

# AAAEM 11<sup>th</sup> Annual Meeting

March 10, 2019

San Juan, Puerto Rico

# Meeting Agenda

1. Call to Order - G. Archual
2. Ice Breaker – B. McGowan & T. Schmitz
3. 2018-2019 Review - G. Archual
4. Approval of Minutes - R. Begeman
5. Treasurer Report - K. Robbins
6. Committee Reports
  - a) Membership - S. Petrovic
  - b) Communications - F. Jurkiewicz
  - c) Benchmark - J. Scheulen
  - d) Strategic Planning – G. Cole
  - e) Wellness – L. Davis-Moon
  - f) Education – T. Schmitz
  - g) Nominations – A. Brooke
7. Transition of Leadership – G. Archual
8. New Business – A. Melendez
9. Committee Sign-up – A. Melendez
10. Open Discussion
11. Development Session – Wellness – L. Davis-Moon, A. Khalil, T. Schmitz



# AAAEM 2018-2019 In Review

- ✓ Ten Year Anniversary of AAAEM
- ✓ Retreat Registrations
- ✓ New Membership Categories: Associate & Emeritus
- ✓ Free To Join Other Academies
- ✓ Insight Newsletter Resurrected, first since 2013
- ✓ CAEMA
- ✓ Member Assistance Program (MAP)
- ✓ Updated Strategic Plan
- ✓ Wellness Committee
- ✓ Education Committee
- ✓ Data Analytics (Roundtable Analytics, Chair involvement)
- ✓ SAEM Scientific Assembly Feedback from Members

# Approval of Minutes

Rhea Begeman  
AAAEM Secretary

# Business Meeting Minutes San Diego, CA

## Annual Retreat March 13, 2018

**Call to Order:** Antoinette Brooke, President called the meeting to order at 1:05 PM.

**Secretary Report:** Ashlee Melendez presented the minutes of the AAAEM 2017 Business Meeting. The minutes were approved.

**Treasurer's Report:** Rhea Begeman presented the financial activities for the year. Finance Committee Members include: Greg Archual, Ashlee Melendez, Antoinette Brooke and Jennifer Muir. As of December 31, 2017 the balance in the Academy's account was \$91,879 (unaudited). The 2018 budget was approved by SAEM and presented. After 1<sup>st</sup> year of the CAEMA program, projected Revenue = \$33,750 and projected Expenses = \$29,750. This year, the Finance Committee reviewed and updated the Academy Financial Operating Guidelines. Starting with this 2018 retreat, AACEM and AAAEM will move to a proportional split to allocate revenue and expenses by total participants. We anticipate F&B to be more expensive for this retreat due to it being the 10th anniversary meeting.

**Committee Reports:** The Chairs of the following committees gave an update on their activities for the year:  
Strategic Planning: Amy Jameson; Membership: Kain Robbins; Communications: Steve Michener; Benchmarking: Jim Scheulen

**Nominations Committee Report:** Louis Burton, Past-President presented the Executive Committee for 2017-2018 as voted upon by Academy members which include:

President: Greg Archual, Past-President: Antoinette Brooke, President-elect: Ashlee Melendez, Secretary: Rhea Begeman, Treasurer: Kain Robbins, At Large Members: Jennifer Muir, Timothy Sullivan, Alicia Galvan, Levi Kannedy

Antoinette Brooke transitioned the leadership of the academy to our new President Greg Archual.

**New Business:** Committee chairs were announced. Greg Archual made a call for new committee member participation. Committee sign up available in back of meeting room. Educational Session on "Introduction to Publishing" immediately following this meeting.

