

AAAA Strategic Planning Session
Saturday, July 21st, 2018
Hyatt Regency Villa Christina

Participants: Nick Davies (*President*), Laura Knoblauch (*President-Elect*), Gina Scarboro (*Immediate Past President*), Gregg Mastropolo (*Treasurer*), Maggie Riffel (*Secretary*), Rob Wagner (*Director*), Carie Twichell (*Director*), Kristl Kamm (*Director*), Dave Dunipace (*Director*), Tim Goodridge (*Director*), Danny Mesaros (*Director*), Layne DiLoreto (*Legislative Chair*), Katie Noel (*Student Chair*), Jet Toney (*Executive Director*), Jeremy Betts (*Director of State Affairs*), Felicia Kenan
0902—Call to order (Nick Davies)

Brooks-McGinnis audit report (Mark T. Fritz, CPA)

- Recommendations:
 1. Pre-approve expenses
 2. Dual-party signoff of expenses
 3. Investment strategy
 4. Audit every 2-3 years
- Membership-friendly financial summary forthcoming

SWOT Analysis (Gina Scarboro)

- Solving practice issues notified as accomplishment
- Communication labeled by membership survey as major disconnect
 - Ideas/Solutions:
 1. Monthly update (pres/DSA)
 2. Webinars
 3. Direct link on webpage (“where is your money going?”)

P&P/Bylaws Revision (Jet Toney/Gina Scarboro)

- Revisions suggested
 1. Decrease Board involvement in daily minutia
 2. Reimbursement
 - Define (increase) policy on max amount allowable
 - Streamline approval process
 - Increase/eliminate amount that requires approval by the Board
 - Restructure budget/source for dispersal
 4. Promote education and submission of budget proposal for committees
 5. Simplify communication of issues to Board
 6. Definition of Leg Fund Chair as specifically fundraising in nature
 7. Reflect change of first-year fellow discount from 25% to 50%
 8. Increase expense amount that requires signature from Treasurer
 9. Require state academy quarterly reports
 10. Restructure composition of Governance Committee
- Ad hoc committee to be established

Legislative Fund

- Role of chair centralized on fundraising
- Recurring donation online process needs to be solidified
- Board to be attentive to P&P donation rules

Leadership Identification/Development

- Work with AAAPD to identify students to become involved/give presentation
 - * Delineate ethics of political “push” for universities
- Target fellows via state academy leaders

Committees

- Definitive streamlining of appointments
- Require Standard Operating Procedures/handbook
- Institute “renewal system” for positions
- Formalize policy on Board membership on committees
- Communications
 1. Proposed division of roles: newsletter and social media et al
 2. 1-2 people need veto authority
 3. Explore options for Communications Director

Annual Meeting

- Goal: Independent entity/stand-alone functioning organization
- Proposed division of Chair roles: CME management and misc (ie social events, committee meetings etc)
- Board to be higher profile throughout
- Identified need for post-action survey following meeting
- Identified need for defined duties of AM Chair vs Cornerstone
- Identified need to minimize concurrent events to avoid conflict
- Jeopardy
 1. Identified issues with professionalism at AAAA 2018
 2. Final say needs to lie within a defined entity
 3. Reviewing of slides prior to presentation
 4. Functionality of equipment poor; will need to address moving forward pending decision on future of Jeopardy
 5. Students voiced off-putting nature of exclusivity
- Annual Meeting Committee tasked with details of reimbursement for speakers

Membership Management (Jet Toney)

- Kimberly Jordan joins Cornerstone; now acting as Membership Manager

Governance Management Software (Gina Scarboro)

- Need for internal communication software
- Will explore cost
- Identified importance of app interface

President’s Agenda (House of Delegates)

- Identified need for vote of endorsement by the Board prior to presentation to general membership for education/review/vote
- Identified need for extrapolated budget

Adjourn—1646

Sunday, July 22nd 2018
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0905—Informal EC meeting (Nick Davies, Gina Scarboro, Maggie Riffel, Gregg Mastropolo)

- KSAAA unanimously voted into formation

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0911—Call to order (Nick Davies)

Editorial Review Board (Laura Knoblauch)

- Composition proposed
 1. Communications Chair (Editor-In-Chief)
 2. Annual Meeting Chair/Membership Chair
 3. President
 4. President-Elect
 5. Executive Director
 6. Member at large (appointed by Communications Chair)
- Goals
 1. Foster collaboration
 2. Minimize prior newsletter themes
 3. P&P change forthcoming
- Board supportive of ERB formation/efforts

Annual Meeting cont. (Nick Davies)

- Cornerstone provided clarification on future meeting locations
- Attempts will be made to plan further in advance
 1. Sami to provide list of locations 2020-2022
 2. Future locations to be approved by EC
- Future of student pre-con to be decided
- Sami to provide member survey results

Adjourn—0937