American College of Emergency Physicians

National/Chapter Relations Committee Meeting

Sunday, October 27, 2019
5:00 pm – 6:30 pm

Colorado Convention Center
Room 301
Denver, CO

Minutes

Participants
Committee members participating were: Mark Notash, MD, FACEP, Committee Chair; Benjamin Aaker, MD, FACEP; Michael Baker, MD, FACEP; Beth Brooks, CAE; Mitch Charles, MD, FACEP; Kathleen J. Clem, MD, FACEP; Kyle E. Couperus, MD; Jason G. Langenfeld, MD, FACEP; Sarah Luebbert, APR; Henderson D. McGinnis, MD, FACEP; Eric Olsen, MD, FACEP; Tanya Pearson; DW "Chip" Pettigrew, III, MD, FACEP; James L Shoemaker, Jr, MD, FACEP; Sullivan K. Smith, MD, FACEP; Gregory H Tanquary, DO; Todd Brian Taylor, MD, FACEP; Alexandra Nicole Thran, MD, FACEP; Matthew J. Watson, MD, FACEP; Gillian Schmitz, MD, FACEP, Board Liaison; Maude S. Hancock, Staff Liaison.

Agenda
1. Welcome and Introductions
   a. Review Committee Roster
2. Role of National/Chapter Relations Committee and Board Liaison Report
3. Approval of May 5, 2019 Minutes
5. Discussion of Committee Objectives, Assignments, Workplans for 2019-20
6. Review Meetings/Conference Call Schedule
8. Other Business
9. Adjournment

Important Points Discussed:
1. Dr. Notash called the meeting to order. He welcomed all committee members in attendance and asked new members to introduce themselves. He also asked everyone to review the committee roster and alert us of any contact information changes.

2. Dr. Schmitz, Board liaison to the NCRC, thanked everyone for their leadership and volunteer time on the committee. She mentioned this fiscal year’s budget cuts which included the chapter grants program and reiterated that the hope was to bring the program back when the College is in a more financially robust position.

3. The minutes of the May 5, 2019 meeting at LAC were approved.
4. Dr. Notash referred to the 2018-19 annual report and thanked the committee members for their work on last year’s objectives. He specifically thanked everyone for their work on reviewing the nominees for the Diane K. Bollman Award and recommending a winner to the Board. Ms. Pearson, speaking on behalf of the Chapter Executives, requested that the Board consider presenting the Diane K. Bollman Award in front of the College during the Council Awards Luncheon or President’s Awards Reception. Dr. Schmitz mentioned that the decision to present it during the Chapter Executives Forum may have been made due to the increasing number of College Awards and the limited time available during the Council Luncheon and President’s Reception. She mentioned that the recipient was mentioned during the President’s Reception, but she will take the suggestion and feedback to the Board and Council Officers and report back at our next meeting.

5. Dr. Notash went over the 2019-20 committee objectives and reminded everyone that the Chapter Grant Program was on hiatus this year due to budget constraints. He asked for volunteers to serve as subcommittee chairs. Members interested in working on specific objectives met with their subcommittees to discuss their workplans. Committee members who were not in attendance will be contacted after the meeting to determine their assignment. The following assignments were made at the meeting:

**Objective 1:** Solicit nominations for the Diane K. Bollman Chapter Advocate Award and recommend recipient(s) to the Board of Directors.  
Chair: Clem. Members: Entire Committee, except Chapter Executive Directors.

**Objective 2:** Analyze the results of the 2019 annual chapter survey. Develop and promote chapter resources and best practices in cultivating current and future leaders.  

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

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

6. Dr. Notash went over the committee call schedule with the group. Ms. Hancock confirmed that there will not be an in-person meeting during LAC in April 2020. The group will meet via Zoom.

**Other Business:**  
Dr. Taylor suggested that the committee work on compiling a library of programs offered by chapters and identify individuals with particular expertise to mentor chapters in specific activities (the Bylaws consultant, for example). The completed chapter grants are projects that other chapters could replicate and would be a good place to start.

There being no further business, the meeting was adjourned.