**Meeting Adjourned:** 2:15PM.

Respectfully submitted,  
Rhea Begeman, MS, BSN, RN  
AAAEM Secretary



# Treasurer's Report

Kain Robbins  
AAAEM Treasurer



# Treasurer's Report

- Finance Committee Members
- Finance Committee Activities
- 2018 Year in Review
- 2019 Budget

# Finance Committee Members 2018

Greg Archual, The Ohio State University

Rhea Begeman, University of Illinois at Chicago

Antoinette Brooke, University of Pennsylvania

Ashlee Melendez, University of Louisville

Jennifer Muir, East Carolina University

Kain Robbins, Penn State University

Tim Sullivan, Thomas Jefferson University

# Finance Committee Activities 2018

- Monthly Revenue & Expense Review/Oversight of AAAEM and CAEMA
- Cash Reserve Sub-Committee utilization of financial surplus
- 2019 Budget Development

# Cash Surplus Review





# Finance Committee Activities 2018



# Finance Committee Activities 2018

Cash Reserve Sub-Committee utilization of financial surplus  
(enlisted brainstorming from Past Presidents)

## Topics Reviewed:

- Education
  - AAAEM Member Assistance Program (MAP)
- Research
- Benchmark
- Membership Communication
- Team Building
  - AAAEM Coats for retreat attendees
- Reserve Fund

# Membership Assistance Program

MAPs Purpose: To provide financial assistance to the members of AAAEM who, because of financial constraints at their institution(s), are unable to attend annual educational meetings. Financial assistance will be provided based on AAAEM financial capacity.

## Review Criteria

- Priority goes to active members from AAAEM.
- There should be only one individual per institution rather than multiple members, receiving assistance.
- Preference is given to individuals who did not receive assistance for the previous year's meeting.

# 2018 Year End Statement (Unaudited)

	YTD Actual	2018 Budget	YTD Variance	PY Actual	PY Variance
Balance from prior year	91,879				
<b>Revenue</b>					
AAAEM Academy Dues (50%)	26,708	26,730	(23)	25,246	1,462
Retreat Registration	52,430	50,645	1,785	71,600	(19,170)
Registration CAEMA *	18,500	18,500	-	27,000	(8,500)
Total Revenue	97,638	95,875	1,763	123,846	(26,209)
<b>Expenses</b>					
AACEM/AAAEM Retreat	66,478	65,133	1,345	62,947	3,531
Other	9,926	31,350	(21,424)	15,539	(5,613)
CAEMA *	13,019	17,228	(4,209)	14,662	(1,643)
Total Expenses	89,422	113,711	(24,288)	93,148	(3,726)
Net Margin	8,215	(17,836)	26,051	30,698	(22,483)
Balance Carry Forward	100,094				

*\*CAEMA Revenue and Expenses overlap year*

# 2019 Budget (January – December)

	2019 Budget
Balance from prior year	100,094
<b>Revenue</b>	
AAAEM Academy Dues (50%)	25,988
Retreat Registration	52,500
Registration CAEMA	18,000
<b>Total Revenue</b>	<b>96,488</b>
<b>Expenses</b>	
AACEM/AAAEM Retreat	50,624
Other	36,700
CAEMA	25,500
<b>Total Expenses</b>	<b>112,824</b>
<b>Net Margin</b>	<b>(16,337)</b>
<b>Balance Carry Forward</b>	<b>83,757</b>

## Budget Change Impacts:

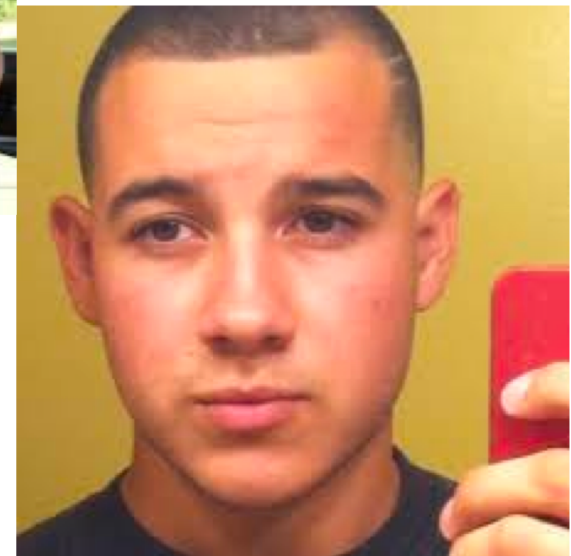
- Coat Allocation
- MAP Allocation
- Retreat Cost Reduction
- CAEMA Startup

