

**Association of Departments of Family Medicine’s ANNUAL BUSINESS Meeting  
Saturday, February 15, 2020  
Loews New Orleans Hotel  
New Orleans, LA**

**DRAFT MINUTES**

The ADFM Business Meeting was called to order at 8:30AM by ADFM President, Allen Perkins, MD, MPH. Dr. Perkins reminded the membership that the meeting materials were available on the meeting website and asked for a motion to approve the February 16, 2019 Annual ADFM Business meeting minutes; motion was made, seconded and the minutes were approved by unanimous vote.

**Nominations Committee Report and Election of Officers and Member-at-Large**

Dr. Perkins invited Kevin Grumbach, MD, Nominations Committee Chair and Board Chair, to provide the report from the Nominations Committee. Dr. Grumbach reported that we have been cleaning up our “Leadership Processes and Pathways” document to give more clarity about the options for participating in ADFM leadership and committees and how the nominations process happens for each position. The updated file is available on the ADFM website. Dr. Grumbach also noted that we are looking for Department Chair candidates interested in serving on the Finance and Nominations Committees (the open positions are for Department Chairs) and that interested individuals should let someone on the Nominations Committee know or can write their name on index card from the table and hand it to the staff when they walk around collecting ballots.

Dr. Grumbach then presented the uncontested slate of candidates for Offices of President-elect and Treasurer. He noted that these candidates’ personal statements were posted to the ADFM website.  
President-elect: (2020-2021) – Chelley Alexander, MD  
Treasurer: (2020 – 2022) – Folashade Omole, MD, FAAFP

*Election of Officers (Dr.Perkins)*

Dr. Perkins thanked Dr. Grumbach and accepted the slate of candidates. He then opened the floor for nominations for offices of President-elect and Treasurer. Seeing and hearing no nominations from the floor, Dr. Perkins closed nominations and asked for a motion to approve the slate of candidates for President-elect and Treasurer. A motion to approve the slate was made, seconded and approved unanimously.

Dr. Grumbach then presented the two candidates running in the contested election to serve the 2020-2022 Member-at-Large term: Curtis Galke, DO, FAAFP and Elisabeth (Beth) Wilson, MD, MPH, MS-HPed.

*Election of Member-at-Large*

Dr. Perkins thanked Dr. Grumbach and accepted the slate of candidates to run for Member-at-Large on the Board of Directors. He then invited each candidate to give a 2-minute speech. Following the speeches, Dr. Perkins asked Chairs (or their designees) to cast ballots to vote for one candidate to serve the 2020-2022 Member-at-Large term. He noted that member Chairs or designees from departments whose dues are paid have ballots in their registration envelopes. Completed ballots were then collected on site by staff and counted with oversight from Dr. Grumbach.

### **Approval of Amended By-Laws**

Dr. Perkins reviewed briefly work of the Nominations Committee leading to recommended by-laws amendments, mostly related to updating the information about Board composition and adding information about the Public Member of the Board. These were communicated to the membership last month and are posted with the Business Meeting materials in both a track-changed and clean format for member review. He asked for a motion to approve the amended bylaws, the motion was seconded, and the bylaws amendments were approved unanimously with no discussion.

### **Report on Board Action**

Dr. Grumbach reviewed Board Action from the February 12, 2020 Board meeting around the following issues.

- *Conference Sponsorship Guidelines.* The Board reviewed and reaffirmed our guidelines for sponsorship at the ADFM conference. These are more restrictive than other organizations have, but as leaders of our Departments, the Board felt it was important to reduce any possibility of creating a conflict of interest.
- *Senior leader and Associate Member nominations.* The Board wished to remind the membership that any chair can nominate someone to attend the ADFM conference as part of the “Senior Leader” program, but that only a faculty member’s chair can nominate them for Associate Membership, unless there is no one in the chair position at the institution.
- *2020-2021 Strategic Directions Workplan.* Dr. Grumbach reviewed highlights from the current work of our strategic committees being guided by our strategic workplan, including the planned expansion of the LEADS fellowship program; the Healthcare Delivery Transformation Committee’s webinar series; the efforts of the Education Transformation Committee on the Best Practice Guide and the upcoming residency redesign process; and the efforts of the Research Development Committee with the Building Research Capacity (BRC) initiative, the Physician Scientist Pathway, and participation in CERA. He also noted the newly formalized Diversity, Inclusion, and Health Equity Committee (formerly a taskforce) will be working on creating their strategic goals over the coming months.

### ***ABFM Board Member-at-Large election.***

Dr. Grumbach reminded the membership that an ADFM Member Chair interested in running for the Member-at-Large position on the American Board of Family Medicine Board will need to get their nomination packet to Amanda Weidner by February 24<sup>th</sup> to be considered. An email announcement over the Chairs’ list-serve was also sent out.

### ***Brief Written Reports***

Dr. Grumbach called everyone’s attention to written reports linked to the meeting Agenda from our Liaison to the Center for the History of Family Medicine, our representative to the AAMC Council for Faculty and Academic Societies (CFAS), the Secretary and Membership Committee Chair, the Executive Director, and our liaison to the CERA Steering Committee.

### ***Brief Verbal Reports***

*Administrators Steering Committee Update.* Jon Coffey, Administrators’ Steering Committee Chair, thanked all of the Administrators who participate in ADFM and highlighted the Administrators’

preconference and other importance resources for the group. He encouraged chairs to invite their members to participate in ADFM if they were not already doing so.

*BRC Update.* Bernard Ewigman, MD, MSPH, reported that BRC has found its niche and has a model that is working. They continue to offer consultations and have held a number of successful presentations and workshops at recent conferences.

***Treasurer's Report***

Chelley Alexander, MD, reported that 2019 was a very good financial year for ADFM; we have a positive bottom line financially and she referred the group to the financial reports linked with the agenda for more details. The Finance Committee is continuing to explore options for our "Heritage Fund" and how/if we can fundraise in an ongoing way; at the February 12 Board meeting, the Board unanimously approved a plan to maintain the Heritage Fund as an entity with fundraising solicitation only of members and only up to \$25K per year until we determine there is a strategic need to pursue an active strategy and external solicitation.

Dr. Perkins adjourned the meeting at 9:15am.

***New ADFM Leadership and Recognition of Outgoing Board Members***

After the business meeting was adjourned, votes for Member-at-Large were counted and the newly elected ADFM leadership was announced:

President-elect 2020-2021: Chelley Alexander, MD

Treasurer 2020-2022: Folashade Omole, MD, FAAFP

MAL 2020-2022: Elisabeth (Beth) Wilson, MD, MPH, MS-HPed

The following outgoing Board members were also recognized by Dr. Perkins with plaques to commemorate their service to the Board:

Kevin Grumbach, Board Chair

Amy Keenum, Member-at-Large

Jon Coffey, Administrator Steering Committee Chair

Tochi Iroku-Malize, 2020 Annual Conference Program Chair

Mark Johnson, DIHE Taskforce Chair

Jeannette South-Paul, CFAS Representative