

**American Academy of Pediatric Dentistry  
After-Action Minutes  
2018 Annual Session Meeting  
May 27, 2018**

Meeting: Regular Annual Session Meeting of the 2018-2019 American Academy of Pediatric Dentistry Board of Trustees

Date: Sunday, May 27, 2018

Place: Room 302AB, Hawaii Convention Center, Honolulu, Florida

Presiding Officer: Dr. Joseph B. Castellano, AAPD President

Minute Taker: Ms. Margaret A. Bjerklie, AAPD Governance and Operations Manager

Members Present: Drs. Kevin J. Donly, Jessica Y. Lee, K. Jean Beauchamp, Anupama R. Tate, James D. Nickman, Deven V. Shroff, J.C. Shirley, Jessica A. Meeske, John Fales, Jacob K. Lee, Paula L. Coates, Tegwyn H. Brickhouse, Homa Amini, Kerry Maguire, Noel K. Childers, Heber Simmons Jr., John S. Rutkauskas

Staff Present for All or Part of Meeting: Mr. C. Scott Litch, AAPD Chief Operating Officer and General Counsel; Dr. Paul A. Casamassimo, Chief Policy Officer, AAPD Pediatric Oral Health Research and Policy Center; Mr. Paul Amundsen, Vice President for Development and Charitable Programs, Healthy Smiles, Healthy Children: The Foundation of the American Academy of Pediatric Dentistry.

Guests Present for All or Part of Meeting: Drs. Man Wai Ng, ABPD President; AAPD Past Presidents Jerry Miller, Keith Morley, John Liu, Warren Brill, and Jade Miller.

Dr. Jerry Miller presented Dr. Joseph Castellano with a presidential gavel and plaque “to a true leader among professionals whose advocacy for children is an example for all of us”. The gavel will be added to the presidential gavel plaque at the AAPD Headquarters office.

Dr. Castellano reminded the board to complete the conflict of interest and fiduciary duties forms. He reminded the board that, whatever personal opinions one might hold, once the board has made a decision, all members must back that decision.

President Castellano called the meeting to order at 12:25 p.m. on Sunday, May 27, 2018.

**Actions taken by the Board at this meeting**

No.	Motion	Action	Responsible Party*	Relevant Council/Committee
1	To approve the agenda as modified.	Carried	Bjerklie	AAPD HQ

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

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	<ul style="list-style-type: none"> <li>• The following items were added to the agenda:                New Business:               <ul style="list-style-type: none"> <li>○ Board self-evaluation</li> <li>○ Report from Sedation Committee</li> <li>○ Reports from Councils and Committees</li> <li>○ Representatives to HRSA Obesity and Oral Health Conference</li> <li>○ PAC Reminder</li> </ul> </li> </ul>			
2	<p>To direct the Policy Center to investigate issues with silver diamine fluoride and write a policy brief.</p> <p><b>Discussion points:</b></p> <ul style="list-style-type: none"> <li>• The Committee on Dental Benefit Programs has been approached by dental benefit organizations to clarify our recommendations regarding use of SDF.</li> <li>• Many of the issues will arise as SDF is used more; currently, there is little evidence.</li> </ul>	Carried	Casamassimo, Wright	Policy Center
3.	<p>To charge the Council on Clinical Affairs to examine the literature on the safety and effects of sedation in children under 3 years of age, and those with autism spectrum disorder.</p>	Carried	Brickhouse, Lout, Essling, Bhushan	CCA
4.	<p>To charge the Committee on Sedation and Anesthesia to review the content for the sedation course.</p>	Carried	Fales, Liu, Dalhouse	CCA Committee on Sedation and Anesthesia
5.	<p>To charge the Council on Clinical Affairs to develop a policy or best practice on frenectomies</p> <p><b>Discussion points:</b></p> <ul style="list-style-type: none"> <li>• Background and Intent statement to be developed.</li> </ul>	Carried	Brickhouse, Lout, Essling, Bhushan	CCA

