

American Academy of Pediatric Dentistry
 After-Action Minutes
 2007 Ad Interim Board Meeting
 October 12-13, 2007

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

Date: October 12-13, 2007

Place: Lakeshore Ballroom East, Wyndham Chicago Hotel, Chicago, Illinois

Presiding Officer: AAPD President, Keith R. Morley

Members Present: Drs. Beverly A. Largent, William C. Berlocher, John R. Liu, Kevin J. Donly, Philip H. Hunke, Ronald W. Kosinski, Warren A. Brill, Edward H. Moody, Jr., Charles S. Czerepak, Jack W. Morrow, Joel H. Berg, Elliot R. Shulman, Donald V. Huebener, Douglas B. Keck, Paul Nick Rogers, Steven M. Adair, James J. Crall, Heber Simmons, Jr., John S. Rutkauskas

Staff Present: C. Scott Litch, Deputy Executive Director and General Counsel; Margaret A. Bjerklie, Executive Assistant and Officer Manager

Guests: Jeffrey Dean, American Board of Pediatric Dentistry; Martha Ann Keels, Section on Pediatric Dentistry and Oral Health, American Academy of Pediatrics

President Morley called the meeting to order at 8:00 a.m.

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

No.	Motion	Action	Responsible Party*	Result	Relevant Council/Committee
1	To reaffirm the electronic vote to approve the minutes of the May 2007 Board meetings	Carried	Bjerklie	Completed	N/A
2	To adopt the agenda as amended	Carried	Bjerklie	Completed	N/A
3	To approve the annual session budget as presented: Revenues: \$1,356,865 Expenses: <u>\$1,004,782</u> Excess of revenues Over expenses: \$352,083	Carried	Rutkauskas, Mills	Completed	AAPD HQ
4	To accept the 2006-2007 audit presented by Martin & Martin CPA	Carried	Rutkauskas	Completed	AAPD HQ
5	To approve the recommended changes in staff titles, including executive director to chief executive officer	Carried	Rutkauskas		AAPD HQ
6	To amend Section 3.A.4 of the AAPD <i>Administrative Policy and Procedure Manual</i> as follows, in order to institutionalize the process of making	Carried	Litch, Bjerklie		AAPD HQ

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

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	<p>board decisions public: 4. Trustee Meetings E. Action minutes of each meeting of the Board of Trustees shall be circulated electronically for the board's review and electronic vote within two weeks after the conclusion of the meeting. Upon board approval, such minutes shall be posted in the Members-only section of the AAPD Web site. At such time, these action items may be discussed by board members with any interested AAPD member. However, internal board discussions are not to be shared with non-trustees, per the fiduciary duty/confidentiality statement that each board member signs annually ("While I am free to discuss board action items, I understand that disclosing any information concerning discussion of such items during the board meeting is prohibited.")</p>				
7	<p>To amend Section 3.A.10 of the <i>AAPD Administrative Policy and Procedure Manual</i> as follows in order to specify additional reporting obligations of district and at-large trustees (additions are underlined): 10. District <u>and At-Large</u> Trustee Reports <u>A.</u> Each district trustee shall provide a written report to be included with the reports of the other officers at the Annual Session. The report shall include three sections: (1) Trustee activities; (2) District</p>	Carried	Litch, Bjerklie		AAPD HQ

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	<p>organization activities; and (3) State unit reports.</p> <p>B. <u>Each district trustee shall provide at least bi-annual reports for a special all-district E-News that is coordinated by and distributed through the AAPD Headquarters office.</u></p> <p>C. <u>Each trustee shall provide a bi-monthly report to the President concerning progress on charges for each council or committee the Trustee serves as board liaison.</u></p> <p>D. <u>Each trustee shall provide a written report for each Board meeting concerning district activities and progress on charges for each council or committee the Trustee serves as board liaison.</u></p>				
8	<p>To amend Section 8.N.3 of the <i>AAPD Administrative Policy and Procedure Manual</i> as follows in order to clarify the duties of the Constitution and Bylaws Committee (additions are underlined):</p> <p>3. Constitution and Bylaws Committee</p> <p>The composition and duties of the Constitution and Bylaws Committee are contained in the Bylaws: Chapter V, Section 17, C. <u>This committee focuses on technical drafting of proposed Bylaws amendments to accurately capture the intent of each proposal, but shall not make recommendations concerning the policy merits of the proposal. The committee shall indicate in its notice to the membership the originator of each Bylaws amendment proposal. In</u></p>	Carried	Litch, Bjerklie		AAPD HQ

