



MARYLAND ACADEMY OF
FAMILY PHYSICIANS

ABLE, RESPONSIVE FAMILY PHYSICIANS SERVING THEIR COMMUNITIES

BOARD OF DIRECTORS
MEETING
SUNDAY
NOVEMBER 13, 2011

AGENDA & MATERIALS

AGENDA

Mission Statement
To support and promote Maryland family physicians in order to improve the health of our State's patients, families and communities.

CALL TO ORDER

1:00pm Eugene J. Newmier, D.O., President
 • Board of Directors Meeting Minutes, 8/14/11

MATERIALS
 (vote) (enclosed)

STRATEGIC/ACTION ITEMS

1:05-1:15 Treasurer's Report
 • End of Fiscal Year Financial Reports
 • June Assembly Report with Comparisons
 • Draft Operating Budget, Fiscal 2012

(enclosed)
 (enclosed)
 (vote) (pending)

1:15-1:30 Executive Director's Report (Barr)
 • Issues and Recommendations

(enclosed)

1:30-2:30 New Items for Information/Discussion/Vote

- Legislative/Policy Items
 - Workforce Health Reform Summit 9/19/11
 - MAFP/AAFP Meeting with Congressman Van Hollen 9/22/11
 - letter at www.mdafp.org
 - MABGH Annual Meeting 11/1/11
 - 2011 AAFP State Legislative Conference 11/4-11/5/11
 - Health Benefits Exchange
 - letter at www.mdafp.org
 - Subcommittee Appointment Request 10/14/11
- Possible Change in Board Structure/Number of Board Members/Nominating Procedure (vote)
 - Geographic Stipulation, Number of Directors
 - Nominating Committee name change to Leadership Development Committee
 - Bylaws Changes for June?
- AAFP Relocation Process
- Replies to RFP for Website Services/Process (enclosure)
- Future of MAFP-sponsored ABFM SAM Study Halls
- Review for affirmation or change: Policy on Non-Profit/Govt Discount Exhibit Fees

UPDATES

2:30-3:00 Updates for Discussion/Information
 • Feb 2013 Conference Location
 • Editorial Board Report
 • RUC Complaint Filed in MD
 • Two Nominations for AAFP Commissions

(enclosed)

ADJOURNMENT

Next Meetings:

Winter, 2012	Saturday, February 25	Hunt Valley Inn
Spring, 2012	Sunday, May 20	MAFP Office
Summer, 2012	Sunday, August 19	MAFP Office
Fall, 2012	Sunday, Nov 11	MAFP Office

OFFICERS
DIRECTORS

AND

COMMISSIONS
COMMITTEES

OFFICERS AND DIRECTORS
2011-2012/2013

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STUDENT DIRECTOR	Kevin P. Carter, M.D. (UM)	
	Meghana Desale (JHU)	

* *Member of Exec Committee*

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PRA = Public Relations & Awards

** *Chair*

MINUTES

1 **CALL TO ORDER**

2 President Eugene J. Newmier, D.O., announcing that upon notice having been given and a quorum
3 present, called the meeting to order at 1:00pm. He asked those present to introduce themselves.

4 Officers and Directors Present: Kevin Carter, M.D. (resident director); Kristin Clark, M.D.; Patricia
5 Czapp, M.D.; Kisha N. Davis, M.D.; Eva S. Hersh, M.D., Jocelyn Hines, M.D.; William P. Jones,
6 M.D. (by phone); Yvette Oquendo-Berruz, M.D.; Yvette L. Rooks, M.D.; Rosaire Verna, M.D.;
7 Mozella Williams, M.D.; Howard E. Wilson, M.D.

8 Officers and Directors Absent: Howard H. Bond, M.D.; Christine Commerford, M.D.; Meghana
9 Desale (student director); Kari Bichell, M.D.; Matthew Hahn, M.D.; Andrea Mathias, M.D.; Trang M.
10 Pham, M.D.; Adebawale G. Prest, M.D.; Ramona G. Seidel, M.D.

11 Committee Chair Present: Niharika Khanna, M.D.

12 Guests Present: None

13 Staff Present: Esther Rae Barr, CAE

14
15 **STRATEGIC/ACTION ITEMS**

16 Adoption of Minutes, Board of Directors Meeting, 5/1/11

17 **Upon proper motion, second and unanimous favorable vote, the Minutes document of the**
18 **5/1 /11 Board of Directors meeting was approved as presented.**

19
20 Treasurer's Report (Commerford)

21 Dr. Newmier presented and reviewed 1) the YTD Fiscal 2011 financial reports, 2) the June 2011
22 Conference final financial report. Comparative accounting continues to be favorable. There was no
23 discussion.

24
25 Executive Director's Report (Barr)

26 Mrs. Barr's written report is on file. Expanded/additional items:

- 27 • MAFP Website Redesign: Mrs. Barr asked the opinions of those present about possible
28 redesign of the website.
- 29 • Dr. Hahn's Suggestions: from Dr. Hahn's suggestions of 5/5/11, Mrs. Barr announced that
30 MAFP's mission statement is now included on Board meeting agenda documents. In addition,
31 she reiterated that Board members are messaged several weeks prior to each meeting of the
32 opportunity to submit agenda items. There was no further discussion nor directive to staff for a
33 change in process.
- 34 • Additional MAFP Representation: Dr. Pat Czapp will participate in a discussion on the Care
35 First PCMH Program during a meeting of the MABGH on 9/14.
- 36 • 2012 Dues: In response to AAFP's request that chapters report their dues schedules for 2012,
37 Mrs. Barr recommended no change (since it will have been two years since the last dues
38 increase).
- 39 • Relative Value Utilization Committee (RUC) Update: Mrs. Barr had send an email prior to the
40 meeting updating leadership on the RUC Complaint (newly filed in MD District Court), as well
41 as to convey the lead attorney's request the MAFP assist by offering members the opportunity
42 to comment. She announced that a newsletter about the RUC Complaint was shared with
43 organizers and will be discussed at upcoming meetings where MAFP will have representation:
44 SEFM 8/19/11 and MPCC 9/14/11.

- 1 • Resident/Student Activities: Mrs. Barr shared the item from the MAFP Foundation Board
2 (7/20/11) calling for a Resident/Student section of MAFP membership which would engage in
3 meetings/communications, etc.
- 4 • 2011 AAFP COD Conference Call: Mrs. Barr shared AAFP Delegate Dr. Howard Wilson's
5 suggestion that the delegation and other leaders discuss resolutions/candidates for vote at the
6 upcoming COD in Orlando (9/12-9/14).
- 7 • Dues Insert: Mrs. Barr displayed the insert (on file; appeal for the MAFP Foundation) which
8 will be included with chapter dues bills.

9 10 11 New Items

- 12 • 2012 Chapter Dues (AAFP request): **Upon proper motion, second and unanimous favorable**
13 **vote, 2012 dues for each category of membership will remain unchanged from the 2011**
14 **dues schedule.**
- 15 • Nominations for AAFP/Committees/AMA Delegation/ABFM Board: Mrs. Barr reiterated that
16 the deadline for chapter nominations to AAFP is 10/15/11. There was no further discussion.
17 *Addendum: In response to her request MAFP will nominate (by deadline of 9/9/11) resident*
18 *member Dr. Kate Jacobson for an AAFP committee appointment. Dr. Jacobson was MAFP's*
19 *resident delegate to the 2011 AAFP NCFMR.*
- 20 • MAFP Resident/Student Section: Ideas were floated, the result of which was the determination
21 that key resident/student leaders (from both programs) will be invited to the next MAFP/F
22 Board meeting (10/18/11) to plan specifics. It is anticipated that the MAFP/F will provide
23 funding (as it is able) for the initiative.
- 24 • COD Conference Call: After a short discussion, it was determined that a telephone conference
25 call will take place for the purpose of discussion/directing delegates regarding COD
26 resolution/candidates on Thursday evening, September 8 beginning at 8:00pm. Mrs. Barr will
27 send a memo to Delegates/Alternates/Board members/Committee chairs (with dial-in
28 instructions) encouraging participation.
- 29 • Delegates to AAFP 2011 State Legislative Conference: **Upon proper motion, second and**
30 **unanimous favorable vote, MAFP's representatives to the AAFP 2011 State Legislative**
31 **Conference in Sault Lake City, 11/4/11-11/5/11 will be MAFP Board and Legislative**
32 **Committee members Drs. Pat Czapp and Rosaire Verna.**
- 33 • Chapter Letter to Congressman Van Hollen, member of the Joint Select Committee on Deficit
34 Reduction: It was determined that MAFP will send a letter later in the month to Rep. Van
35 Hollen to supplement AAFP's letter of 8/10/11. Dr. Czapp agreed to draft the letter.
36 *Addendum: the letter was sent to Rep. Van Hollen on 8/23/11. Members will be notified and it*
37 *will be posted on the MAFP website.*