# Membership Committee

Steve Petrovich



# Quick Thank You – Kain Robbins



# Membership Committee

## Committee Members:

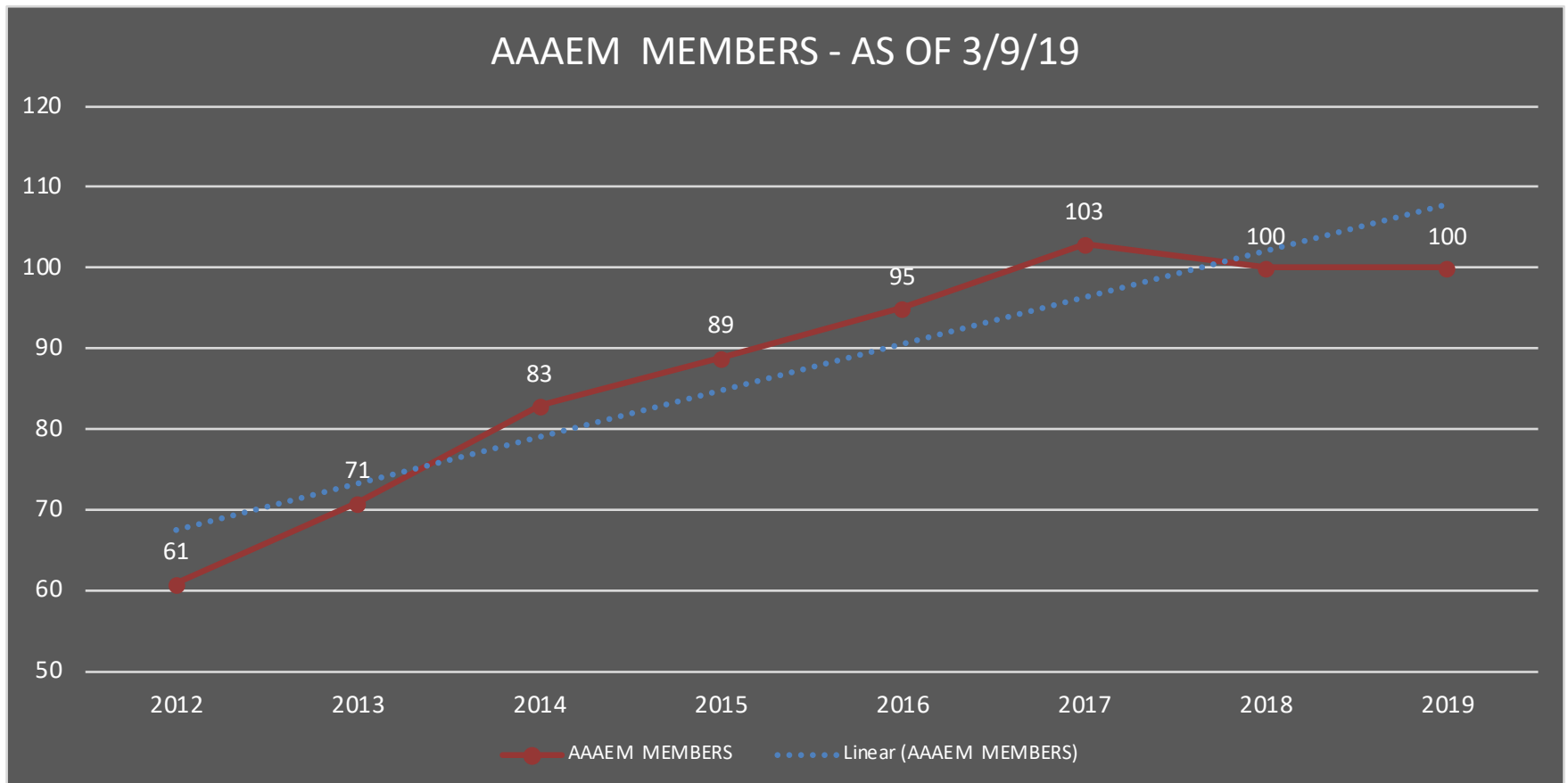
- Scott Banks
- Maegan Carey
- Gai Cole
- Malcolm Howell
- Becky McGowan
- Steve Petrovic
- Tim Sullivan
- Colbey Walker
- Jill Zaheer
- Travis Schmitz

