



MINUTES for Board Meeting April 17, 2024

Meeting: 04/17/2024 7:30 – 9:30 am Mountain Time

Location: Zoom Meeting
<https://zoom.us/j/8256677745>
Meeting ID: 825 667 7745

ATTENDEES

Presiding Officer:

Korey Hampton – **Chair**

Board Member Attendees:

<input checked="" type="checkbox"/> Rohan Shahani – Vice Chair	<input checked="" type="checkbox"/> Leslie Sohl – Member	<input checked="" type="checkbox"/> Lauren Stover – Member
<input checked="" type="checkbox"/> Michael Smith – Secretary	<input checked="" type="checkbox"/> Alicia Bourke - Member	<input checked="" type="checkbox"/> Kennerly de Forest – Member
<input checked="" type="checkbox"/> Erik Marter – Treasurer	<input checked="" type="checkbox"/> Jason Ong – Member	<input checked="" type="checkbox"/> Melissa Webb – Executive Director

Quorum?

Yes No

Guests:

Heather Brooks

John Voegtlin

Brittany Humphrey

Meeting called to order at **7:31 am** Mountain Time by Korey Hampton.

Welcome Guests & Housekeeping | (Korey)

Approval of Agenda | **7:30a – 7:35a** (Korey)

Motion:	Review and approve the meeting agenda
Made by:	Kennerly
Seconded by:	Leslie
Discussion:	Approval of minutes will be moved to Slack to make more time to for Vendor Accreditation.
Vote:	In Favor – All Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



Approval of Meeting Minutes

- Review and approval of meeting minutes will be moved to Slack following this meeting and the motion will be captured in the minutes for the next meeting:

Vendor Accreditation Program | 7:36a – 8:24a | (Rohan)

- Vendor Accreditation Agreement Update
 - The document was reviewed by counsel. There are still one or two minor issues to resolve.
 - There are currently three manuals (Programs desk manual, application, and reaccreditation). There are some inconsistencies in the manuals.
 - Need to determine whether Vendors will add ACCT as an Additional Insured per Vendor Accreditation Insurance Policy, approved September 27, 2023
- Vendor Accreditation Program Policy Update
 - Rohan is working on updates to ensure that the policy is consistent with the program documents.
- Vendor Accreditation Program Fees Discussion
- Vendor Auditor
 - Training is being finished and loaded into the LMS
 - Delays in roll out may lead to challenges with scheduling Vendor Auditors
 - Qualifications document was approved previously for ARs. There are some updates that need to be updated. The policy document covers governance for the program, but it needs to be expanded to cover governance issues arising for approvals or Vendor Audit.
 - Staff are authorized to send out applications for Vendor Auditors; Staff are working on agreements, forms, and processes.

ACTION ITEM – Rohan and Mike will work to resolve the issues and move the Vendor Accreditation Agreement and Vendor Accreditation Program Policy document over Slack.

ACTION ITEM – Staff will send out updates to staff. Rohan will assist.

Motion:	Accept the recommended Vendor Accreditation Program application fees as recommended to the Board of Directors
Made by:	Kennerly
Seconded by:	Leslie
Discussion:	Fees for Vendor Auditor and compensation of Vendor Auditor will not be included. Current PVMs will not pay the application fee unless they are adding Desiggn. The renewal fee is included in the new fee structure, approved in September 2023
Vote:	In Favor – Jason, Alicia, Kennerly, Erik, Michael, Leslie, Lori, Rohan, Korey Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



Board Meeting Dates and Decisions | 8:24a – 8:27a | (Korey and Melissa)

- F2F BoD Meetings for Spring – Doodle Poll
 - Not in a place to meet face to face. A Doodle Poll will be sent out with a series of 2-hour meetings over several days. Will be looking at mornings MT to accommodate different time zones.
- F2F BoD Meetings for Fall – Doodle Poll
 - Need to determine whether we want to do a F2F and include in budget; we will also need to determine whether to add Spring 2025 F2F for budget considerations.
 - Looking at sites and will send out dates.
- F2F BoD Meeting at 2025 Conference in Cleveland
 - Conference Dates - Wednesday, January 22, 2025 to Sunday, January 26, 2025
 - Proposed BoD Meeting – Monday, January 20 (MLK Day) and Tuesday, January 21, 2025

Grievance Procedures & Compliance Committee | 8:27a – 8:45a | (Melissa)

- Grievance Procedure Update
 - Melissa is meeting with Alicia (liaison to Compliance Committee) to identify paths for any complaints filed against the ED.
- Compliance Committee Update
 - Time Prairie has stepped down. The committee is no longer reviewing COIs. Depending on the outcome of this process, we need to review the Terms or Reference for the Compliance Committee.
- Staff are reviewing COIs, but they are not sure what to do with the information collected when something comes up. Conflict of Interest forms are currently encrypted. The key is shared with limited individuals. Need to determine procedures if something needs to be shared. Rohan suggested that we assign F2F time to resolve this. The pieces that were worked on last year need to be tied together and we need to determine how COI is enacted, enforced, etc.