38 39 UPDATES FROM PRIOR DISCUSSIONS

- 40 • RUC Complaint: The Board was favorable to the request made by the RUC Complaint
41 plaintiffs' attorney that MAFP contact its members seeking their opinions/comments about the
42 matter and how they are "affected by RUC." Mrs. Barr will contact the attorney offering the
43 opportunity to draft a communication. The draft will be shared with leadership for changes. A

1 final communication will be sent via a separate broadcast email to members. It is anticipated
2 that responses will be compiled/reported at the next meeting where leadership will determine
3 taking a position or undertaking any further action on the matter. *Addendum: In response to*
4 *Mrs. Barr's email of the Board's discussion, the plaintiffs' attorney will draft a communication*
5 *to be sent to MAFP members at a date TBD.*

- 6 • Keynote Speaker for June, 2012 Assembly: After discussion, Mrs. Barr was asked to invite
7 prospective keynote speakers in the following order: 1) Tom Daschle, 2) MD Lt. Gov. Anthony
8 Brown, 3) Dede Byrnes.
- 9 • Website Redesign: After discussion it was determined that staff will obtain bids from
10 prospective vendors to enhance/redesign the site. Mrs. Barr will submit a report at the next
11 meeting where leadership will determine a course of action.

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13
14 **ADJOURNMENT**

15 With the completion of business, the meeting was adjourned at 2:30pm.

16
17 Next Meetings:

18 Fall, 2011:	Sunday, November 13, MAFP Office	1:00-3:00pm
19 Winter, 2012:	Saturday, February 25, Hunt Valley Resort Hotel	5:00-7:00pm
20 Spring, 2012:	Sunday, May 20, MAFP Office	1:00-3:00pm
21 Summer, 2012:	Sunday, August 19, MAFP Office	1:00-3:00pm

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Kisha N. Davis, M.D., Secretary/erb
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27
28

STRATEGIC/ACTION ITEMS

TREASURER'S REPORT

Balance Sheet

As of October 31, 2011

	<u>Oct 31, '11</u>	<u>Oct 31, '10</u>	<u>% Change</u>
ASSETS			
Current Assets			
Checking/Savings			
ASSETS			
Savings	133,598.67	93,390.61	43.05%
Checking	8,852.54	3,229.29	174.13%
Total ASSETS	<u>142,451.21</u>	<u>96,619.90</u>	<u>47.44%</u>
CD1-7465	18,568.66	18,476.69	0.5%
CD2-2037	18,571.48	18,368.40	1.11%
CD3-2024	17,152.26	17,104.28	0.28%
Total Checking/Savings	<u>196,743.61</u>	<u>150,569.27</u>	<u>30.67%</u>
Total Current Assets	<u>196,743.61</u>	<u>150,569.27</u>	<u>30.67%</u>
Fixed Assets			
Equipment			
Accumulated Depreciation	-17,240.50	-17,240.50	0.0%
Equipment - Other	19,576.76	19,576.76	0.0%
Total Equipment	<u>2,336.26</u>	<u>2,336.26</u>	<u>0.0%</u>
Total Fixed Assets	<u>2,336.26</u>	<u>2,336.26</u>	<u>0.0%</u>
TOTAL ASSETS	<u><u>199,079.87</u></u>	<u><u>152,905.53</u></u>	<u><u>30.2%</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Accts Payable	7,608.35	7,608.35	0.0%
MAFP Foundation	105.20	105.20	0.0%
Total Other Current Liabilities	<u>7,713.55</u>	<u>7,713.55</u>	<u>0.0%</u>
Total Current Liabilities	<u>7,713.55</u>	<u>7,713.55</u>	<u>0.0%</u>
Total Liabilities	<u>7,713.55</u>	<u>7,713.55</u>	<u>0.0%</u>
Equity			
Retained Earnings	145,191.98	158,099.76	-8.16%
Net Income	46,174.34	-12,907.78	-457.73%
Total Equity	<u>191,366.32</u>	<u>145,191.98</u>	<u>31.8%</u>
TOTAL LIABILITIES & EQUITY	<u><u>199,079.87</u></u>	<u><u>152,905.53</u></u>	<u><u>30.2%</u></u>

Profit & Loss
November 2010 through October 2011

	<u>Nov '10 - Oct '11</u>	<u>Nov '09 - Oct '10</u>	<u>% Change</u>
Income			
Foundation Revenue	1,895.10	0.00	100.0%
SAM Session	5,550.00	2,400.00	131.25%
Reg'l Conference			
Fall Grant	2,500.00	0.00	100.0%
Winter Exhibit	5,000.00	10,375.00	-51.81%
Winter Grant	13,250.00	2,500.00	430.0%
Winter Regist	14,444.40	13,608.50	6.14%
Total Reg'l Conference	35,194.40	26,483.50	32.89%
Ann'l Meeting			
Exhibit	27,220.00	20,780.00	30.99%
Grant	23,600.00	45,150.00	-47.73%
Regist	37,924.80	30,503.75	24.33%
Total Ann'l Meeting	88,744.80	96,433.75	-7.97%
AAFP			
Grants	2,074.87	0.00	100.0%
Dues	229,697.85	225,979.01	1.65%
Revenue Share	0.00	300.00	-100.0%
Total AAFP	231,772.72	226,279.01	2.43%
MedChi Grant	0.00	2,000.00	-100.0%
Core Content	366.70	593.95	-38.26%
Mailing Labels	0.00	450.00	-100.0%
Reimbursement/Admin Fees			
Office Reimb	458.86	2,697.09	-82.99%
Total Reimbursement/Admin Fees	458.86	2,697.09	-82.99%
Royalties	6,820.60	9,754.07	-30.07%
Interest			
CD	343.03	739.38	-53.61%
Savings	208.06	322.21	-35.43%
Total Interest	551.09	1,061.59	-48.09%
Total Income	371,354.27	368,152.96	0.87%
Expense			
SEFM 20009	0.00	3,824.00	-100.0%
SAM Sessn	4,598.41	1,736.87	164.75%
Regional Conference			
A/V	3,463.00	1,982.00	74.72%
Refund	87.50	450.00	-80.56%
Faculty	5,153.37	5,057.40	1.9%
Admin	85.00	534.79	-84.11%
Facility	13,024.46	10,758.49	21.06%
Mailing	1,076.92	946.40	13.79%
Printing	804.95	190.64	322.24%
Total Regional Conference	23,695.20	19,919.72	18.95%
Annual Meeting			
Audio Visual	8,415.00	11,284.00	-25.43%

Profit & Loss

November 2010 through October 2011

	<u>Nov '10 - Oct '11</u>	<u>Nov '09 - Oct '10</u>	<u>% Change</u>
Facility	23,255.67	52,458.00	-55.67%
Trade Show	0.00	200.00	-100.0%
Refund	4,529.45	975.00	364.56%
Faculty	17,197.47	15,087.39	13.99%
Admin	1,372.21	1,385.87	-0.99%
Entertainment	644.86	295.00	118.6%
Professional Conv Services	2,040.00	2,108.70	-3.26%
Mailing	862.50	1,064.64	-18.99%
Supply/Labels	811.16	558.27	45.3%
Total Annual Meeting	59,128.32	85,416.87	-30.78%
Membership			
Assn Software	1,925.00	1,400.00	37.5%
SEFM Forum Dues	500.00	500.00	0.0%
Membership - Other	538.84	1,545.20	-65.13%
Total Membership	2,963.84	3,445.20	-13.97%
MAFP Foundation Contribution	6,292.10	9,585.00	-34.36%
Students/Residents			
AAFP Student Dues	0.00	570.00	-100.0%
Total Students/Residents	0.00	570.00	-100.0%
Board/Committees	3,407.20	1,471.32	131.57%
Travel			
Mileage	32.13	136.62	-76.48%
Travel - Other	16,769.98	25,772.44	-34.93%
Total Travel	16,802.11	25,909.06	-35.15%
Legislative			
Lobby	0.00	4,000.00	-100.0%
Travel	2,152.41	121.00	1,678.85%
Total Legislative	2,152.41	4,121.00	-47.77%
Maryland Family Doctor			
CME Quiz Fee	1,500.00	0.00	100.0%
CME Fee	2,500.00	0.00	100.0%
Mailing	3,901.28	5,162.73	-24.43%
Maryland Family Doctor - Other	86.73	21,663.52	-99.6%
Total Maryland Family Doctor	7,988.01	26,826.25	-70.22%
PR/Marketing	0.00	200.00	-100.0%
Rural Health	0.00	200.00	-100.0%
Salary			
Bonus	5,114.00	5,500.04	-7.02%
Pension	10,226.20	10,084.54	1.41%
Salary-Barr	72,680.40	74,320.82	-2.21%
Salary - Ellis	40,944.72	37,729.66	8.52%
Total Salary	128,965.32	127,635.06	1.04%
Tax			
Real Estate Tax	1,517.45	799.30	89.85%
Payroll	10,422.08	11,286.95	-7.66%