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6.	To approve the 2018-2019 charges to the AAPD Councils and Committees as revised.	Carried	Bjerklie	AAPD HQ
7.	<p>To approve the 2018-2019 appointments as presented</p> <p><b>Discussion points:</b></p> <ul style="list-style-type: none"> <li>• Evidence Based Dentistry Committee named Tim Wright as chair.</li> <li>• Pediatric Dental Resident Committee named Samantha Mize as chair beginning October 2018.</li> <li>• Evidence Based Dentistry Committee requested the addition of a consultant, which will necessitate a change in the AAPD Policy and Procedure Manual</li> </ul>	Carried	Bjerklie	AAPD HQ
8.	To approve the Foundations Bylaws change that the term of all officers, trustees, and committee members will begin at the end of the Annual Meeting and continue through the Annual Meeting one year later.	Carried	Amundsen	HSHC
9.	To approve the Foundations Bylaws change that Foundation bylaws changes no longer need to be ratified at the next regularly scheduled business meeting of the Board of Trustees of the American Academy of Pediatric Dentistry.	Defeated		
10.	<p>To direct staff to develop a self-assessment tool for the board to use to assess their performance.</p> <p><b>Discussion points:</b></p> <ul style="list-style-type: none"> <li>• The aim is for the board to review its performance to assess whether what's been done over the past year is reflective of AAPD values</li> </ul>	Carried	Rutkauskas	AAPD HQ
11.	To recommend John Gibbons and Travis Nelson be appointed to the planning committee	Carried	Rutkauskas	AAPD HQ

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No.	Motion	Action	Responsible Party*	Relevant Council/Committee
	for the HRSA Obesity and Oral Health conference in Washington state.			
12.	<p>To charge the Policy and Procedure Committee to examine and update as needed the membership of the Evidence Based Dentistry Committee.</p> <p><b>Discussion points:</b></p> <ul style="list-style-type: none"> <li>• There is increasing demand on EBD activities and its current membership is limited to CSA and CCA representatives and Editor in Chief.</li> </ul>	Carried	Nickman, Litch	Policy and Procedure Committee
13.	<p>To table a decision on sedation data collection process until the Ad Interim meeting, at which time the Sedation Committee will submit a complete report for consideration</p> <p><b>Discussion points:</b></p> <ul style="list-style-type: none"> <li>• The data collection pilot project is ready to launch.</li> <li>• Budget needs to be developed; there are several variables.</li> </ul>	Carried		
14.	To appropriate funds of up to \$2,000 for two members of the Sedation Committee to go to Dartmouth to further investigate the data collection process.	Carried	Liu, Fales, Dalhouse	CCA Committee on Sedation and Anesthesia
15.	<p>To charge the Sedation Committee to review CODA general anesthesia and sedation standards and make recommendations to the Board of Trustees as to any updates needed.</p> <p><b>Discussion points:</b></p> <ul style="list-style-type: none"> <li>• Programs have reported difficulty in meeting CODA standards and there is increased variability in program experiences.</li> </ul>	Carried	Liu, Fales, Dalhouse	CCA Committee on Sedation and Anesthesia

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16.	To approve the budget as revised (see below).	Carried	Beauchamp, Rutkauskas, Jurczak	AAPD HQ

Summary of adjustments to the 2018-2019 budget approved by the Board of Trustees:

Expenses, Original:	\$11,320,362.00		
Adjustments (see detail):	<u>\$ 14,000.00</u>	<b>Adjustments Detail:</b>	
Total expenses:	\$ 11,334,362.00	\$7,000	Safety Committee meeting (5/22/18, Motion 8)
		\$5,000	Addition to stipend of Associate Editor (5/22/18, Motion 21)
		\$2,000	Sedation Committee travel (Motion 14)
Revenue, Original:	<u>\$ 10,388,217.00</u>		
Total revenue:	\$ 10,388,217.00		
Balance:	\$-946,145.00		
Capital Improvements	\$350,000.00		Website redesign (2018-2019)

## Informational Items and Discussion Points

### Reports from the Meetings of Councils and Committees

Informational

- Council on Membership and Membership Services, as part of their charge regarding the AAPD Fellow program, will look at avenues of recognition.
- Council on Post-Doctoral Education, report from Joint Academic Day:
  - Plan to send a survey to program directors to ask whether their preference is Wednesday or Thursday
  - New York program director asked the Academy to send a letter to New York to request that the sedation course be accepted for licensure

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## Leadership Development Committee

Informational

- Will be putting together a report to the board in regards to how members can get involved in the AAPD.

The meeting was adjourned at 2:55 p.m. on Sunday, May 27, 2018.

Minutes approved by electronic vote July 16, 2018.