Conference & Events | 8:45a – 8:55a | (Melissa)

- Site selection for 2027
 - By this time, Melissa normally would have come to us with options and recommendations. Melissa recommends we return to a hotel with conference space rather than a convention center. We are in a middle ground between the two models. We had been seeing higher attendance and vendors building bigger/taller exhibits that changed the requirements for the exhibit hall.
 - Hotel and conference center prices have continued to go up. We are giving venues more and more money. We need to look at creative solutions, including a permanent space.
 - Board approves Melissa to look at options that are suited to more recent turnouts.



Budget Planning | 8:55a – 9:15a | (Erik and Melissa)

- Review of the budget planning process
 - Proposed timeline
 - April 19. Staff to submit draft budgets.
 - April 22 & 23rd. Laura to join 1:1 meetings to review these drafts.
 - April 26. Staff to submit final budgets, incorporating feedback from the 1:1 meetings.
 - April 26. Events budget due. Laura and I will review events, overhead, etc., during our regular check-in on April 29th.
 - May 3. Budgets to be sent to Finance.
 - May 6. Finance Committee to review. We hope to have minimal edits before presenting it to the Board by May 8th for consideration during the May 15th Board meeting.
 - May 15. Board Meeting – Discussion
 - June 19: Board Meeting -- Approval
- Brittany and members of PR & Marketing Workgroup are working on sponsorship models
- Brittany, John, and the Membership Workgroup are developing a plan for membership dues increases
- Roles and responsibilities of Board Members
 - BoD Members are encouraged to join the Finance Committee call on May 6
 - BoD Members should meet with their committees and the groups they liaise with. If there are requests for funds, those need to be shared with Melissa. Based on current budgets, virtual meetings should be prioritized over in-person meetings. Requests need to be in by 4/26/2024.
 - Other items to be considered should be submitted to Melissa.

ASD | 9:15a – 9:30a | (Mike & Leslie)

- Consensus Group Update | Mike
 - Mike and Corey presented the APTF Update to the Consensus Group at their last meeting. CG Members were receptive, and some good feedback was received.
- Accredited Procedures Task Force Update | Leslie
 - The APTF will remain a task force until ANSI approves the redline. The APTF plans to meet on April 23 to reach an agreement on the redline. Mike and Leslie are working on a final redline. The goal is to submit the redline to the Board.
 - Two presentations will be made to the BoD, Consensus Group, and the public. A Doodle Poll was sent to the BoD, CG, and other members. Dates will be sent out.
- ASD Tasks
 - A PINS to revise our BSR-8 to reaffirm or an extension request should be submitted to ANSI prior to July 18, 2024.

ACTION ITEM – Leslie will add to Slack requests for special meetings, timelines, and tasks that must be completed.



Motion: To move into a closed session to discuss an open appeal.
Made by: Leslie
Seconded by: Lori
Discussion: John V and Melissa are asked to join
Vote: In Favor – All
Opposed – None
Abstaining – None
Motion Carries: Yes No

Left closed session at 9:39a MT.

Motions Moved Virtually on March 22, 2024

The following motions regarding an open appeal were moved virtually between Meetings of the Board of Directors. They are recorded here.

Motion: To accept as the response of the ASD the letter: "2024-03-22 XXXXX XXXXX Appeal Letter Response" (in response to the appeal received February 26, 2024)
Made by: Rohan on March 22, 2024 @ 12:06p MT
Seconded by: Erik Marter
Discussion: The letter will be updated to reflect the date it is sent. It will be sent from the Board Secretary on Board Letterhead. Several changes were submitted.
Vote: In Favor –
Opposed –
Abstaining –
Motion Carries: Yes No

Motion was withdrawn by Rohan to complete the suggested changes.

Motion: To accept as the response of the Board of Directors the letter: "2024-03-20 XXXXX XXXXX DRADT Email Response" (in response to email received on March 3, 2024)
Made by: Rohan on March 22, 2024 at 12:14p MT
Seconded by: Erik Marter
Discussion: If approved, the letter will bear the date of March 25, 2024. It will be sent on letterhead under the signature of the Board Secretary.
Vote: In Favor – Rohan, Lori, Leslie, Michael, Jason
Opposed –
Abstaining – Korey
Motion Carries: Yes No
Motion: To accept as the response of the ASD the letter: "2024-03-25 XXXXX



XXXXX Appeal Letter Response" (in response to appeal received February 26, 2024)

Made by: Rohan on March 22, 2024 at 12:36pm MT

Seconded by: Erik Marter

Discussion: This is an updated version of the letter moved earlier and withdrawn.

Vote: In Favor – Alicia, Erik, Rohan, Kennerly, Michael, Jason
Opposed –
Abstaining – Leslie

Motion Carries: Yes No

Meeting Closing | 9:39a (Korey)

Motion: To adjourn the meeting.

Made by: Roahn

Seconded by: Kennerly

Discussion:

Vote: In Favor –
Opposed –
Abstaining –

Motion Carries: Yes No

Meeting adjourned at 9:40 am Mountain Time.

Parking Lot

- Conflict of Interest discussion

Moved to Slack

- Approval of Minutes from 02/21/2024 to 2/24/2024, 03/06/2024, 03/27/2024, 04/10/2024