Profit & Loss

November 2010 through October 2011

	<u>Nov '10 - Oct '11</u>	<u>Nov '09 - Oct '10</u>	<u>% Change</u>
Unemployment Tax	374.00	374.00	0.0%
Property Tax	138.04	64.80	113.03%
FUTA	112.00	112.00	0.0%
Total Tax	12,563.57	12,637.05	-0.58%
Insurance			
Employee Health Insurance	2,881.24	2,581.86	11.6%
Employee Life Insurance	379.00	379.00	0.0%
Spectrum Insurance	2,450.84	2,353.84	4.12%
D&O Insurance	1,816.00	1,819.00	-0.17%
Total Insurance	7,527.08	7,133.70	5.51%
Rent/HVAC	22,565.96	21,972.96	2.7%
Office Equipment			
Computer	2,982.70	1,670.88	78.51%
Postage Lease	624.00	624.00	0.0%
Copier Lease	3,972.68	4,374.60	-9.19%
Office Equipment - Other	0.00	2,995.00	-100.0%
Total Office Equipment	7,579.38	9,664.48	-21.58%
Office			
Office Supply/Maint	5,430.37	5,090.70	6.67%
Postage	516.46	552.44	-6.51%
Total Office	5,946.83	5,643.14	5.38%
Accounting/Legal	2,225.00	2,179.69	2.08%
BGE	1,392.68	1,472.04	-5.39%
Telecommunications	6,926.58	6,844.54	1.2%
Bank Debits			
Merchant Bill	2,164.93	1,637.79	32.19%
Total Bank Debits	2,164.93	1,637.79	32.19%
Professional Development	295.00	1,015.00	-70.94%
Misc	0.00	0.00	0.0%
Total Expense	325,179.93	381,060.74	-14.67%
Net Income	46,174.34	-12,907.78	-457.73%

Profit & Loss Budget vs. Actual

November 2010 through October 2011

	<u>Nov '10 - Oct '11</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Foundation Revenue	1,895.10			
SAM Session	5,550.00	4,000.00	1,550.00	138.75%
Reg'l Conference				
Fall Grant	2,500.00	2,500.00	0.00	100.0%
Winter Exhibit	5,000.00	5,000.00	0.00	100.0%
Winter Grant	13,250.00	7,000.00	6,250.00	189.29%
Winter Regist	14,444.40	12,500.00	1,944.40	115.56%
Total Reg'l Conference	35,194.40	27,000.00	8,194.40	130.35%
Ann'l Meeting				
Exhibit	27,220.00	20,500.00	6,720.00	132.78%
Grant	23,600.00	35,000.00	-11,400.00	67.43%
Regist	37,924.80	30,500.00	7,424.80	124.34%
Total Ann'l Meeting	88,744.80	86,000.00	2,744.80	103.19%
AAFP				
Grants	2,074.87			
Dues	229,697.85	226,000.00	3,697.85	101.64%
Revenue Share	0.00	2,500.00	-2,500.00	0.0%
Total AAFP	231,772.72	228,500.00	3,272.72	101.43%
Core Content	366.70	600.00	-233.30	61.12%
MFD CME Grant	0.00	2,500.00	-2,500.00	0.0%
Mailing Labels	0.00	500.00	-500.00	0.0%
Reimbursement/Admin Fees				
Office Reimb	458.86	1,000.00	-541.14	45.89%
Total Reimbursement/Admin Fees	458.86	1,000.00	-541.14	45.89%
Royalties	6,820.60	10,000.00	-3,179.40	68.21%
Interest				
CD	343.03	750.00	-406.97	45.74%
Savings	208.06	300.00	-91.94	69.35%
Total Interest	551.09	1,050.00	-498.91	52.49%
Total Income	371,354.27	361,150.00	10,204.27	102.83%
Expense				
SAM Sessn	4,598.41	4,000.00	598.41	114.96%
Regional Conference				
A/V	3,463.00	2,000.00	1,463.00	173.15%
Refund	87.50	300.00	-212.50	29.17%
Faculty	5,153.37	5,000.00	153.37	103.07%
Admin	85.00	550.00	-465.00	15.46%
Facility	13,024.46	10,000.00	3,024.46	130.25%
Mailing	1,076.92	950.00	126.92	113.36%
Printing	804.95	200.00	604.95	402.48%
Total Regional Conference	23,695.20	19,000.00	4,695.20	124.71%
Annual Meeting				
Audio Visual	8,415.00	12,000.00	-3,585.00	70.13%
Facility	23,255.67	40,000.00	-16,744.33	58.14%

Profit & Loss Budget vs. Actual

November 2010 through October 2011

	<u>Nov '10 - Oct '11</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Trade Show	0.00	200.00	-200.00	0.0%
Refund	4,529.45	975.00	3,554.45	464.56%
Faculty	17,197.47	20,000.00	-2,802.53	85.99%
Admin	1,372.21	1,500.00	-127.79	91.48%
Entertainment	644.86			
Professional Conv Services	2,040.00	2,200.00	-160.00	92.73%
Mailing	862.50	1,200.00	-337.50	71.88%
Supply/Labels	811.16	750.00	61.16	108.16%
Total Annual Meeting	59,128.32	78,825.00	-19,696.68	75.01%
Membership				
Assn Software	1,925.00	2,100.00	-175.00	91.67%
SEFM Forum Dues	500.00	500.00	0.00	100.0%
Membership - Other	538.84	1,000.00	-461.16	53.88%
Total Membership	2,963.84	3,600.00	-636.16	82.33%
MAFP Foundation Contribution	6,292.10	4,500.00	1,792.10	139.82%
Board/Committees	3,407.20	3,500.00	-92.80	97.35%
Travel				
Mileage	32.13	150.00	-117.87	21.42%
Travel - Other	16,769.98	25,000.00	-8,230.02	67.08%
Total Travel	16,802.11	25,150.00	-8,347.89	66.81%
Legislative				
Travel	2,152.41	2,000.00	152.41	107.62%
Total Legislative	2,152.41	2,000.00	152.41	107.62%
Maryland Family Doctor				
CME Quiz Fee	1,500.00			
CME Fee	2,500.00	1,500.00	1,000.00	166.67%
Mailing	3,901.28	4,000.00	-98.72	97.53%
Maryland Family Doctor - Other	86.73			
Total Maryland Family Doctor	7,988.01	5,500.00	2,488.01	145.24%
PR/Marketing	0.00	200.00	-200.00	0.0%
Rural Health	0.00	200.00	-200.00	0.0%
Salary				
Bonus	5,114.00	5,114.00	0.00	100.0%
Pension	10,226.20	10,225.00	1.20	100.01%
Salary-Barr	72,680.40	72,680.00	0.40	100.0%
Salary - Ellis	40,944.72	40,945.00	-0.28	100.0%
Total Salary	128,965.32	128,964.00	1.32	100.0%
Tax				
Real Estate Tax	1,517.45	800.00	717.45	189.68%
Payroll	10,422.08	12,000.00	-1,577.92	86.85%
Unemployment Tax	374.00	375.00	-1.00	99.73%
Property Tax	138.04	70.00	68.04	197.2%
FUTA	112.00	112.00	0.00	100.0%
Total Tax	12,563.57	13,357.00	-793.43	94.06%
Insurance				

