

**American Academy of Pediatric Dentistry
After-Action Minutes
2012 Ad Interim Board Meeting
October 19, 2012**

Meeting: Regular Ad Interim Meeting of American Academy of Pediatric Dentistry Board of Trustees

Date: October 19, 2012

Place: Pacific I conference room, San Francisco Marriott Marquis and Marina, San Francisco, California

Presiding Officer: Dr. Joel H. Berg, AAPD President

Minute Taker: Ms. Margaret A. Bjerklie, AAPD Executive Assistant and Office Manager

Members Present: Drs. Warren A. Brill, Edward H. Moody, Jr., Robert L. Delarosa, Jessica Y. Lee, Man Wai Ng, Shari C. Kohn, K. Jean Beauchamp, James D. Nickman, Joseph B. Castellano, Santos Cortez, Jr., Mario E. Ramos, John A. Hendry, Jane Gillette, N. Sue Seale, James J. Crall, Heber Simmons, Jr., John S. Rutkauskas

Member Absent: Dr. Catherine Flaitz

Staff Present: Mr. C. Scott Litch, AAPD Chief Operating Officer and General Counsel; Ms. Tonya Almond, AAPD Meeting Services Director; Mr. Paul Amundsen, HSHC; Ms. Mary Essling, AAPD Dental Benefits Manager; Ms. Jan Silverman, Assistant Director, AAPD Pediatric Oral Health Research and Policy Center (POHRPC);

Guests Present for All or Part of Meeting: Dr. Jenny Ison Stigers, ABPD President

President Berg called the meeting to order at 8:01 a.m. on Friday, October 19, 2012. He reminded the board members of the AAPD Conflict of Interest and Fiduciary Duties policy, and asked that any updates to the conflict of interest forms that have been previously filed be forwarded to the headquarters office.

Following are the actions taken by the Board at this meeting.

| No. | Motion | Action | Party Responsible for Implementation* | Relevant Council/Committee |
|-----|--|---------|---------------------------------------|----------------------------|
| 1 | To reaffirm the electronic vote approving the minutes of the May 2012 meetings of the Board of Trustees | Carried | Bjerklie | AAPD HQ |
| 2 | To approve the agenda as amended <ul style="list-style-type: none"> • Ongoing business: <ul style="list-style-type: none"> ○ Council and Committee members ○ JDC Reviewers • New business: <ul style="list-style-type: none"> ○ Cleft Lip and Palate meeting in New York ○ Society of American Indian Dentists | Carried | Berg | BOT |
| 3 | To approve the consent calendar as presented | Carried | Berg | BOT |

* Responsible party – Board member, Council chair, Staff liaison, other staff as appropriate

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| 4 | To instruct the Secretary-Treasurer and CEO to gather information and explore options on our options for expanded physical space in the ADA building. <ul style="list-style-type: none"> • AAPD has essentially maximized utilization of the current office space • With planned continued growth will possibly need more space • Office space is available in the current building | Carried | Delarosa, Rutkauskas | AAPD HQ |
| 5 | To instruct the Secretary-Treasurer and CEO to gather information and explore options for selecting a portfolio manager for the AAPD. <ul style="list-style-type: none"> • Our current fund managers have resigned from North Star Trust following their merger with BMO Harris bank • Possibility exists to continue with these fund managers at their new firm, Associated Bank | Carried | Delarosa, Rutkauskas | AAPD HQ |
| 6 | To approve the expenditure of up to \$5,000 for the meeting of the sedation workgroup. <ul style="list-style-type: none"> • Workgroup met in Washington DC on Friday, October 12, 2012 | Carried | Rutkauskas | AAPD HQ |
| 7 | To approve the change to the AAPD Bylaws, Chapter XVI, Rules of Order <ul style="list-style-type: none"> • Technical correction; the title of the parliamentary code of procedure used by the AAPD has changed | Carried | Litch | AAPD HQ; General Assembly |
| 8 | To approve the new Section 13 (General Policies), paragraph M. Antitrust Compliance Policy, for the <i>AAPD Administrative Policy and Procedures Manual</i> | Carried | Litch | AAPD HQ |

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| 9 | To approve the technical correction to Section 3 (Board of Trustees), C (Policies Governing Recognition of Other Organizations), Paragraph 1 of the <i>AAPD Administrative Policy and Procedures Manual</i> <ul style="list-style-type: none"> • The participation of the Society of Post-Doctoral Program Directors at the January Planning Session was rendered moot with the creation of the Academic Trustee at-Large position | Carried | Litch | AAPD HQ |
| 10 | To approve the technical correction to Section 8 (Councils and Committees), A (Appointments), Paragraph 3 of the <i>AAPD Administrative Policy and Procedures Manual</i> <ul style="list-style-type: none"> • The Annual Session no longer runs through Memorial Day | Carried | Litch | AAPD HQ |
| 11 | To approve the technical correction to Section 8 (Councils and Committees), O (Councils/committees), Paragraphs 13 and 14 of the <i>AAPD Administrative Policy and Procedures Manual</i> <ul style="list-style-type: none"> • Appointments to the Commission on Dental Accreditation go through the Board, not the Council on Post-Doctoral Education | Carried | Litch | AAPD HQ |
| 12 | To approve the technical correction Section 8 (Councils and Committees).O(Councils/Committees), Paragraphs 13 and 14 of the <i>AAPD Administrative Policy and Procedures Manual</i> <ul style="list-style-type: none"> • Correction ensures that there are at least 5 people on the Post-Doctoral In-service Examination Committee | Carried | Litch | AAPD HQ |