## Annual Goals:

- Align AAAEM membership with the AACEM
- Improve new membership onboarding
- Increase membership with Associate & Emeritus Status



# Membership Committee

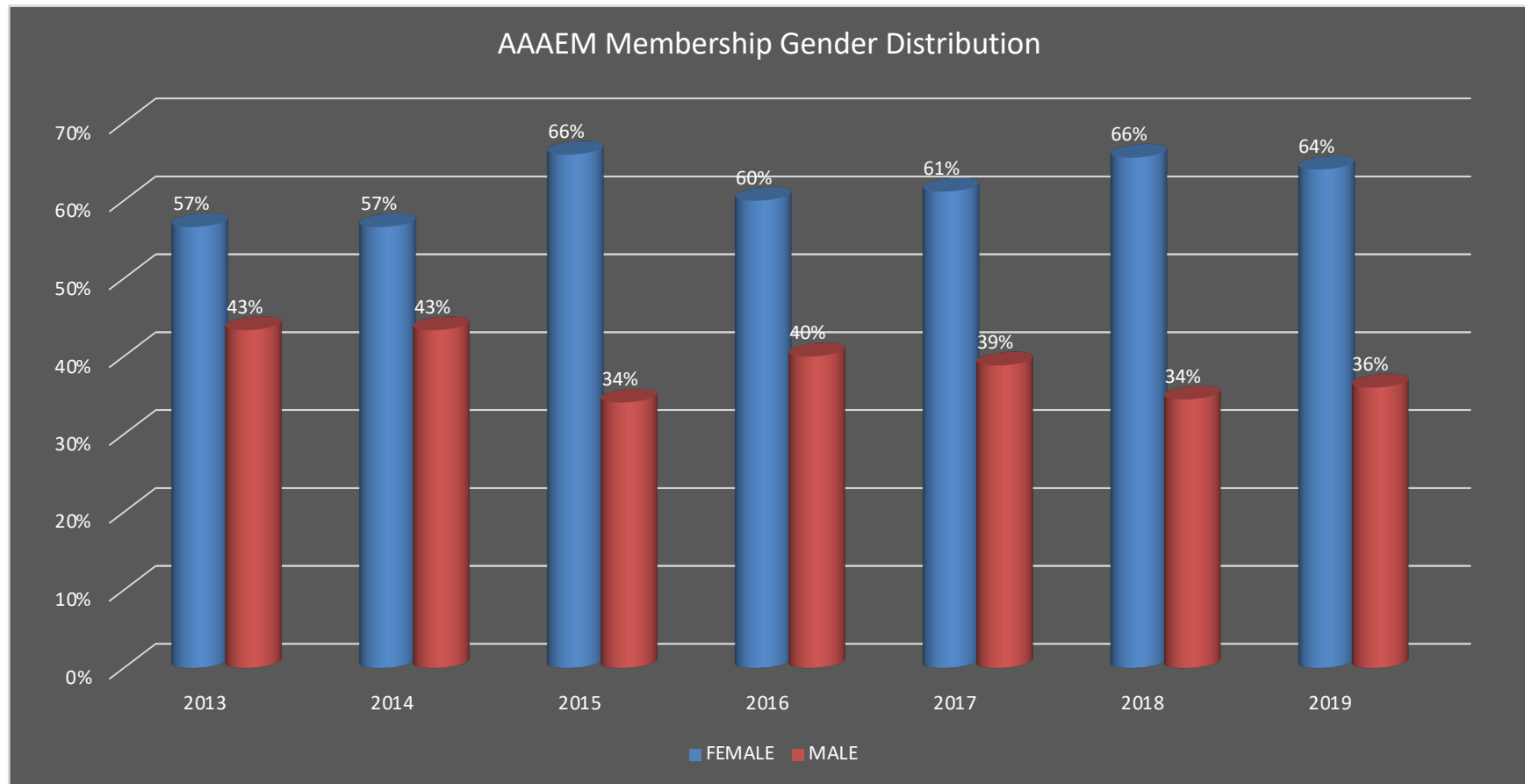


# Membership Committee

## WHERE ARE WE FROM

MEMBERSHIP BY STATE		
# OF MEMBERS	# OF STATES	STATES
10	2	CA, MA
7	2	PA, NY
6	1	TX
5	1	JOHNS HOPKINS
4	2	VA, NC, DC
3	5	OH, IL, IN, MI, NJ
2	9	RI, WV, KY, GA, CO, WI, AZ, FL, MO,
1	12	AR, LA, NM, AL, UT, WA, SC, CT, TN, NE, MS

# Membership Committee



# Membership Committee

- 100 MEMBERS – Most at Anytime of a Retreat
- Associate Members
- Emeritus Members

# Communications Committee

Frank Jurkiewicz

# Communications Committee

- Web Site Clean Up
- Insights

# Communications Committee

  
Academy of Administrators in Academic Emergency Medicine  
Volume III, Issue 1 September 2018

## INSIGHT



Page 1: Message from our AAAEM President

Page 2: Membership

Page 3: Committees

Page 4: Executive Committee Members

Page 5: CAEMA

Page 6: Save the date! 2019 AACEM/AAAEM Retreat

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Academy of Administrators in Academic Emergency Medicine

# Benchmarking Committee

Jim Scheulen



# Strategic Planning Committee

Gai Cole

On behalf of Kathleen M. Acevedo

# Where's Kathleen?



# Kathleen & Grace (Friday school drop-off)



# Strategic Planning Committee

- **Kathleen Acevedo – UVA – Chair**
- Tim Sullivan – Jefferson
- Drew Kennedy – UAB
- Justine Samonte – Stanford
- Becky McGowen – UC Denver
- Keith Kalbach - Drexel
- Jennifer Muir – East Carolina
