

Steering Committee Meeting
January 26, 2016
ACEP Headquarters
Irving, Texas

Minutes

Speaker James Cusick, MD, FACEP, called to order a regular meeting of the Steering Committee of the Council of the American College of Emergency Physicians at 8:03 am Central time on Tuesday, January 26, 2016, at ACEP headquarters in Irving, Texas.

Steering Committee members present for all or portions of the meeting were: J. David Barry, MD, FACEP; Sabina Braithwaite, MD, FACEP (phone); Alison Haddock, MD, FACEP; James Cusick, MD, FACEP, speaker; Jonathan Heidt, MD, FACEP; David Lee, MD, FACEP; Donald Lum, MD, FACEP; Michael McCrea, MD, FACEP; John McManus, MD, FACEP, vice speaker; Howard Mell, MD, FACEP; Thom Mitchell, MD, FACEP; Bradley Uren, MD, FACEP; Liam Yore, MD, FACEP; and Anne Zink, MD, FACEP.

Other members and guests present for all or portions of the meeting were: Stephen Anderson, MD, FACEP; Marco Coppola, DO, FACEP; Vidor Friedman, MD, FACEP; Hans House, MD, FACEP; Tiffany Jackson, MD; William Jaquis, MD, FACEP, secretary-treasurer; Christopher Kang, MD, FACEP; Jay Kaplan, MD, FACEP, president; Rebecca Parker, MD, FACEP, president-elect; John Rogers, MD, FACEP, vice president; .

Staff present for all or portions of the meeting were: Mary Ellen Fletcher, CPC, CEDC; Mary Anne Mitchell, ELS; Harry Monroe; Margaret Montgomery, RN; Sonja Montgomery, CAE; Sandra Schneider, MD, FACEP; Gene Scruggs; Dan Sullivan; Dean Wilkerson, JD, MBA, CAE; and Carole Wollard.

Officer and Staff Reports

Speaker

Dr. Cusick discussed preparations for the Steering Committee meeting.

Vice Speaker

Dr. McManus thanked everyone for their participation on the Steering Committee.

President

Dr. Kaplan highlighted the various meetings he has attended since ACEP15, including the Board of Directors retreat and several meetings in Washington, DC. He gave an update on the work of various ACEP task forces and the inaugural Wellness Week. He also reported on ACEP's out-of-network and balance billing initiatives.

President-Elect

Dr. Parker discussed her ideas for holding a Diversity Summit at ACEP in April and also highlighted key discussions on reimbursement issues.

Executive Director

Mr. Wilkerson provided an updated on ACEP membership, current financial status, construction of the new headquarters, and participation in the Clinical Emergency Data Registry (CEDR).

Steering Committee Expectations

Dr. Cusick reminded the Steering Committee of their expectation to attend the May 15, 2016, Steering Committee meeting in Washington, DC and the entire Leadership & Advocacy Conference May 15-18. The Steering Committee will also meet at 6:00 pm on October 13, 2016, in Las Vegas, the evening prior to the Council meeting. Steering Committee members were also reminded that supporting NEMPAC and EMF is strongly encouraged as part of their leadership role.

Councillor Allocation

Dr. Cusick reported that councillor allocation for 2016 is 394, which is an increase of 19 councillors than were allocated for the 2016 meeting. Fifteen chapters gained one councillor and the Emergency Medicine Residents' Association gained four councillors as a result of the resolution adopted by the 2015 Council to increase their allocations from four to eight. All 33 sections of membership met the minimum membership requirement of 100 members and will have a councillor for the 2016 Council meeting.

2015 Council Meeting Minutes

The Steering Committee reviewed the draft 2015 Council meeting minutes. The minutes will be provided to the 2016 Council for approval at the annual meeting.

Tellers, Credentials, & Elections Committee Report

The Steering Committee reviewed a report from the Tellers, Credentials, & Elections Committee from the 2015 Council meeting, including the results of the demographic data questions. The Annual Meeting Subcommittee will review the demographic data questions and provide suggestions for this year's questions.

Councillor Orientation

Dr. Cusick led a discussion regarding the councillor orientation held the evening before the Council meeting. It was suggested that additional communication about the orientation be provided to the Council and to consider changing the name of the event to "Council Meeting Essentials" or something similar to generate additional interest in attending.

