



**American College of Epidemiology
2023 End-of-Year Leadership Meeting
December 18-19, 2023
Via Zoom**

MINUTES OF THE MEETING

Attendance

Executive Committee:	Term Expires (September)	Day 1	Day 2
President: Melinda Aldrich	2024	X	X
President-Elect: Annette Adams	2024	X	X
Treasurer: Stephen Waring	2024	X	X
Secretary: Cathy Critchlow	2024		X
Past President: Melissa Bondy	2024	X	X
Directors (Fellow):			
Steven Coughlin	2024		
Jareen Meizen-Derr	2025	X	X
Cara Frankenfeld	2026	X	X
Yvonne Michael	2026	X	X
Solomon Ike Okosun	2025	X	X
Eyal Oren	2024		
Ed Peters	2025	X	X
Sara Tartof	2026	X	X
Directors (Member):			
Macarius Donneyong	2024	X	X
Mia Papas	2026	UTA	UTA
Bertha Hidalgo	2025		UTA
Associate Directors			
Tamara Chavez-Lindell	2024	X	X
Roxann Seepersad	2025	UTA	UTA

Also

ACE Office: Breanne Clark	X	X
ACE Office (& CHMS): Brian Buff	X	X

Committee Name	Committee Chair	Day 1	Report Submitted
Admissions	Matthew Bonner	X	X
Admissions	Duke Appiah	X	
Associate Member	Tamara Chavez-Lindell	X	X
Associate Member	Kelli Gibben		
Awards	Narges Khanjani	X	X
Career Mentoring	Sandy Sulsky	X	X
Communications	Julie Smith-Gagen		
Education	Takeda Ferguson		
Ethics	Jennifer Salerno		X
Finance	Nick Ollberding		X
Membership	Edwin van Wijngaarden		X
MAC	David Huang		X
Nominating	Melissa Bondy	X	
Policy	Heidi Erickson		
Publications			
Annual Meeting	Macarius Donneyong	X	X
Standing Program			

Day 1 – December 18, 2023 (Committee Updates & Collaboration with the Board)**Call to Order**

The meeting was called to order by President Aldrich at 4:04 p.m. Roll call was conducted.

Welcome and President’s Update

President Aldrich thanked everyone for making time in their schedules to attend and participate—especially as we seek to build upon the work done in October in Nashville and since then.

The President outlined what had been accomplished thus far under the Operational Upgrade Plan and by the committees that have met with the Office Team. We are now focusing on the new Strategic Plan and tomorrow the Board will be looking at the College's Mission, Vision and Values Statements. Today's session is focused on our Committees and what we need to do to ensure that we are ready for the new year in a few weeks.

Office Update

Brian Buff and Breanne Clark provided an update on the work they have been doing with the Committees and encouraged those Committee Leaders who have yet to schedule a session to contact the Office to get one on the calendar. The team then provided the group with a quick "tour" of the Committee Leader Resource Page that is being developed to assist and connect volunteers. We will be scheduling an Update Session and Training for Committee Leaders early in 2024—so please watch for those details.

Committee Round Robin

Each Committee provided their latest updates, plans and needs. Below is a summary of identified needs and follow-ups:

Admissions

- Need to streamline infrastructure.

Membership

- Membership promotion process request letters, yet no option on website to upload these items or cover letters.
- Proposal to have a kiosk at in-person annual meeting to allow rapid approval of membership.
- Plotting descriptive characteristics of our membership.

Ethics Committee

- Looking for direction from the Board
- Asking if they should they merge with Policy Committee?

Education Committee

- Wants to merge with Career Mentoring

Awards Committee

- Had applications for 3 awards.
- We need to promote more.
- Committee has low membership – seeking new members.
- Suggest a new award – Outstanding Membership Award.
- Honorary Fellows Award – Would like to transfer responsibility to Admissions Committee
- ACE Foundation would like to be included so they can budget.

Publications Committee

- We have no Chair, so Cara has not met with the committee.

Finance Committee

- Need a succession plan for Nick Oberding.

Associate Members Committee

- T-shirt design competition

Salary Survey

- Melissa Bondy to lead.
- Recommends we publish results in the Annals.
- Cara volunteered to help.
- CTSA groups have been talking about this. BERD has put out a survey - Manisha Desai would be someone to ask about this.

Annual Meeting/Program Committee

- Macarius needs input on the meeting schedule.