Maryland Academy of Family Physicians

Profit & Loss Budget vs. Actual

November 2010 through October 2011

	<u>Nov '10 - Oct '11</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Employee Health Insurance	2,881.24	2,600.00	281.24	110.82%
Employee Life Insurance	379.00	380.00	-1.00	99.74%
Spectrum Insurance	2,450.84	2,375.00	75.84	103.19%
D&O Insurance	1,816.00	1,820.00	-4.00	99.78%
Total Insurance	<u>7,527.08</u>	<u>7,175.00</u>	<u>352.08</u>	<u>104.91%</u>
Rent/HVAC	22,565.96	22,400.00	165.96	100.74%
Office Equipment				
Computer	2,982.70	3,000.00	-17.30	99.42%
Postage Lease	624.00	625.00	-1.00	99.84%
Copier Lease	3,972.68	4,375.00	-402.32	90.8%
Office Equipment - Other	0.00	3,000.00	-3,000.00	0.0%
Total Office Equipment	<u>7,579.38</u>	<u>11,000.00</u>	<u>-3,420.62</u>	<u>68.9%</u>
Office				
Office Supply/Maint	5,430.37	8,000.00	-2,569.63	67.88%
Postage	516.46	600.00	-83.54	86.08%
Total Office	<u>5,946.83</u>	<u>8,600.00</u>	<u>-2,653.17</u>	<u>69.15%</u>
Accounting/Legal	2,225.00	2,200.00	25.00	101.14%
BGE	1,392.68	1,500.00	-107.32	92.85%
Telecommunications	6,926.58	7,000.00	-73.42	98.95%
Bank Debits				
Merchant Bill	2,164.93	1,650.00	514.93	131.21%
Total Bank Debits	<u>2,164.93</u>	<u>1,650.00</u>	<u>514.93</u>	<u>131.21%</u>
Professional Development	295.00	1,000.00	-705.00	29.5%
Misc	0.00			
Total Expense	<u>325,179.93</u>	<u>351,321.00</u>	<u>-26,141.07</u>	<u>92.56%</u>
Net Income	<u><u>46,174.34</u></u>	<u><u>9,829.00</u></u>	<u><u>36,345.34</u></u>	<u><u>469.78%</u></u>

MARYLAND ACADEMY OF FAMILY PHYSICIANS
 2010 ANNUAL ASSEMBLY & TRADE SHOW
 JUNE 23-JUNE 25, OCEAN CITY

FINANCIAL REPORT Final/ revised 9/6/11

<u>EXPENSES</u>			<u>NOTES</u>
FACILITY FEE	\$	22,656.00	
HOTEL ATTRITION	\$	-	
AV/ SERVICE	\$	8,415.00	equipment and technicians
FACULTY HONORARIA	\$	10,000.00	20x\$500 (3 decline)
FACULTY EXPENSES	\$	7,688.00	
CME ACCREDITATION FEE	\$	100.00	
TELECOM/GRAPHIC SERVICES	\$	1,710.00	brochure design/layout, eval form hosting, speaker presenta page design
PRINT/COPY/GRAPHICS	\$	320.00	onsite service
MAIL/POST/LBLS	\$	863.00	postcards
ADMINISTRATIVE	\$	1,060.00	committee expense, KAFP host, eval survey/Jalili, advance, staff travel
REFUNDS & 1ST TIME 20% DISC	\$	3,795.00	Exhibits x 4, Sample/Weller
SUPPLIES	\$	744.00	laneyards, folders, printer supply
TRADE SHOW	\$	-	
DECORATION	\$	-	
ENTERTAINMENT	\$	645.00	Guest hosting, Stream gift
TOTAL EXP	\$	57,996.00	
<u>INCOME</u>			
REGISTRATION # 116	\$	36,693.00	
EXHIBITS #23	\$	23,810.00	
EDUC GRANTS	\$	23,203.00	\$397 ref to Shire on reconciliation; \$2000 receivable from COPD Foundation
ADS	\$	(2,000.00)	COPD Foundation Grant
TOTAL INC	\$	81,706.00	
INC OVER EXP	\$	23,710.00	

2010 Annapolis/Westin	
TOTAL EXP	\$ 83,867.00
INCOME	
REGISTRATION # 121	\$ 29,916.00
EXHIBITS #20	\$ 20,780.00
EDUC GRANTS	\$ 46,900.00
ADS	\$ -
TOTAL INC	\$ 97,596.00
INC OVER EXP	\$ 13,729.00

2009 Ocean City/Clarion	
TOTAL EXP	\$ 61,856.00
INCOME	
REGISTRATION # 117	\$ 27,227.00
EXHIBITS	\$ 21,874.00
EDUC GRANTS	\$ 33,300.00
ADS	\$ 1,000.00
TOTAL INC	\$ 83,401.00
INC OVER EXP	\$ 21,545.00

2008 W. MD/Rocky Gap	
TOTAL EXP	\$ 79,114.00
INCOME	
REGISTRATION # 125	\$ 28,022.00
EXHIBITS	\$ 23,400.00
EDUC GRANTS	\$ 35,775.00
ADS	\$ 1,800.00
TOTAL INC	\$ 88,997.00
INC OVER EXP	\$ 9,883.00

2007 Annapolis/Sheraton	
TOTAL EXP	\$ 76,545.00
INCOME	
REGISTRATION # 157	\$ 37,713.00
EXHIBITS	\$ 28,440.00
EDUC GRANTS	\$ 54,937.00
AD	\$ -
TOTAL INC	\$ 121,090.00
INC OVER EXP	\$ 44,545.00

negotiated credit for bad service

2006 Ocean City/Conv Center	
TOTAL EXP	\$ 71,775.00
INCOME	
REGISTRATION # 154	\$ 35,531.00
EXHIBITS	\$ 16,000.00
EDUC GRANTS	\$ 47,700.00
ADS	\$ -
TOTAL INC	\$ 99,231.00
INC OVER EXP	\$ 27,456.00

Draft operating budget
(for vote) will be sent
via email prior to the
meeting or distributed
on site.

EXECUTIVE DIRECTOR'S REPORT

1 Developments Since the 8/14/11 Board Meeting

2 8/31 Letter of support (on file) for DHMH Oral Health Literacy project grant from the
3 DentaQuest Foundation (signed by Dr. Khanna).

4 9/8 Letter of support (on file) for MABGH application to NBCH grant for increasing physician
5 participation in NCQA Diabetes Recognition Program.

6 9/28 Participated in a CMS conference call discussing their Comprehensive Primary Care
7 Initiative. There will be much more information coming to light on this 4-year plan to increase
8 efficiency/payment in PC Practices. We will be working to assist members as learn more and
9 prepare to participate.

10 **10/3 RFP for Website Services sent with deadline of 10/15. Fees shared with Finance**
11 **Committee, included in draft budget. Staff recommendation is to proceed with one of two**
12 **identified vendors which have served other chapters.**

13 10/7 One of eight chapter execs selected by AAFP to participate in establishing questions for
14 AAFP's upcoming benchmarking study among chapters. The study will include chapter
15 operational and leadership aspects for comparison.

16 Request for Policy Review: Discounted Exhibit Fees for Non-Profit/Government Entities: MAFP
17 policy is to offer space at 1/2 fee for non-profit organizations and government agencies. One
18 state agencies has recently requested a continuation of gratis space (I took the liberty to grant
19 gratis status when there was a collaborative project between the agency and MAFP). I informed
20 the agency that MAFP would begin the institution of 1/2 fee but there is an expectation/request to
21 continue the gratis status (mea culpa). Staff requests that the Board discuss the policy and
22 change or reaffirm. **Recommendation: keep the policy and instruct staff to enforce the**
23 **policy in the future with no exceptions.**

24 10/27 Request to officers, directors, committee chairs, committee members for new/updated COI
25 forms.

