipient(s) to the Board of Directors.**
Chair: Michael Baker, MD, FACEP; Members: all committee members, except Chapter Executives.
**Report**: The committee accepted 3 nominations from the Board members of the nominee’s respective ACEP Chapter. The ACEP Board accepted the committee's recommendation and named Stephanie Butler (Arizona) as the 2021 recipient of the Diane K. Bollman Chapter Advocate award. Dr. Baker asked committee members to encourage Chapter Board members to nominate their exec/staff next year if they feel they qualified/deserved the recognition.

**Objective 2**: **Analyze the results of the 2020 annual chapter survey. Develop and promote chapter resources and best practices in cultivating current and future leaders.** Chair: Kathleen J Clem, MD, FACEP; Members: Jenice Baker, MD, FACEP; Michael Baker, MD, FACEP.

**Report**: Dr. Clem reported on the ideas that the subcommittee generated in call in November. They are listed in the workplans.

**Objective 3**: **Collaborate with the Education Committee and the Membership Committee to develop resources to address the needs of small and medium sized chapters. (National/Chapter Relations is the lead committee.)**

Chair: Jason G Langenfeld, MD, FACEP; Members: Benjamin C. Aaker, MD, FACEP; Sara Andrabi, MD; Mitch Charles, MD, FACEP, Kathleen J Clem, MD, FACEP.

**Report**: Dr. Langenfeld reported on the various ideas discussed with the subcommittee in a call in November. They are listed in the workplans. Some of the ideas overlap with other sub-committee objectives. Dr. Langenfeld concluded that while there are multiple resources available, determining access and location are challenges. Those challenges are made more apparent with small chapters due to lack of continuity and central executive structure. Consolidating and publicizing existing resources would be an essential first step.

**Objective 4:** **Explore mentoring and collaboration opportunities between regionally paired/grouped large, medium, and small chapters.**

Chair: Beth Brooks, CAE; Members: Angela G. Cai, MD, MBA (EMRA Rep);Michele Yvonne Delpier, MD, FACEP; Alexandra Nicole Thran, MD, FACEP.

**Report**: Ms. Brooks reported that the subcommittee worked with the objective 5 workgroup and developed a concept for a series of webinars for chapter leadership. The concept will be piloted and if successful, could be offered on a quarterly basis. The first pilot program on “ED Claims Downcoding and Denials” will be held on May 20th.

**Objective 5:** **Collaborate with the Communications Committee to explore ways to facilitate and improve communications between the chapters and National ACEP. (National/Chapter Relations is the lead committee.)**

Co-Chairs: Shehni Nadeem, MD and Sarah Luebbert, APR; Members: Sullivan K. Smith, MD, FACEP.

**Report:** Ms. Luebbert reported that the subcommittee incorporated input from subcommittee 3 and developed a mind map for the chapter resource webpages re-design. Ms. Luebbert and Ms. Hancock met with ACEP’s Web team last week to go over the map and provide some guidance on the navigation and content placement. The subcommittee also worked with the objective 4 workgroup to develop the “Chapter Chats” concept and added that they will utilize feedback from the post-event survey to build upon future offerings.

**Objective 6:** **Collaborate with the Education Committee on the development, implementation, and evaluation of the Chapter Leadership Session at the Leadership & Advocacy Conference, including identifying topics, speakers, moderators and delivery formats. (National/Chapter Relations is the lead committee.).**

Chair: Shelley Greenman, MD, FACEP; Members: Mark Notash, MD, FACEP; Henderson D. McGinnis, MD, FACEP.

**Report:** Dr. Greenman reported due to the lack of meeting space at the LAC hotel, plans for the chapter leadership session will be incorporated in the “Chapter Chats” series. The NJ-ACEP membership outreach efforts will be the topic of the second Chapter Chats “pilot” to be held this summer, date TBA. Dr. Greenman has reached out to NJ-ACEP members who have led these efforts and they have enthusiastically agreed to participate. Ms. Hancock and the NJ Chapter Executive will work on the logistics.

**Objective 7:** **Develop recommendations on how ACEP should address chapters that are not adhering to basic requirements regarding chapter governance (mandatory state and federal filings, basic oversight of expenditures, etc.). Recommendations should include methods for identifying problems and remedial steps for bringing chapters into compliance with acceptable standards.**

Chair: Tanya Pearson; Members: Eric B. Olsen, MD, FACEP, Liz Mesberg.

**Report**:Ms. Pearson reported that based on feedback from chapter executives on the draft questionnaire they developed, that most of the questions only require to be answered once and then again when there is a change in the chapter’s administrative/staff leadership. The checklist would serve 2 roles: 1) to collect data for ACEP to monitor and 2) to act as a reminder/resource to the chapter executives to help them meet the requirements. Ms. Hancock is working with ACEP’s IT team to set up the questionnaire as an online form for chapters to complete on the chapter resources website. This workgroup suggested an objective for next year to further develop the ACEP Chapter Requirements Checklist by attaching samples and forms for chapters to use as a reference if they wish to create or update their documents. The samples/forms can be requested from our chapters. With regards to developing a process for bringing non-compliant chapters into compliance, the subcommittee suggested that the Chapter Executives Group (CEG) identify chapter executives that can be coaches/mentors to assist chapters to become compliant.

1. Dr. Stanton provided a brief Board liaison report. He touched on the upcoming Leadership and Advocacy Conference, live ACEP June Board Meeting, promoting virtual connections between chapters, as well as ACEP’s work on workforce including chapter townhalls.
2. Dr. Baker thanked everyone for their work and officially adjourned the meeting at 2pm CDT.