Mentoring Committee

- Needs an ACE in Action calendar for sign-up by committees.
- Calendar to be developed a year in advance
- Can be scientific content either within or outside of the college.
- Awards committee could provide a seminar by one of the awardees.
- ACE Scholars to share information.
- Editor of Annals: What does it take to become an editor?
- Policy Impact is another idea (INEP could present).

Epidemiology Foundation Update

Foundation President Michele Forman presented slides providing an overview of the Foundation's work in 2023—including the support it has provided to the College, its programs, and members. She also shared about the support for the ACE Scholars. Looking ahead to 2024, the President spoke about the RFP for Foundation Funding that will be open to Committees and due on April 15, 2024. She will be getting the RFP out as soon as it is finalized and approved by the Foundation Board.

Wrap-Up

President Aldrich thanked everyone for their efforts and reminded everyone of the Board Meeting tomorrow.

Adjournment

Day 1 of the End-of-Year Meeting adjourned at 6:02 p.m.

Day 2 – December 19, 2023 (Board of Directors Meeting)

Call to Order

The meeting was called to order by President Aldrich at 2:02 p.m. Roll call was conducted.

Welcome

President Aldrich welcomed everyone back for Day 2 of End-of-Year Meeting.

Approval of the Minutes

The minutes from the October Annual Meeting were presented to the Board for review and approval. Melissa Bondy made a motion to accept the minutes as presented. Yvonne Michaels seconded; and the motion passed unanimously.

Treasurer's Report

Treasurer Steve Waring made his final report to the Board regarding the College's finances. He reviewed the reconciled financial reports. ACE's primary sources of revenue continue to be membership dues covering office support services, Annual Meeting revenue covering the event expenses, and Journal revenue covering its own expenses.

The Treasurer then presented the draft 2024 Annual Budget to the Board for approval. The group reviewed and several questions were answered. As planning for the 2024 Annual Meeting progresses, a breakout budget will be prepared to help track the event's finances.

Melissa Bondy made a motion to accept the Treasurer's Report and approve the 2024 Budget. The motion was seconded by Cathy Critchlow and passed unanimously.

President's Report

President Melinda Aldrich provided an overview of the follow-up work from the Annual Meeting in Nashville and the progress that has been made since then. She recapped the discussion that came out of the Committee Session from Day 1 and reiterated that strengthening the College's Committees is a major goal for 2024. The President spoke of her experience as ACE's representative to INEP—and that a new Secondary Representative needs to be named. She is putting forward Yvonne Michaels for this posting. As a member of the Board, Yvonne will be able to easily keep the Board updated. The President shared that her priorities for the new year will be: 1) Improving Operations; 2) Expanding the College's Outreach & Networking; and 3) Encouraging Early Career Members.

Operational Upgrade Plan & Strategic Plan Update

President Aldrich and Senior Advisor Brian Buff updated the Board on improvements being made to the College's overall operations and Office processes. These include new online tools and resources that are being developed and will be implemented in early 2024. We are working on the draft of the revised Strategic Plan and Yvonne Michael has led a Work Group that has taken a fresh look at the College's Mission/Vision/Values Statements.

Note: Yvonne then presented an update on the Work Group's progress and showed the approach being taken in developing these core statements for ACE. There was much sharing and discussion about the statements and the Work Group will continue to garner feedback. The

revised statements will be presented to the Board—along with the revised Strategic Plan for review and comment—prior to being brought for approval at the first Board Meeting in 2024.

Epidemiology Salary Survey

Immediate Past President Melissa Bondy reported that she will be contacting all parties to discuss what approach the College should take in obtaining and sharing salary data for the benefit of the membership.

Communications & Marketing

President Aldrich reported that ACE is moving away from X (formerly known as Twitter) and will use LinkedIn as the College's main social media platform. Following the meeting, she will be working with the Office Team to set this up—and she encouraged everyone to post there. Website updates have begun, including showcasing the ACE Membership Roadmap. These updates will continue in 2024. All are asked to review their respective pages on the website and send in new content and edits to the Office. ACE is always looking for content for the newsletter, social media and e-blasts.

2024 Annual Meeting Update

Annual Meeting Chair Macarius Donneyong presented an update on the developing schedule and plans for the event, being held this year in Columbus, Ohio. He asked everyone to save-the date. There is a very active Local Planning Committee, who are working hard to ensure the success of the event. The President and Office are working to rebuild the Publications Committee, so it is ready to assist in the important work of abstract review. The Chair asks all Committee Leaders to think about how they want to become involved with the Annual Meeting and to share ideas with him and the Program Committee.