26 10/31 Contributed to AAFP ANN for an upcoming article about individual FPs' experiences with
27 PCMH pilot projects.
28

29 Governance/Staffing/Administrative/Office/Activities/Projects/Announcements:

30
31 2012-11 MAFP staff performance evaluation and recommendations for 2011-12 process
32 outcome. Executive committee recommendation included in draft operating budget submitted by
33 finance committee. Included are staff base salaries, bonuses, health insurance, travel and
34 professional development. Regarding the latter two items, MAFP will cover expenses for both
35 employees to attend ALF in Kansas City and the COD in Philadelphia. MAFP will cover costs of
36 Phay's membership in and certification course offered by the Project Management Institute (PMI)
37 where completion can be transferred to college credit. Documentation was shared with the
38 Executive Committee in September and is available.
39

1
2 One of nine chapter execs drafting an AAFP survey to benchmark chapter activities in the areas
3 of operations, advocacy, communication, education. The survey will be sent to chapters in
4 January.

5
6 11/1 Will upgrade QBPro accounting software this month to 2012 version (currently using 2000
7 version). MAFP's accounting firm (KBSTM) will assist and train.

8
9 **Recommendation of Dr. Oquendo and staff on the agenda item of Board restructure: Agree**
10 **that the board structure should be amended and streamlined by**

- 11 **a. Keeping the geographic stipulation for the 4VPs only**
- 12 **b. Going from 8 to 4 directors**
- 13 **c. Using other criteria in nominating board members (eg. practice style, service to**
14 **MAFP, etc.)**
- 15 **d. Recommendation: rename "Nominations Committee" to "Leadership**
16 **Development Committee."**

17
18 Leadership/Representation of MAFP/Nominations

19 8/29 Board members Dr. Mozella Williams and Meghana Desale represented MAFP at a meeting
20 between AAFP and Sen. Ben Cardin. The purpose of the meeting was to present Mr. Cardin with
21 a FamMedPAC contribution check. The meeting afforded them the opportunity to convey to the
22 Senator Academy positions on various healthcare reform measures.

23 9/8 Participated in MAFP Leadership call with AAFP Delegates/Alternates. MAFP Board and
24 Committee members had been invited to participate. While sparsely attended (Dr. Mathias and
25 Delegates/Alternates), the discussion was lively and informative, providing delegates/alternates
26 with additional direction as they consider testimony and voting.

27 9/13 Dr. Pat Czapp represented MAFP at the MPCC meeting. Her report was sent to Board and
28 Legislative Committee on 9/15.

29 Dr. Niharika Khanna represents MAFP on the Maryland Cancer Collaborative (MCC). MAFP is
30 a corresponding member, receiving updates via email. The MCC which will work to implement
31 the Maryland Cancer Plan.

32 10/12 Drs. Jocelyn Hines and Niharika Khanna will be MAFP point persons for interaction with
33 the Horizon Foundation of Howard County's initiative to combat childhood obesity.

34 10/12 Dr. Pat Czapp appointed to the Subcommittee on Health Care Delivery Reform of the
35 Maryland Health Care Reform Coordinating Council

36 <http://www.governor.maryland.gov/ltgovernor/pressreleases/110711.asp>

37
38 10/14 Nomination packets sent to AAFP Committee on Screening for Dr. Pat Czapp for the AAFP
39 Commission on Governmental Advocacy and Resident Dr. Kate Jacobson for an appointment. We
40 have been notified that Dr. Jacobson was appointed to a one-year term on the AAFP Commission
41 on Quality and Practice.

42
43 10/14 Member Dr. Kim Herman (responding to a item in the October, E-Bulletin) will self-

1
2 nominate for the MD Council on Cancer Control.

3
4 11/1 Attended with Dr. Pat Czapp the MABGH (www.mabgh.org) annual meeting, "Innovations in
5 Healthcare Payment and Provider Perspectives" a very well-organized and informative meeting
6 with presentations by representatives from major health plans, hospitals, state rate-setting agency
7 (HSCRC) and providers. Dr. Czapp was the provider/physician presenter who gave a fact-filled
8 presentation about PCMH, along with anecdotal scenarios about some of the issues and challenges
9 PCPs face in their offices. MABGH Executive Director John Miller gave a presentation on the two
10 focus group sessions, co-coordinated by MAFP, on the topic of physician practice NCQA
11 certification (see pamphlet). Audience members were mainly MABG members, employers
12 (purchasers of healthcare). I believe everyone involved in the conference came away with good
13 information about the status of healthcare in Maryland, as well as an understanding of the projects
14 and perspectives of other stakeholders. MAFP has invited Mr. Miller and MABGH President
15 Allison MacKenzie to be our guests for the luncheon portion of our Feb 25th conference.

16
17
18 11/3-11/4 Dr. Donald Richter, member MAFP Rural Health Committee, attended the MD Rural
19 Health Association Annual Meeting in Ocean City

20
21 11/3-11/4 Dr. Pat Czapp attended the AAFP State Legislative Conference in Salt Lake City.

22 23 Membership Matters/Members

24 8/24 Staff participated in AAFP Chapter Webinar on Member Satisfaction/Value of Membership

25 8/31 Staff participated in AAFP Chapter Webinar on Member Communications

26 8/29 Signed joint AAFP/MAFP letter dropping Dr. Joshua Mitchell (MBP action to revoke)

27
28 9/13 During the 2011 AAFP COD in Orlando I was summoned by Membership Director Elaine
29 Conrad to discuss with her (she spoke with several chapter execs) chapter to chapter member
30 relocation. Each chapter has as members those who fail to relocate to the new chapter with
31 urging from AAFP. The MD chapter staff is working to understand the status of each individual
32 on the list of members. AAFP takes a soft approach to it's rule because it is sensitive to dues
33 paying members. They are seeking ways to decrease the numbers of members on the "yet to
34 relocate" list. For example, currently AAFP depends on members to inform the organization of
35 their changed address after which AAFP will initiate the relocation process. Some members do
36 not do this, wishing to remain a member of the "vacated" chapter for whatever reason. One
37 solution would be for AAFP to initiate the relocation, by "processing" the member once a new
38 address of work or residence is established. Ms Conrad will initiate a discussion at the January,
39 2012 meeting of the AAFP Commission on Membership the current and proposed member
40 relocation process. In discussion with Dr. Newmier on site, he expressed interest to learn how
41 MAFP leadership feels about MAFP members who live and work out of Maryland. I will share
42 thoughts on the matter with Ms. Conrad as directed.

43 - AAFP Bylaws (member must live or work in chapter of enrollment)

- 1
2 - MAFP Bylaws (adhere to AAFP stipulation; also stipulating that a member must have a
3 license in the state of enrollment). AAFP does not consider licensure as a stipulation for
4 chapter enrollment (the live/work stipulation being their only criteria for chapter
5 enrollment).

6 **Recommendation of Dr. Oquendo and Staff: Agree with AAFP staff's**
7 **recommendation to the AAFP Membership Commission that the AAFP initiate and**
8 **follow thru with the chapter to chapter relocation process. Comment: AAFP**
9 **determines chapters using live/work criteria. Our bylaws also require licensure (this**
10 **may need to be revised eg. a member who lives in MD but practices in DC may not**
11 **have a MD license). We may want to make a clarification in our bylaws.**

12
13 9/27 Asked to participate in call initiated by the Graham Policy Center on the topic of
14 Distressed Practice Environments. In preparation, an email was sent to MAFP leadership on
15 9/20 seeking input. Absent any responses, declined participation.
16

17 At the end of September, AAFP launched two Active member recruitment campaigns. Each
18 campaign will consist of a letter and two follow-up emails. The target audiences for the
19 campaigns are women between the ages of 30-40 and Best Prospect 4's who are 60 years of
20 age and younger. The campaign messages will focus on how AAFP membership can save
21 them both time and money. Also launched were two New Physician recruitment campaigns.
22 One campaign will target first-year New Physicians, while the other will target those who
23 have been out of residency between two and seven years.