- Michael DeGuzman – Columbia (now with Mt. Sinai Health System )
- Gai Cole – Hopkins

# Key Accomplishments

- Major revision of the 2016 Strategic Plan into the 2019 Strategic Plan
- Proposal for formation of the newly created Education Committee





# The Strategic Plan



# Components of the New Plan

1. AAAEM Mission and Values
2. Long Term Vision
3. Mid-Term (3-5 Yr) Objectives
4. Environmental Scan
5. Suggestions for Future Areas of Focus

# 1. AAAEM Mission and Values

## Core Purpose (Mission)

To advance the profession of individuals serving as administrators within emergency medicine academic programs.

## Core Values

- Knowledge Creation, Translation, and Dissemination
- Professional Development and **Wellness**
- Advocacy for **Education** and Research
- Collaboration, Diversity, Community, and Service



## 2. Long Term Vision

**Vision:** To be the leading experts and innovators in the evolution of academic emergency medicine administration.

### **Vivid Description of a Desired Future (key themes):**

- Recognized / significant contributors to AEM
- Active in SAEM
- Publish & present
- Cohesive community of members
- Contribute to emergency medicine & institutional mission

## 2. Long Term Vision



### 3. Goals & Objectives (3-5 years)

- National Recognition
- Member Development
- Greater Integration in SAEM
- Member Engagement within AAAEM



### 3. Goals & Objectives (3-5 years)

#### National Recognition

**Goal:** AAAEM and its members are nationally recognized.

**Objectives:**

1. **Publish** in peer-reviewed journals.
2. **Present** scholarly activities at regional and/or national meetings.