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| 13 | <p>To approve the technical correction to Section 8 (Councils and Committees).O (Councils/Committees), Paragraph 20 of the AAPD <i>Administrative Policy and Procedures Manual</i> as corrected</p> <ul style="list-style-type: none"> • Clarifies the timing of the chair rotation for the Pediatric Dental Resident Committee • The chair's term begins on October 1 • Correction to proposal: Chair may be a second year post-doctoral student | Carried | Litch | AAPD HQ |
| 14 | <p>To approve the modified budget for the 2013 AAPD Annual Session.</p> <ul style="list-style-type: none"> • Revenue line as modified: \$2,581,955 • Expense line as modified: \$2,001,550 | Carried | Rutkauskas, Almond | AAPD HQ |
| 15 | To accept San Diego as the site of the 2020 AAPD Annual Session | Carried | Rutkauskas, Almond | AAPD HQ |
| 16 | To authorize the Council on Dental Benefit Programs to submit a new code request for Interim Therapeutic Restoration to the ADA Code Advisory Committee for inclusion the CDT-2014 code set. | Carried | Nickman, Reggiardo, Esssling | CDBP |
| 17 | To add an additional category of international student with a membership fee of \$25 | Withdrawn | | |
| 17a | <p>To charge the Constitution and Bylaws Committee to create a new membership category for international post-graduate students who are in non-CODA approved programs outside the US</p> <ul style="list-style-type: none"> • Effort to identify international post-graduate students and their attendance at annual meetings and subsequent conversion to active International member category • To offset costs associated with international mailings and other processing costs associated with international post-graduate student membership | Carried | Litch | AAPD HQ |

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| 18 | <p>To approve an interim \$25 processing fee to be assessed to international post-graduate students to offset costs associated with this group.</p> <ul style="list-style-type: none"> • Fee is to offset costs associated with mailings and other staff costs for international post-graduate students | Carried | Wester | AAPD HQ |
| 19 | <p>To approve a 50% reduction in the annual session registration fee for the first 2 years for new graduates.</p> <ul style="list-style-type: none"> • Plan to re-evaluate in 2 years • Marketing campaign • Goal to get new graduates involved in AAPD • New graduates have great financial burden and by decreasing the registration fee, may increase annual session attendance • Precedent in other specialty organizations (Endodontics, Periodontics) • Beginning with 2013 Annual Session | Carried | Rutkauskas, Almond | AAPD HQ |
| 20 | <p>To charge the Council on Scientific Affairs to assist development of a Pediatric Oral Health Research (POHR) group within the International Association of Dental Research (IADR)</p> <ul style="list-style-type: none"> • Group is already created and active | Carried | Gillette, Punwani, Dalhouse | Council on Scientific Affairs |
| 21 | <p>To approve the concept of an Industry Relations Council as proposed.</p> <ul style="list-style-type: none"> • An Industry Relations Council (specific name to be determined) provides a greater access to leadership, both volunteer and at the AAPD HQ, or organizations wishing to collaborate with the AAPD on various programs. • The IRC would establish a framework to foster ideas about future product development and to expand dialog on emerging issues of shared concern | Carried | Rutkauskas, Amundsen, Almond | AAPD HQ |

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| 22 | To approve the list of suggested reviewers for the <i>Journal of Dentistry for Children</i> | Carried | Marcio da Fonseca | Associate Editor |
| 23 | To approve the course topic of the 2015 symposium as "Oral Pathology, Radiology, and Medicine", with Catherine Flaitz as the course director. <ul style="list-style-type: none"> • HQ to look into co-sponsorship of relevant specialty organizations | Carried | Rutkauskas, Almond, Flaitz | AAPD HQ |
| 24 | To approve the expenditure of up to \$10,000 for task force meetings in Chicago January 18th and 19th. <ul style="list-style-type: none"> • Task Force on Project Management (AAPD Staff) <ul style="list-style-type: none"> ○ To develop a project management system within the AAPD office to track multi-year projects • Task Force on Talent Pool Development <ul style="list-style-type: none"> ○ Drs. Charles Czerepak, Rebecca Slayton, Ryan Hughes ○ To develop a process to identify talent, for councils/committees, lecture, advocacy, etc., and to consider how to develop people into talent • Task Force on Global Oral Health <ul style="list-style-type: none"> ○ Amr Moursi, chair; 6 members ○ To explore ways in which the AAPD can interact more closely with international colleagues | Carried | Berg, Rutkauskas, Almond | AAPD HQ |
| 25 | To issue a request for proposals for a public relations campaign <ul style="list-style-type: none"> • Purpose is to tell the public who we are • Ties in with the Ad Council campaign • Charge to the agency chosen will be to frame the campaign in terms of what is best for children, not just generating business for pediatric dentists • Three year campaign • Board decision in January | Carried | Rutkauskas, Skorupskas | AAPD HQ |