24
25 10/4 As of this date MD has a 94% resident membership.
26

27 Invoices for the 2012 membership dues have been sent to 67,005 AAFP members. Below is
28 a breakdown of membership numbers: Active - 64,445 (This number includes 3,250 first-
29 year new physicians. Last year 62,722 Active invoices were created), Supporting non-FP –
30 162, Supporting FP – 158, International Student – 174, International - 1,274, Supporting FP
31 – 158, Inactive – 547, Life – 245

32 MD Chapter Breakdown as of 10/31: Active – 768, Inactive – 3, Life – 94, resident – 51,
33 Student – 248, Supporting (non-FP) – 4 Total - 1168

34
35 AAFP Chapter Update – 2011 Member Drop/Reinstatement Report **Attached #1**
36

37 10/6 Message from Dr. Doug Henley regarding a change in AAFP organizational structure:
38 I want to inform you that we have decided to consolidate the divisions of Membership
39 (Chapter Relations, Member Relations and Governance) and Member & Customer Service
40 (Contact Center and Workflow & Database Management). The two combined divisions will
41 now become the Membership Division and will be led by Elaine Conrad, effective
42 immediately. All five departments within the newly formed Membership Division will
43 maintain their current functions.
44

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3 Education
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5 2012 CME conference planning in process:

6 February 25: Selected Challenges in Primary Care, Hunt Valley Inn; materials posted, credit
7 application complete

- 8 - A total of \$47,500 in grant applications have been sent.
- 9 - 10/1 Sent promotion for Trade Show participants.
- 10 - Site visit planned in January

11 June 21-23: Essential Evidence 2012, Turf Valley Resort

- 12 - AAFP Representative TBD (requested pres-elect; Cain, board chair, Goertz, pres,
13 Stream; in that order)
- 14 - Invited Keynote Speaker, Dr. Nancy Nielson (CMS); Plan B Paul Grundy M.D.
15 (President PCPCC or Jeff Cain, M.D., AAFP Pres-Elect)
- 16 - AAFP Representative: President-Elect Dr. Jeff Cain

17
18 AAFP Foundation Grant for Diabetes (\$5000/chapter) for 2012 programs. This program is
19 designed for chapter annual meetings but I am trying to get this approved for MAFP's Feb. 2012
20 conference. Attached #2

21
22 Legislation/Policy/Advocacy

23 8/23 Letter to Rep Van Hollen (deficit reduction; posted at www.mdafp.org . Subsequently...
24 9/22 Meeting between AAFP/MAFP reps with Congressman Van Hollen's aide. Attending for
25 MAFP were Dr. Pat Czapp (MAFP Director, S. District) and Kate Jacobson (PGY II, FSHC;
26 member of MAFP Foundation Board). 9/28 Follow up meeting requested by Mr. Van Hollen.
27 Drs. Czapp and Jacobson represented MAFP along with a Van Hollen constituent member Dr.
28 Neil Siegel and AAFP Government relations staffers. Their reports sent previously.

29 9/19 Attended, along with Dr. Czapp the Governor's Workforce Investment Board's Summit
30 entitled "Preparing for Health Reform: Health care 2020" at the BWI Marriott. Report
31 submitted previously.

32 10/14 Signed onto the 2011 resolution of the MCHI to increase Tobacco Tax by \$1.

33 10/14 Letter to Sec. Sharfstein regarding Maryland's Health Benefits Exchange, with suggestions
34 and recommendations, sent to Health Secretary Sharfstein. Final version with AAFP input posted
35 at www.mdafp.org

36 10/14 Email to DHMH requesting a MAFP representative on an Insurance Exchange
37 subcommittee. Response pending.

38 10/27 The CMS Comprehensive Primary Care Initiative (CPCI ; multi-payer initiative between
39 public and private health plans to strengthen PC) has been announced. AAFP is drafting a letter
40 to local health plans urging participation. Some plans have shown initial reluctance.

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11/3 Participated in a PCPCC conference call to discuss the CMS CPCI.

Publications (electronic/print)/Public Relations

- *The Maryland Family Doctor* -- Fall, 2011 edition theme Women's Health was edited by Dr. Zowie Barnes. The edition is approved for (a record) 3 CME credits.
- The Fall, 2011 edition, theme Men's Health is being guest-edited by Dr. Jos Zebley.
- A meeting of the Editorial Board took place on 8/24 where the next production schedule and theme assignments were determined. Report in packet.
- The MFD project for the next two years is approved for 16 credits (estimate based on 2 per edition for the next 8 editions).

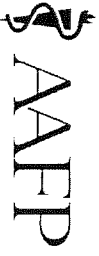
MAFP Foundation

Foundation Board of Trustees met on 10/18/11 **Attached #3**

Attached:

1. AAFP Chapter Update – 2011 Member Drop/Reinstatement Report
2. AAFP Diabetes Resource Grant Guidelines
3. Foundation Board Minutes 10/18/11

Submitted: Esther Rae Barr, CAE



AAFP Chapter Update

2011 Membership Cancellation/Reinstatement Report

**Includes total number of dues and cme. Members that need both are counted once in this total.*

Chapter	Total Segment of Members Affected*	2011 Final Notices 3/30/11		2011 Canceled 5/4/11		Cancel %	2011 Remain Canceled 5/31/11		2011 Remain Canceled 6/30/11		2011 Remain Canceled 7/31/11		2011 Remain Canceled 8/31/11		2011 Remain Canceled 9/30/11		Remaining Cancel %
		Total	CME and Dues	Total	CME and Dues		Total	CME and Dues	Total	CME and Dues	Total	CME and Dues	Total	CME and Dues	Total	CME and Dues	
Alabama	851	155	9	89	7	10.46%	70	5	59	5	54	4	50	4	49	4	5.76%
Alaska	293	35	2	24	2	8.19%	23	2	22	2	20	2	19	2	19	2	6.48%
Arizona	1060	193	5	100	2	9.43%	83	2	73	1	69	2	66	2	66	2	6.23%
Arkansas	833	131	7	86	4	7.92%	62	4	57	4	53	4	50	4	47	4	5.64%
California	5183	972	62	521	29	10.05%	450	27	397	24	375	27	360	25	348	25	6.71%
Colorado	1462	203	7	111	4	7.59%	94	4	86	4	75	4	69	4	67	4	4.58%
Connecticut	462	85	2	41	1	8.87%	35	1	31	1	28	1	24	1	23	1	4.98%
Delaware	248	32	2	13	1	5.24%	7	1	6	1	5	1	5	1	4	1	1.61%
District of Columbia	145	31	7	19	4	13.10%	16	4	15	4	14	4	14	4	14	4	9.66%
Florida	2713	571	38	291	21	10.73%	241	20	207	19	186	19	174	19	167	18	6.16%
Georgia	1499	304	13	136	8	9.21%	126	7	112	6	99	7	88	7	79	7	5.23%
Guam	25	2	0	0	0	0.00%	0	0	0	0	0	0	0	0	0	0	0.00%
Hawaii	266	50	3	17	1	6.39%	11	0	9	0	8	0	7	0	7	0	2.63%
Idaho	454	62	4	34	1	7.49%	31	1	27	1	26	1	24	1	23	1	5.07%
Illinois	2568	434	17	233	5	9.07%	203	5	176	5	158	3	145	3	143	3	5.57%
Indiana	1710	225	11	124	3	7.25%	104	3	93	3	86	3	74	3	72	3	4.21%
Iowa	1159	119	6	55	2	4.75%	47	2	43	2	40	2	39	2	38	2	3.28%
Kansas	1002	115	5	48	2	4.79%	42	2	37	2	35	2	33	2	32	2	3.19%
Kentucky	830	128	4	74	2	8.92%	60	2	51	1	48	2	42	2	41	2	4.94%
Louisiana	832	132	8	62	4	7.45%	57	4	51	3	49	3	46	3	43	3	5.17%
Maine	529	97	5	52	3	9.83%	50	3	41	3	38	3	37	3	36	3	6.81%
Maryland	757	134	7	57	2	7.53%	45	2	40	2	34	2	32	2	32	2	4.23%
Mass	956	155	6	82	1	8.58%	70	1	56	1	52	1	44	1	43	1	4.50%
Michigan	2006	326	11	180	9	8.91%	147	9	129	8	119	8	111	8	109	8	5.43%
Minnesota	2166	290	10	120	3	5.54%	104	2	91	2	81	1	77	1	68	1	3.14%
Mississippi	576	89	5	48	1	8.33%	34	1	31	1	26	0	21	0	21	0	3.65%
Missouri	1182	188	8	99	4	8.38%	87	4	78	4	75	4	69	3	67	3	5.67%
Montana	663	47	1	22	0	6.06%	14	0	13	0	13	0	12	0	10	0	2.75%
Nebraska	680	65	1	32	0	4.71%	28	0	25	0	22	0	20	0	20	0	2.94%
Nevada	350	61	3	29	2	8.29%	24	2	22	2	20	2	19	2	19	2	5.43%
New Hampshire	462	63	1	33	1	7.14%	25	1	21	0	19	0	19	0	18	0	3.90%

