American College of Emergency Physicians

National/Chapter Relations Committee Meeting

Wednesday, October 28, 2020
11:30 am – 1:00 pm

Zoom Meeting

Minutes

Participants
Committee members participating were: James L Shoemaker, Jr, MD, FACEP, Committee Chair; Sara Andrab, MD; Jenice Baker, MD, FACEP; Michael Baker, MD, FACEP; Beth Brooks, CAE; Angela G. Cai, MD, MBA (EMRA Rep); Mitch Charles, MD, FACEP; Kathleen J. Clem, MD, FACEP; Michele Yvonne Delpier, MD, FACEP; Shelley Greenman, MD, FACEP; Sarah Luebert, APR; Liz Mesberg; Henderson D. McGinnis, MD, FACEP; Mark Notash, MD, FACEP; Eric Olsen, MD, FACEP; Tanya Pearson; Gregory H Tanquary, DO; Alexandra Nicole Thran, MD, FACEP; Ryan Stanton, MD, FACEP, Board Liaison; Maude S. Hancock, Staff Liaison. Guests: David McKenzie, CAE, Sue Sedory, MA, CAE, Arvind Venkat, MD, FACEP.

Agenda
1. Welcome and Introductions
2. Role of National/Chapter Relations Committee and Board Liaison Report
3. Approval of June 16, 2020 Call Minutes
5. Discussion of Committee Objectives, Assignments, Workplans for 2020-21
6. Diane K. Bollman Award Nominations Review and Voting Process (see Workplans)
7. Review Important Dates and Call Schedule
8. Communications:
   - Information sharing: 1) chapter services activities; 2) ACEP communications to chapters
   - Committee Communications and Business: Basecamp Overview
9. Other Business
10. Subcommittee Work (Zoom breakout rooms)
11. Adjournment

Important Points Discussed:
1. Dr. Shoemaker called the meeting to order. This will be Dr. Shoemaker’s only meeting as Chair of the NCRC as he was elected to the ACEP Board of Directors at the October 25 Council Meeting. He welcomed all committee members in attendance and asked everyone to introduce themselves and let the group know about their interests and desires for the committee and ACEP.

2. The minutes of the June 16, 2020 call were approved.
3. Dr. Shoemaker discussed the 2019-20 annual report and thanked the committee members for their work and accomplishments on last year’s objectives.

4. Dr. Shoemaker and Ms. Hancock went over the 20-21 committee objectives, workplans and subcommittee assignments. They noted the changes to the Diane K. Bollman award review and voting process. Dr. Shoemaker also pointed to the Quarterly Chapter Updates available to the NCRC members on Basecamp. This is a report of ACEP chapters’ recent accomplishments and challenges. It is distributed to the ACEP Board and staff on a quarterly basis. Subcommittee Chairs and members were appointed to each objective ahead of the meeting. Members interested in working on more than one objective are welcomed to let Ms. Hancock know. Assignments are:

**Objective 1:** Solicit nominations for the Diane K. Bollman Chapter Advocate Award and recommend recipient(s) to the Board of Directors.  
Chair: Dr. James L. Shoemaker, Jr, MD, FACEP (until replaced); Members: all committee members, except Chapter Executives.

**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.

**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: Sara Andrabi, MD; Mitch Charles, MD, FACEP, Kathleen J Clem, MD, FACEP.

**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.

**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.

**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.

**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: Benjamin C. Aaker, MD, FACEP; Eric B. Olsen, MD, FACEP, Liz Mesberg.

5. Dr. Shoemaker went over the important dates and committee call schedule with the group. Ms. Hancock confirmed that there will not be an in-person meeting during LAC in April 2021 should we meet in person. The group will meet via Zoom.

6. Ms. Hancock provided an overview of the various communications between ACEP’s Chapter Services department and the chapters. They include weekly calls with the chapter executives; daily ACEP updates to the chapter presidents (engaged emails); welcome emails and resources to new chapter presidents and treasurers; and quarterly updates from chapters. Ms. Hancock proposed to include the NCRC members on the chapter presidents engaged community to keep them informed of the ongoing communications to the chapters. Dr. Rosenberg also plans to hold Zoom meetings with the leaders of every chapter during his Presidency and those are scheduled by ACEP’s Chapter Services. Ms. Hancock also provided a quick tutorial on how to use Basecamp, the committee’s communication and collaboration tool. Every member should have received an invitation to join Basecamp last year. This year’s objectives and subcommittees will be set up in Basecamp following this meeting and invitations will be resent at that time. Members can access Basecamp here: https://basecamp.com/.

7. Dr. Stanton, Board liaison to the NCRC, provided a brief ACEP report. He mentioned Dr. Rosenberg’s priority to increase connection and engagement with chapters via virtual visits. ACEP has a long list of accomplishments this past year and Dr. Stanton mentioned a few including reaching more than 40,000 members for the first time in our history, which represents a 5% increase over 2019, as well as growth in section membership with over 50% of ACEP members now belonging to one of ACEP’s 40 sections. He touched on ACEP’s work on the rural EM and NP/PA taskforces, workforce and ownership study and the College’s finances in light of canceled in-person meetings. He discussed the recent certification changes made by ABEM and ACEP’s efforts to communicate member concerns and advocate on their behalf. Finally, he reported that ACEP had won its latest appeal in a lawsuit against Anthem BCBS in Georgia.

8. Dr. Shoemaker thanked everyone for their dedication to the committee and commitment to the College and adjourned the committee meeting before each subcommittee broke into small groups to start work on their objectives.