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**Board of Directors Meeting | June 2021**

**AGENDA**

2:00 pm PT/5:00 pm ET

June 9, 2021

<https://us02web.zoom.us/j/89383924003>

1. Review of Minutes (May 2021 – see below)
2. 2021 Annual Meeting
   1. Location and Logistics update
      1. Update on Covid precautions and steps
      2. Registration process
      3. Fun-run update (review logo/marketing)
   2. Exhibitor Status
   3. Program updates
3. Education Committee Update
4. Marketing & Communications
   1. Update on new system (GrowthZone)
5. Update re: Federal Practitioner
6. July 2021 Board Retreat
7. Update re: IRC
8. New Business
9. Adjourn

**March 12, 2021 Board Meeting**

CINDY, WILLIAM, BERNI, LEANN, JULIE, SUE, MARK, JANICE, RUSTY

Old Business:

Approval of minutes from April, Berni motioned to approve, Mark seconded and the motion passed

Bill asked if we were posting minutes on the website

Meeting:

Sue discussed updates with the Hotel and member questions:

* Limiting the number of attendees to 350 (including vendors) to reach the social distancing requirements. If things are normal by the conference, this will not be an issue, but as of now this requires attention
  + Only members can attend, others can join virtually
  + Seated and unseated can be up to
    - Main ballroom
    - Interest groups/breakouts will be theater style to allow for more attendees
    - Saturday am mindfulness program: outdoors perhaps
    - Saturday pm ward 5b: set up TBD
      * Documentary film about the beginning of the HIV pandemic and the ward at San Francisco General, during the unknowns. Parallels with the compassionate care needed during the COVID pandemic.
      * Possibly have attendees go change and then do a walking tour after the presentation to calm the emotional impact of the program
        + With this ending at 7pm, it may not work as people would not have had dinner.
    - No registration table this year. We will have material when they check in or in the hotel rooms to avoid bottlenecks. The Hotel will get back with Sue as to how this will be handled.
      * Using Roadzone data base. Sue is building the registration
      * Will need to know how many people attending each breakout and SIG, due to space limitations and room
        + WHOVA will confirm the registration selected and provide agenda.
      * Will do a test run to verify first, but plan to have it opened in 2 weeks.
      * Will include disclaimer on registration that Denver rules will be enforced and adhered too.
    - Will not impose sharing of rooms due to COVID for members
      * Mark asked if we would provide Denver Colorado rules to attendees, so all are informed and not blaming AVAHO
        + 6ft distancing for groups larger than 10
        + Mask indoors remains mandated
    - Will have information desk for people, but want to limit crowding
    - Will have a QR code on badges to check people in
    - Abstract deadline July 1, have 4 submission
    - Exhibitors 11 confirmed, $420,00.00 funding confirmed so far, expect more
    - Industry funded symposia, deadline is Friday for submission
      * Will send a reminder
      * A few have requested an extension
    - Berni questioned if we would consider a run/walk combination
      * Sue suggested Sunday morning
      * Julie has experience managing walks and will be a resource
      * Bill suggested adding to registration process to obtain shirt size
        + Shirts would be mailed to virtual
        + Handed out in person
        + Minimum participation fee, $30.00 or select higher donation

$5.00 approx. to mail

$10.00 per shirt

Bill suggested mailing all shirts to avoid disbursing them.

* + - Sue will discuss with the Program Committee next week regarding agenda next week
    - Julie brought up *Fedprac* and wanted to make sure they understand the arrangement is not inclusive and allow us to work with other organizations such as Plexus
      * Berni asked about the requirement of the President to complete the Newsletter.
        + Berni suggested AVAHO leadership as the address
        + Bill suggested coming from Sue
        + Rusty felt it could come from Julie

Will change to Julie

* + - * Under AVAHO responsibilities, Bill asked about the creation of an Editorial Board. Mary stated that Reed Paul has been ahead of this. Rusty felt this related to the special editions and those participating on those projects.
        + Mary has requested Joanne to submit in writing an explanation of their specific needs from AVAHO for clear delineation. With definition of the roles for each chair special editions, data trends, and round table, etc. Mary pointed out they have suggested they can keep the website current, which has not always been the case. She suggested consideration of how the relationship with *Fredprac* would limit opportunities. Rusty quoted from the contract that *Fedprac* would be the sole provider of education. Which would be a violation if we continued with Plexus.

Julie will confirm concerns with Fredprac

Rusty stated he has a call coming up with Reed and will also clarify.

* + - * Education Committee update
        + Astra Zeneca lecture this Friday 12/3 ET
        + Mary advised the committee is in the process of vetting other organizations to provide CME: Plexus, Med Learning and Clinical Care Options have all been sent forms to complete.
      * Newsletter went out as a AVAHO Leadership email last month.
        + Julie will separate out information in separate emails
      * New website should be up and running in a few weeks.
        + Will not have to use 3rd party to communicate with members
        + Will be able to select what emails: committees, newsletters, etc
        + Berni asked if we will store Board documents: minutes, forms, etc. Sue felt we could. She said we will also be able to keep tract of CME.
        + Should include all membership Chair committees’ notes/minutes