Chapter	Total Segment of Members Affected*	2011 Final Notices 3/30/11		2011 Canceled 5/4/11		Cancel %	2011 Remain Canceled 5/31/11		2011 Remain Canceled 6/30/11		2011 Remain Canceled 7/31/11		2011 Remain Canceled 8/31/11		2011 Remain Canceled 9/30/11		Remaining Cancel %
		Total	CME and Dues	Total	CME and Dues		Total	CME and Dues	Total	CME and Dues	Total	CME and Dues	Total	CME and Dues	Total	CME and Dues	
New Mexico	610	97	5	58	2	9.51%	50	1	41	1	39	1	35	1	35	1	5.74%
New York	2518	520	19	255	6	10.13%	217	6	196	6	180	6	167	5	158	5	6.27%
North Carolina	2259	314	2	72	1	3.19%	57	1	52	1	51	1	44	1	42	1	1.86%
North Dakota	281	45	1	19	1	6.76%	17	1	16	1	13	1	13	1	12	1	4.27%
Ohio	2489	354	23	187	7	7.51%	164	7	147	7	137	7	127	6	123	6	4.94%
Oklahoma	832	128	7	85	3	10.22%	75	3	69	3	67	3	59	3	57	3	6.85%
Oregon	1244	153	7	76	3	6.11%	64	3	57	2	53	2	50	2	49	2	3.94%
Pennsylvania	3072	442	23	236	10	7.68%	208	10	185	10	174	8	163	8	157	7	5.11%
Puerto Rico	206	56	6	37	5	17.96%	34	4	29	4	29	4	28	4	28	4	13.59%
Rhode Island	176	25	1	15	0	8.52%	12	0	12	0	11	0	11	0	10	0	5.69%
South Carolina	1080	183	5	78	3	7.22%	59	3	48	3	47	3	45	3	44	3	4.07%
South Dakota	304	37	3	16	1	5.26%	14	1	13	1	12	1	12	1	12	1	3.95%
Tennessee	1397	185	7	102	7	7.30%	82	7	68	7	66	7	61	7	60	7	4.34%
Texas	4233	668	35	339	16	8.01%	291	16	244	14	228	14	217	14	205	14	4.14%
Uniformed Services	3566	254	7	151	6	4.23%	139	6	117	5	108	6	103	5	101	5	2.74%
Utah	618	65	3	35	2	5.66%	28	2	22	2	19	2	18	2	17	2	2.77%
Vermont	239	30	2	10	1	4.18%	6	1	5	1	5	1	4	1	4	1	1.67%
Virgin Islands	14	3	0	1	0	7.14%	0	0	0	0	0	0	0	0	0	0	0.00%
Virginia	1897	276	19	153	9	8.07%	132	9	105	8	101	8	93	8	91	8	4.80%
Washington	2182	322	19	160	10	7.33%	128	9	110	8	103	8	92	8	88	7	4.03%
West Virginia	526	89	0	54	0	10.27%	45	0	35	0	34	0	30	0	28	0	5.32%
Wisconsin	1913	233	10	113	7	5.91%	100	6	88	6	77	5	74	5	66	4	3.45%
Wyoming	189	35	0	15	0	7.94%	12	0	10	0	9	0	9	0	9	0	4.76%
Foreign		421	3	309	2		289	2	278	2	247	2	241	2	233	2	
Canada		71	4	51	3		47	3	45	3	45	3	45	3	43	3	
AAFP		10460	481	5441	234		4660	222	4089	206	3780	205	3531	199	3397	195	

*Total number taken from February 2011 month end numbers (active, inactive, and supportings)



DIABETES RESOURCE AND EDUCATION MEETING KIT GRANT GUIDELINES

PROGRAM DESCRIPTION

The Foundation will provide a \$5,000 grant to each AAFP Constituent Chapter or Chapter Foundation to implement at their annual meetings a turnkey educational program to help improve the management of patients with diabetes. The program encompasses a comprehensive set of educational resources and exhibit materials designed to provide diabetes education to family physicians and the patients they serve.

GUIDELINES

- One-time grants in the amount of \$5,000 are available to all Constituent Chapters or Chapter Foundations.
- Grants will be used to host an exhibit (or panel discussion), during the AAFP Constituent Chapters' annual meetings, on the management of diabetes.
- The AAFP Foundation will provide a customizable Meeting Kit at no additional cost to support the exhibit or panel discussion.
- The kit, developed by the Foundation and a family physician advisory panel, will contain:
 - Slide deck containing current diabetes guidelines and other resources for patients and physicians on the diagnosis and management of diabetes, such as:
 - AAFP Patient Centered Medical Home (PCMH) resources
 - AAFP Peers for Progress existing materials and website links
 - NCQA Diabetes Recognition Program (DRP) Resources
 - Poster
 - Ad slick that can be modified for chapter newsletters
 - Evaluation Forms
 - AAFP Patient Education Materials from *familydoctor.org*
- Constituent Chapters for Chapter Foundations are encouraged to have a family physician, patient, or diabetes educator at the exhibit or during the non-CME panel discussion.
- Constituent Chapters or Chapter Foundations will receive 50% of the grant funds no more than one month before the meeting date and the remaining 50% within 21 days after all required follow-up materials are received.
- Within 21 days following the annual meeting the Constituent Chapters or Chapter Foundations will provide the AAFP Foundation the following information:
 - Convention Kit Evaluation Forms
 - Additional information that may be requested pertaining to the annual meeting or convention kit.

*Support for this program is made possible by the AAFP Foundation,
through a grant from sanofi-aventis U.S. Inc.*

MINUTES

CALL TO ORDER

President Joseph P. Connelly, M.D., announcing that upon notice being given, called the meeting to order at 6:30pm

Officers and Trustees Present: Richard Colgan, M.D.; Kevin S. Ferentz, M.D.; Katherine J. Jacobson, M.D., (FSHC PGYI); William P. Jones, M.D.; Sara L. Martin (Boehringer Ingelheim); Eugene Newmier, D.O.; Yvette Oquendo-Berruz, M.D., Hunter Spotts, M.D.; Mozella Williams, M.D.; Esther Rae Barr, CAE,

Officers and Trustees Absent: Charles P. Adamo, M.D.; Janna Becker (UM MS III), Michelle A. Cardona, M.D.; Julio Menocal, M.D.; Robert Paff (Integrated Benefits Corp.)

Guest Present: Meghana Desale (JHU MSIII)

Staff Present: Barr

Previous Meeting Minutes, 7/20/11: **Upon proper motion, second and vote, the minutes were accepted as written.**

STRATEGIC/ACTION ITEMS

Treasurer's Report

Dr. Ferentz presented fiscal 2011 YTD financial reports, including the quarterly J&J report (down 5% from last quarter report). He highlighted the balance sheet with assets up 120% over same period last year. He presented a year to year (1988-2010) total assets chart (on file). *Addendum: a draft operating budget for fiscal 2012 will be prepared and submitted to the Board for vote at the January meeting.*

Executive Director's Report

Highlights/Emphasis:

1. Student testimonials from the 2011 FCT and the 2011 NCMS appear in the Fall, 2011 edition of the MFD publication.
2. No board member expressed interested in being nominated for the AAFP Foundation Board this year.
3. The AAFP Foundation will make available to chapters/chapter foundations a one-time grant of \$5000 for diabetes education. The grant process is TBD.
4. Trustee Dr. Kate Jacobson has been nominated by MAFP for a resident AAFP committee appointment. Result TBD.
5. Inserts highlighting the Foundation (on file) were sent to AAFP for inclusion in MD-AFP member dues bills.

New Items for Discussion and/or Vote

1. **After discussion, proper motion, second and vote, the MAFP Foundation will contribute \$1000 to the 2011 NE Regl STFM meeting in MA. In addition, future MAFP budgets will include a \$1000 line item for the annual NE Regl STFM conference.** *Addendum: With the conference start date of 10/21/11, and one or both students identified at the meeting are able to attend, part of the funding will go directly to them with the balance to FMEC. If no additional*

MD students can attend, a check will be sent to FMEC after the conference. Mrs. Barr notified FMEC of this development.