Wrap-Up & Adjournment

The 2023 End-of-Year Board of Directors adjourned at 4:02 p.m.

Note: As a good deal of time was well-spent on the Mission/Vision/Values Statements, a number of agenda items were not discussed during the Zoom session. The following updates were sent out to the Board of Directors the following morning and constitute an official part of the record:

ACE Scholars Update

Jan Eberth was unable to take part in the session, but sent along a brief recorded update.

You may view it by going to: <https://drexel.zoom.us/rec/share/5XzTVI-MA3lyTFqIhOfxIzgkINzhEPeKxhDH1k5thaCaA7tq63IHObDqAHL1UuxJ.Lsn9Y1cA30y1b1Jx>

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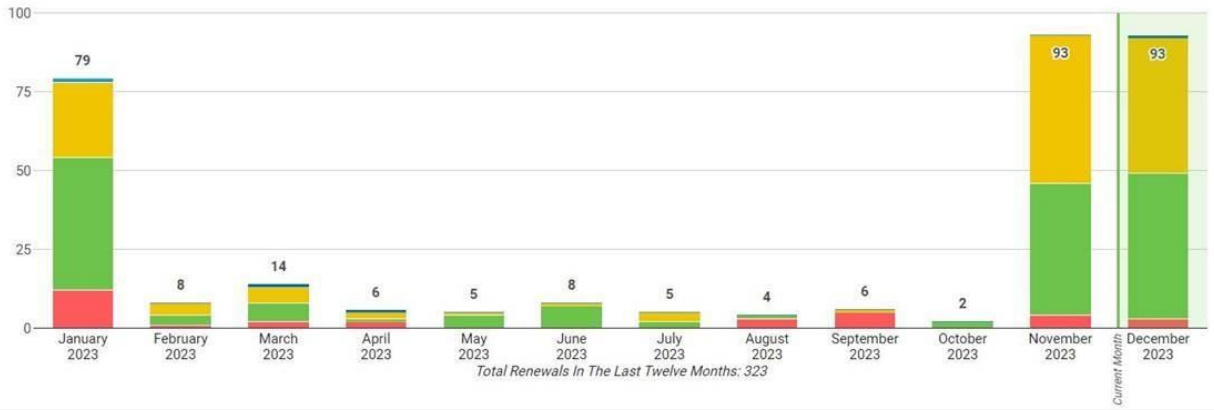
Office Update

The Office Team continues to assist members and administer the 2024 Membership Drive. We mentioned that we had a visual we wanted to share—and we offer this as you heard that an ACE Scholar is analyzing the College's membership data. During the Committee Work Session, there was wonderful discussion about creating a member overview/profile that can be featured on the website. The Office will assist the Membership Committee in these efforts.

Below please find ACE’s Annual Renewal Model—a traditional “U” model—where the bulk of your renewals arrive at the end of the year (November & December) and in January. We have been sending, and will continue to send out targeted and blanket reminders to renew for 2024—to re-join (for those lapsed members)—and to join (for prospects).

Key:

Blue: Affiliate or Honorary Fellow | Yellow: Fellow | Green: Member | Orange: Associate



Note: This chart only shows renewals—not new memberships, etc.

Committee Session Follow-Up

All Committee & Foundation Leaders are encouraged to bookmark and utilize the new Committee Leader Resource Page: <https://acoe.memberclicks.net/committee-leader-resource-page>

If you have not responded on setting-up a Committee Touch Base Meeting with the Office Team—please do so. We want to get these completed by early January.

We will also be conducting a Volunteer Drive early in 2024 to help build our cadre of volunteers for committee service.

Old Business/New Business • Board Approval to Revise Race Information Collected

This is tabled until a future Board Meeting when it can be fully discussed.

• Women Leadership Development Seminar

Please find attached slides describing a proposed ACE leadership program. Women are often underrepresented in leadership positions, not only in academia but also in other organizations. To our knowledge, no other epidemiology organization offers such a leadership program for women. We are seeking input from the Board and volunteers to help develop this idea. Please reach out to Bertha Hidalgo (bhidalgo@uab.edu), Yvonne Michael (yvm23@drexel.edu) and/or Melinda Aldrich (melinda.aldrich@vumc.org) if you are interested.

Completion of Minutes for the 2023 End-of-Year Leadership Meeting

Respectfully submitted to the Board:

Brian Buff

for the ACE Office