### 3. Goals & Objectives (3-5 years)

#### Member Development

**Goal:** Members regarded as credible counterparts and leaders in academic health.

**Objectives:**  
Five specified objectives



### 3. Goals & Objectives (3-5 years)

#### Member Development

##### Objectives:

1. Continue to offer the **CAEMA** → attract participation
2. **Elevate value** of administrators → Society education offerings
  - SAEM
  - COAL

# 3. Goals & Objectives (3-5 years)

## Member Development

### Objectives:

#### 3. Provide:

- Opportunities for **education**
- **Networking & mentorship** (Seasoned administrators help developing members)
- **Body of knowledge** and expertise to tap

### 3. Goals & Objectives (3-5 years)

#### Member Development

#### Objectives:

4. **Train** RoundTable website tools → sharpen operational and financial acumen
5. Provide **continuing education & development** between retreats



### 3. Goals & Objectives (3-5 years)

#### Greater Integration in SAEM

**Goal:** Improve influence and participation within SAEM.

**Objectives:**

- Create an administrative track at SAEM mtg
- Advocate for development of this new area
- Solicit support from AACEM
- Advocate for AAAEM participation in the didactic review process for submissions for the administrative track

### 3. Goals & Objectives (3-5 years)

#### Member Engagement within AAAEM

**Goal:** Firm up committee roles and outcome expectations.

**Objectives:**

- a. Improve on-boarding
- b. Solicit participation in committees/activities
- c. Communicate → Increase awareness & interest
- d. Enhance committee chair role description
- e. Enhance expectations of committee outcomes
- f. Establish guidelines
- g. Inspire future activities

### 3. Goals & Objectives (3-5 years)

- National Recognition
- Member Development
- Greater Integration in SAEM
- Member Engagement within AAAEM



## 4. Environmental Scan

### Key Drivers:

1. Financial uncertainty → reimbursement pressures
2. HR challenges → Providers & staff (hospital & SOM)
3. Legislative uncertainty
4. Financial pressure → departments
5. Institutional change → leadership and structure
6. Ongoing pressure → academic mission.

# 5. Future Areas of Focus

## Top 6 - In order or priority (member votes)

1. Member engagement (5)
2. Integration into SAEM programming (5)
3. National recognition/publication/research (5)
4. Greater integration with chairs (4)
5. Use of surveys/benchmark studies (4)
6. Member development (3)

# Strategic Planning Committee

## Questions?



# Strategic Planning Committee

## Announcing the Next Committee Chair

# Strategic Planning Committee



Hardest working members of AAAEM



Hardest working members of AAAEM



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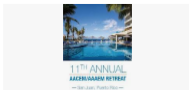
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Academic Emergency Medicine ...  
community.saem.org