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| 26 | To approve the expenditure of \$1,000 to support a Cleft Lip and Palate Conference during the 2013 Greater New York Dental Meeting. | Carried | Rutkauskas | AAPD HQ |
| 27 | <p>To charge the Council on Membership and Membership Services to develop a proposal for interacting with the Society of American Indian Dentists, Hispanic Dental Association.</p> <ul style="list-style-type: none"> • AAPD has a corporate membership in both organizations • Intent of the charge is to leverage the corporate membership so that the Academy can be of some benefit to the organizations. • Council may convene a group, including expert members outside the council as consultants, to work on this charge | Carried | Ramos, Coates, Wester | CMMS |
| 28 | <p>To approve the suggestion of the Credentials and Ethics Committee to send a letter to Dr. Melissa Kennell.</p> <ul style="list-style-type: none"> • If Dr. Kennell complies with AAPD recommendations regarding advertising, no membership sanctions will be imposed | Carried | Moody, Litch | Credentials and Ethics Committee |
| 29 | To adopt the 2012-2013 budget, as amended (see below). | Carried | Delarosa, Rutkauskas | AAPD HQ |

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Summary of adjustments to the 2012-2013 budget approved by the Board of Trustees:

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---------------------|--|---------------------------|------------------|---------------------|-----------------|-------------|--|---|----------|--|-----------|---|-----------|-----------------------------------|--|---------------------------|--|-------------------------|--|---------------------------|--|-------------------------|----------|---------------------------------|---------|---|
| <table border="0"> <tr> <td>Expenses, original:</td> <td style="text-align: right;">\$ 8,948,671</td> <td></td> </tr> <tr> <td>Adjustments (see detail):</td> <td style="text-align: right;"><u>\$217,550</u></td> <td>Adjustments detail:</td> </tr> <tr> <td>Total expenses:</td> <td style="text-align: right;">\$9,166,221</td> <td></td> </tr> </table> | Expenses, original: | \$ 8,948,671 | | Adjustments (see detail): | <u>\$217,550</u> | Adjustments detail: | Total expenses: | \$9,166,221 | | <table border="0"> <tr> <td colspan="2" style="text-align: center;">Expenses</td> </tr> <tr> <td style="text-align: right;">\$5,000</td> <td>Sedation Workgroup meeting (Motion 6)</td> </tr> <tr> <td style="text-align: right;">\$201,550</td> <td>Annual Session expenses, adjusted</td> </tr> <tr> <td></td> <td>(Motion 14)</td> </tr> <tr> <td></td> <td style="padding-left: 20px;">Original: 1,800,000</td> </tr> <tr> <td></td> <td style="padding-left: 20px;">Revised: <u>2,001,550</u></td> </tr> <tr> <td></td> <td style="padding-left: 20px;">Total increase: 201,550</td> </tr> <tr> <td style="text-align: right;">\$10,000</td> <td>Task Force meetings (Motion 24)</td> </tr> <tr> <td style="text-align: right;">\$1,000</td> <td>Support of Cleft Lip/Palate Conference at Greater New York Dental Meeting (Motion 26)</td> </tr> </table> | Expenses | | \$5,000 | Sedation Workgroup meeting (Motion 6) | \$201,550 | Annual Session expenses, adjusted | | (Motion 14) | | Original: 1,800,000 | | Revised: <u>2,001,550</u> | | Total increase: 201,550 | \$10,000 | Task Force meetings (Motion 24) | \$1,000 | Support of Cleft Lip/Palate Conference at Greater New York Dental Meeting (Motion 26) |
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| Adjustments (see detail): | <u>\$217,550</u> | Adjustments detail: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total expenses: | \$9,166,221 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Income, original: | \$ 7,789,247 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | Revised: <u>2,581,955</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Total increase: 354,955 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="0"> <tr> <td>Balance:</td> <td style="text-align: right;">-\$ 1,022,019</td> <td></td> </tr> </table> | Balance: | -\$ 1,022,019 | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Informational Items and Discussion Points

- The audit report completed by Legacy Partners gives the Academy an unqualified opinion, the highest rating they can give.

Governance Task Force

- Survey was opened to all members
- Recommendations will be presented at January board meeting

HSHC Dental Home Day

- Day of service, partnering with a health care clinic in Orlando
- Will also be partnering with other health and community groups to provide health information
- All proceeds from this fundraiser will be applied to HSHC Access to Care grants

The meeting was adjourned at 1:23 p.m. on Friday, October 19, 2012.

Minutes approved by electronic vote November 13, 2012.