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	<u>such notice to the membership, the Board of Trustees shall state its recommendation concerning each Bylaws amendment proposal.</u>				
9	<p>To amend Section 10.A. of the AAPD <i>Administrative Policy and Procedure Manual</i> as follows in order to update the American Board of Pediatric Dentistry provisions (additions are underlined, deletions are struck through):</p> <p>2. The American Board of Pediatric Dentistry considers a dentist to be a board <u>eligible candidate</u> if he/she has completed successfully a two-year advanced program in pediatric dentistry accredited by the Council on Dental Education <u>Commission on Dental Accreditation</u> of the American Dental Association <u>or the Commission of Dental Accreditation of Canada, completed the ABPD Board Candidacy and Qualifying Examination applications, and if he/she is registered with the American Board of Pediatric Dentistry the applicant's application and credentials have been approved by the ABPD.</u></p> <p>3. Eligibility to be an Board APDB Director:</p> <p>E. Shall have served on the <u>Advisory Examination Committee</u> of the American Board of Pediatric Dentistry.</p>	Carried	Litch, Bjerklie		AAPD HQ
10	To Amend Section 11.A. of the AAPD <i>Administrative Policy and Procedure Manual</i> as follows in order to institutionalize the Associate Editor appointment process (additions are	Carried	Litch, Bjerklie		AAPD HQ

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	<p>underlined):</p> <p>4. The Board of Trustees shall approve a written contract with the Editor-in-Chief and the Associate Editor/JDC Editor, the former consistent with the Bylaws, Chapter XVII, Section A4. <u>The Associate Editor/JDC Editor's contract term shall be consistent with that of the Editor-in-Chief.</u></p>				
11	<p>To direct the Constitution and Bylaws Committee to draft amendments to the bylaws to change the term of the Editor-in-Chief to an initial appointment of a 3-year term, with a 2nd appointment of a 3-year term and a 3rd appointment of a 3-year term</p>	Carried	Berlocher, Litch		CCB
12	<p>To rescind the previous vote of the Board of Trustees approving use of the AAPD logo by affiliate members</p>	Carried	Berlocher, Litch		CCB
13	<p>To amend Section 12.E of the <i>AAPD Administrative Policy and Procedure Manual</i> to clarify and update the policy on logo use (additions are underlined. Also note: since "Fellow" is no longer a membership category, the term will be deleted throughout):</p> <p>Paragraph 4: The size of the reproduced logo shall be reasonable and in good taste, consistent with the public image of the AAPD and the intent of this logo policy. <u>The size must be sufficient so that the term "American Academy of Pediatric Dentistry" within the logo is clearly legible.</u> To promote [remainder of paragraph unchanged]...</p> <p>New Paragraph 6: <u>Because of the potential for confusion to the public concerning a practitioner's specialty status, the logo may not be used by Affiliate (general dentists) or Associate</u></p>	Carried	Litch, Bjerklie		AAPD HQ

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	<u>(other dental specialists, physicians) members of the AAPD.</u>				
14	<p>To amend the <i>AAPD Administrative Policy and Procedure Manual</i> by inserting a new Section as 12.F. as follows, re-lettering subsequent sections, to clarify the parameters for affiliate member advertising:</p> <p>F. Advertising by Affiliate members The AAPD Credentials and Ethics committee considers the follow phrases to be acceptable and consistent with membership obligations of the Affiliate (general dentist) category:</p> <ul style="list-style-type: none"> • Family Dentistry • General Dentistry for Children • General Dentistry for Children and Families <p>Conversely, the Credentials and Ethics Committee considers the following phrases to be contrary to the membership obligations of the Affiliate category, and subject to disciplinary actions as provided in Chapter XIII of the Bylaws:</p> <ul style="list-style-type: none"> • Child Dentistry • Children’s Dentistry • Dentistry for Children • Dentistry for Kids • Pediatric Dentistry 	Carried	Litch, Bjerklie		AAPD HQ
15	<p>To direct the Constitution and Bylaws Committee to amend the Bylaws as follows: Affiliate members may not use the Academy name, membership status or logo to imply special expertise or training in pediatric dentistry. Affiliate members in good standing must use the</p>	Carried	Berlocher, Litch		CCB