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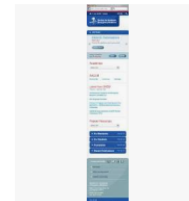
SAEM PULSE March-April  
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Chris Ross,  
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AACEM Membership  
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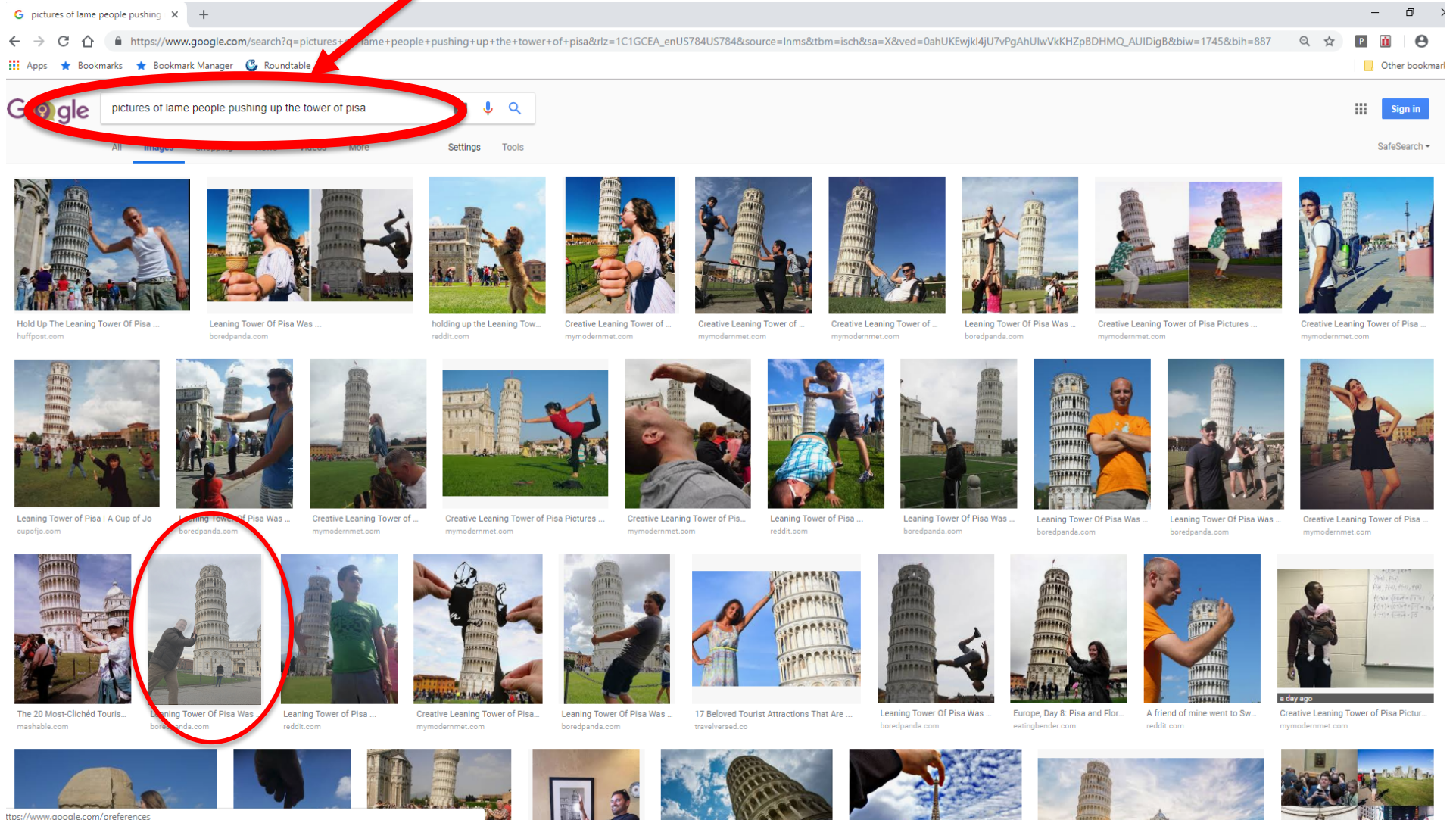
Display event - SonoGames19  
member.saem.org



# Strategic Planning Committee



pictures of lame people pushing up the tower of pisa





**Andrew D.  
(Drew)  
Kennedy, MBA  
Worlds  
Strongest  
Administrator**

# Wellness Committee

Linda Davis-Moon  
AAAEM Past President





# Education Committee

Travis Schmitz

# Nominating Committee

Antoinette Brooke  
AAAEM Immediate Past President

# AAAEM 2019-2020 Executive Leadership

- President – Ashlee Melendez
- Immediate Past President –Gregory Archual
- President Elect – Rhea Begeman
- Secretary – Kain Robbins
- Treasurer – Amy Jameson
- Member at Large SAEM Liaison – Vacant
- Member at Large AACEM Liaison – Vacant
- Member at Large – David Calder
- Member at Large – Timothy Sullivan
- SAEM Board Liaison – Amy Kaji, MD
- SAEM Staff Liaison – Kat Nagasawa

# Transition of Leadership



# New Business

Ashlee Melendez  
AAAEM President



# Committee Sign Up

Ashlee Melendez  
AAAEM President

# Open Discussion