2016 Council Meeting

Dr. Cusick discussed the format of the 2015 Council meeting and requested suggestions for potential changes for the 2016 meeting. The committee reviewed the presentations and discussed the various reasons that the meeting extended beyond the estimated time. There were mixed reactions to allowing non-ACEP members who are seeking election to Congress to address the Council. The committee also discussed the extractions from the Unanimous Consent Agenda and suggested that the committee consider a revision to that section of the Council Standing Rules to require more than a single request for extraction. The Bylaws & Council Standing Rules Subcommittee will provide their recommendation at the May 15 meeting.

Council Meeting Technology

Dr. Cusick led a discussion of the technology needs and requested suggestions for potential enhancements for the Council meeting. The committee suggested that the "chat" feature of the Council meeting website be enabled when the materials are available on the site and encourage discussions on resolutions prior to the Council meeting using the chat feature. Staff will explore this option with the website vendor.

The committee also discussed the increased use of and success of social media during the meeting. It was noted that medical students attending the Council meeting could provide additional assistance with social media communications.

Elections Process

Dr. McManus led a discussion of the campaign and election process for candidates. The committee supported continuing the current format of the Candidate Forum and suggested that breaks between candidate rotations should be considered. It was noted that breaks may not be feasible because of the limited time available for the Candidate Forum. Additional suggestions were to provide larger speaker timers in each of the rooms and also consider developing a candidate toolkit.

The committee discussed the advisability of continuing the videos of each candidate. There were mixed reactions about the usefulness of the videos.

The Candidate Forum Subcommittee will discuss these issues in further detail and review potential changes to the Candidate Campaign Rules and provide their recommendations at the May 15 meeting.

Potential Bylaws, College Manual, and Council Standing Rules Revisions

The committee received information about potential a potential Bylaws resolution regarding fellow status that is being discussed by the Bylaws Committee. The 2015 Council adopted a resolution directing that the “Procedures for Addressing Charges of Ethical Violations and Other Misconduct” be amended to include non-ACEP members whose actions involve ACEP members. This will require a resolution to amend the College Manual. Currently, no revisions to the Council Standing Rules have been identified.

Action on Resolutions

Reports summarizing actions taken by the Board of Directors on resolutions adopted at the 2015, 2014, and 2013 Council meetings were provided for review. The reports will be assigned to the Annual Meeting Subcommittee for further review.

Parliamentary Training and Council Forum at Leadership & Advocacy Conference

Dr. Cusick requested comments on the parliamentary training and Council Forum breakfast session at the Leadership & Advocacy Conference (LAC). It was noted that the breakfast sessions will be revised for the 2016 LAC. There was mixed reaction to continuing parliamentary training and suggestions that the session be entertaining, interactive, and less didactic than in prior years. Ms. Montgomery was asked to follow up with Mr. Slaughter, ACEP’s parliamentarian, to determine his availability.

Subcommittee Appointments

Dr. Cusick asked for volunteers to serve on three subcommittees. The following subcommittees were appointed:

Annual Meeting Subcommittee: Dr. Lozano (Chair), Dr. Barry, Dr. Braithwaite, Dr. Haddock, Dr. Lum, Dr. McCrea, Dr. Stankus, and Dr. Zink.

Bylaws & Council Standing Rules Subcommittee: Dr. Yore (Chair), Dr. Haddock, Dr. Heidt, Dr. Lee, Dr. Mell, Dr. Mitchell, Dr. Piazza, and Dr. Zink.

Candidate Forum Subcommittee: Dr. McManus (Chair), Dr. Braithwaite, Dr. Heidt, Dr. Lee, Dr. Lozano, Dr. Mell, Dr. Mitchell, Dr. Piazza, Dr. Uren, and Dr. Yore.


The subcommittee objectives and deadlines will be provided by e-mail. The subcommittee reports will be discussed at the May 15 Steering Committee meeting.

Next Meeting

The next meeting of the Council Steering Committee is scheduled for Sunday, May 15, 2016, at the Grand Hyatt Washington, in Washington, DC, 12:30 pm – 4:00 pm.

With no further business, the meeting was adjourned at 3:15 pm Central time on Tuesday, January 26, 2016.

Respectfully submitted,



Dean Wilkerson, JD, MBA, CAE
Council Secretary and Executive Director

Approved by,



James M. Cusick, MD, FACEP
Council Speaker and Chair