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	following statement when referring to their membership: "_____ is a general dentist member of the American Academy of Pediatric Dentistry."				
16	To delete charge #2 of the Council on Annual Session, Scientific Program Committee	Carried	Berlocher, Mills		CAS SCI
17	To approve the recommendation of the Council on Clinical Affairs to revise the timeline of production of policies & guidelines as detailed in the report to the Board on charge #8	Carried	Berg, Chaet, Rutkauskas		CCA
18	To charge the Council on Clinical Affairs to review the policy on the use of fluoride to address the utilization of fluoride in 0-2 yr old and the policy on ECC to address breast-feeding	Carried	Berg, Chaet, Rutkauskas		CCA
19	To approve the recommendation of the Council on Continuing Education to transfer charge #13 to the Journal-Based CE Committee	Carried	Morrow, da Fonseca		CCE Journal-Based CE Committee
20	To approve the recommendation of the Council on Dental Benefits Programs to create the position of dental benefits manager. The Board has already approved funding of this position	Carried	Rutkauskas, Litch		AAPD HQ
21	To approve the proposal of the Council on Membership and Membership Services for the creation of a Pediatric Dental Resident Committee	Carried	Czerepak, Dorostkar		CMMS
22	To discontinue sponsorship of the Pediatric Emergencies in the Dental Office after the Fall 2008 course, and to charge the Council on Clinical Affairs, Committee on Sedation and Anesthesia to develop a replacement course	Carried	Kosinski, Primosch, Rutkauskas		CCA CSA

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23	To direct the Policy and Procedure Committee to add a definition in the <i>AAPD Administrative Policy and Procedure Manual</i> that a new pediatric dentist is a pediatric dentist who has been out of residency program less than 10 years	Carried	Hunke, Litch		P&P
24	To appoint an individual as the AAPD representative on the Editorial Panel to update the ADA Systemized Nomenclature of Dentistry (SNODENT). There is a budgetary impact of \$850 for the individual to attend the Editorial Panel meeting	Carried	Morley		President
25	To approve the convening of a Deans' focus group to meet and discuss what makes programs work. There is a budgetary implication of \$6,000	Carried	Huebener, Dalhouse		AAPD HQ
26	To approve the presentation of a Conference on ECC in Fall of 2009, with the assumption of NIDCR funding	Carried	Morrow, Ramos, Rutkauskas, Olson		CCE
27	To approve sending someone to represent AAPD at the ADA American Indian/Alaska Native Oral Health Summit, with a budgetary impact of up to \$1,000	Carried	Rutkauskas		AAPD HQ
28	To charge the Council on Clinical Affairs to develop policies on infant oral health and perinatal oral health and guidelines on perinatal oral health	Carried	Berg, Chaet, Rutkauskas		CCA
29	To increase the stipend of the Editor-in-Chief from \$25,000 to \$30,000	Carried	Rutkauskas		AAPD HQ
30	To approve the request of the University of South Florida to conduct focus groups related to oral cancer and its relationship to HPV at the AAPD Annual Meeting in 2009	Carried	Rutkauskas		AAPD HQ

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31	To support the attendance of 2 members at \$6,000 each to attend the Academy for Academic Leadership	Carried	Rutkauskas		AAPD HQ
32	To participate in the NYU PEARL Network	Carried	Rutkauskas		AAPD HQ
33	To charge the Council on Clinical Affairs to create a simplified version of the Caries Risk Assessment Tool for non-dental providers (CRT) and to simplify the CAT to make it more user-friendly and accurate. The Council should report back to the Board of Trustees at the January Board meeting	Carried	Berg, Chaet, Rutkauskas		CCA
34	To participate with the Wisconsin Dental Association in the development of a DVD for sale to dental associations and others showing the technique of infant oral exam and establishment of a dental home for the general dentist. Details as to licensing, royalties, and copyright to be worked out by the Headquarters Office. There is a financial impact of up to \$17,000	Carried	Rutkauskas		AAPD HQ
35	<p>To approve the 2007-2008 AAPD budget, as amended:</p> <p>Income</p> <p>Annual Session Income +120,865</p> <p>Remove 3rd CompReview Course (to FY 08-09) -70,875</p> <p>Head Start Contract +1,981,202</p> <p>Administrative Reimbursement from HSHC +30,000</p> <p>Other Income +225,000</p> <p>Total adjustments: +2,286,092</p> <p>Expenses</p> <p>Personnel +225,000</p> <p>Editor-in-Chief stipend +5,000</p>	Carried	Liu, Rutkauskas		AAPD HQ

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	Remove 3rd CompReview Course (to FY 08-09)				
	-70,161				
	Head Start Contract				
	+1,981,202				
	Deans Focus Group				
	+6,000				
	SNODENT				
	+850				
	Annual Session General				
	+ 204,782				
	Native American Summit				
	+1,000				
	Academy for Academic Leadership				
	+12,000				
	WDA Dental Home Initiative				
	+17,000				
	Total adjustments:				
	+2,382,573				
	Total expenses:				
	\$5,869,748				
	<u>+2,382,573</u>				
	8,252,421				
	Total income:				
	\$5,900,880				
	<u>+2,286,092</u>				
	8,187,072				
	Total income over expense:				
	-\$65,349				

The meeting was adjourned at 11:24 a.m. on Saturday, October 13, 2007.