2. After discussion it was determined that a *Celebrate the Foundation!* segment will be included in the luncheon schedule for the MAFP Winter Conference on 2/25/12. Dr. Jacobson, Ms. Desale and possibly others will plan and coordinate the segment. There was agreement that an announcement should be made, at some point during the presentation, as a few individuals failed to meet their pledge commitments made during the 2011 event, that only those willing to contribute should make pledges. Pledge forms will be on display at the luncheon tables.
3. After discussion it was determined that a email appeal will be sent to MAFP members before January 1. Mrs. Barr will draft the appeal document and staff will investigate online options for acceptance/deposit of donated funds.

UPDATES

1. Ms. Desale recapped Primary Care Week activities at JHU.
2. Student and Student/Resident Interactions and Initiatives: discussions have begun and will be ongoing among the student/resident groups. TBD will be the roles, in support of any resulting initiative (s), of the Foundation and MAFP.
3. The drafting of a promotional piece/marketing brochure will begin. Ms. Martin volunteered to initiate the project with a preliminary draft.
4. Congratulations to Drs. Colgan and Williams: Richard Colgan, M.D, associate professor, and Director of Medical Student Education, Department of Family and Community Medicine, Linda Lewin, M.D. associate professor, Division Chief of Pediatric Education Department of Pediatrics and Nikkita Southall, assistant professor, Director of Ambulatory Education, Department of Internal Medicine were awarded a five year, \$ 878,000 HRSA Grant to start a Primary Care Track for UMSOM medical students. Dr. Colgan is the Principle Investigator of the grant and Dr. Mozella Williams, assistant professor, and Assistant Director of Medical Student Education, Department of Family and Community Medicine will serve as the Health Community Health Relations Coordinator. The project titled “ Early and Continued medical Student Experience with Primary Care Physicians, the Patient Centered Medical Home and Care for the Underserved in Maryland will create a new Primary Care Track as a collaborative program of the Department of Family and Community Medicine, Internal Medicine, and Pediatrics. Its focus will be to introduce all students to primary care role models early in medical school, and to offer a longitudinal experience in primary care in underserved communities to interested students, with the intention of increasing the number of UMSOM medical students who choose primary care careers in these communities.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:45pm.

Next Meetings:

Winter, 2012:	Wednesday, 1/18 Teleconference	7:00-8:00pm
Spring, 2012	Tuesday, 4/17 MAFP Office	6:30-7:30pm (dinner)
Summer, 2012	Wednesday, 7/18 Teleconference	7:00-8:00pm
Fall, 2012	Tuesday, 10/16 MAFP Office	6:30-7:30pm (dinner)

Esther Rae Barr, CAE, Secretary/Trustee

NEW ITEMS



MARYLAND ACADEMY OF FAMILY PHYSICIANS

ABLE, RESPONSIVE FAMILY PHYSICIANS SERVING THEIR COMMUNITIES

Website Re-Design and Management Services Request for Proposal

Date: October 3, 2011

Submission Deadline: **Friday, October 14**

Contact: Phay Ellis-Goods, pellis@mdafp.org, 410-747-1980

The Maryland Academy of Family Physicians (MDAFP) seeks professional services to redesign, train staff and assist with management of its website (www.mdafp.org) and is requesting a proposal from vendors who are interested in taking on this project.

MDAFP, the state chapter of the national American Academy of Family Physicians, is the largest professional medical specialty society in Maryland. Its 1200+ members are practicing family physicians, family physicians in training and medical students. The MDAFP works to preserve and promote quality, cost effective health care. It promotes the science and art of Family Medicine and works toward providing Marylanders with well-trained family physicians who render the highest quality care for their patients. The Academy provides advocacy, representation and leadership for the specialty of Family Medicine. It exists to support the professional needs of its members as they serve their patients. The Mission of the MAFP is "to support and promote Maryland family physicians in order to improve the health of our State's patients, families and communities. Our tag line is "Able, Responsive Family Physicians Serving Their Communities."

Our website is a powerful source of information for our members and other "publics." We use our website to promote, and update member information, upcoming events, publications/newsletters and current events. We are also using the site to market and manage our conferences, using interactive materials such as brochures and registration materials, as well as posting speaker presentations, faculty materials, etc. We seek increased interactivity with future projects such as educational offerings, webinars and conference services. We would seek guidance in that regard, as well.

Eugene J. Newmier, D.O.
President

Yvette Oquendo-Berruz, M.D.
President-Elect

Christine L. Commerford, M.D.
Treasurer

Kisha N. Davis, M.D.
Secretary

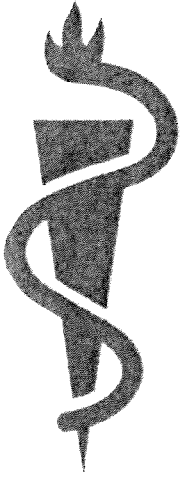
Yvette L. Rooks, M.D.
Immediate Past-President

Esther Rae Barr, CAE
Executive Director

Please review our current website and, if interested, submit your proposal by the noted deadline. Certainly, contact our office via phone 410-747-1980 or email at info@mdafp.org if you have questions. Information to be included in the proposal are samples of work, references, suggestions and ideas for new website. Also, include all fees for website creation, maintaining and updating site and staff training hours. We will confirm receipt of the proposal and inform you of next steps.

Thank you for your interest and consideration of this RFP. We look forward to your new exciting creative ideas.

UPDATES



MARYLAND ACADEMY OF FAMILY PHYSICIANS

ABLE, RESPONSIVE FAMILY PHYSICIANS SERVING THEIR COMMUNITIES

**MAFP Editorial Board
The Maryland Family Doctor (MFD)
Meeting Report
August 24, 2011, 6:00-8:00pm**

The meeting, was called to order by Editor In Chief Dr. Richard Colgan.

Edition Editors Present: Drs. Zowie Barnes, Pat Czapp, Joyce Evans, Joseph Zebley
Resident Editors Present: Drs. Ryane Edmonds (UM) and Jessica Stinnette (FSHC)
Edition Editors Not Present: Drs. Jasmine Gatti, Trang Pham, Tracy Wolff
Contributor Present: Dr. Matthew Hahn (MDTech)
Staff Present: Esther Rae Barr (managing editor)

Production Matters Reported by Managing Editor:

1. MAFP has contracted with Publishing Concepts, Inc (in AR) beginning with the Summer, 2010 edition. She reported favorable results (quality product, cost savings, professionalism) and a projection that the relationship will continue. She distributed the advertising rate sheet (on file).
2. Application to AAFP for continued CME accreditation will be submitted in the Summer, 2011. The application fee is approximately \$2,500 for 8 editions, each with 2-years of CME eligibility.

Editorial Matters:

1. There was discussion about the position of Resident Editor, the result of which was to proceed with flexibility. One or both current resident editors will write a CME article in each edition. In addition, each editor will submit residency program updates for publication.
2. The Protocol for Authors document was discussed. The document will be updated to reflect pertinent items from this meeting.
3. MDTech Series: Dr. Hahn indicated that he is willing/able to continue the series in the foreseeable future. He was asked to provide as far-reaching of a projection (map up) as possible for edition editors' information. Topics suggested were continuation of updates on EMR and MU, as well as patient portals, social networking, etc. *Addendum: Dr. Hahn indicates: The nature of the EMR/technology field is currently so fast-moving that I wouldn't want to predict what will be happening in 6 months. I do think that my next article will focus on the Maryland Health Information Exchange (HIE), which is recently operational...*
4. Other possible series (shorter articles up to 500 words): The group discussed and indicated desire to include other informational series in the publication, eg. legislative/health reform (Czapp), PCMH (Khanna), residency program reports (resident editors/PDs). With the limit of 32-pages (including advertising), the inclusion of 2 or more regular/intermittent informational/timely series may diminish

the number of CME articles possible. Mrs. Barr stated that the MAFP Board had previously directed a minimum of 1 credit per edition (2-3 articles and quiz) which would be sufficient to assist members wishing to meet the MAFP CME credit requirement through the MFD. It was determined that with the number of articles needed to comply with the Board's directive, there would be space in each edition for additional series. Editors and managing edition will be tasked with obtaining such articles.

5. The following segments will continue: president's message, executive director's message (space allowing), editorial, membership news, foundation (intermittent), CME promotions, calendar, etc.

Upcoming Editions/Editors/Themes - The following schedule was drafted:

<u>Edition</u>	<u>Editor</u>	<u>Focus Theme</u>	<u>Series (confirmed or possible)</u>
Fall	2011 Barnes	Women's Health (in production)	MDTech
Winter	2012 Zebley	Men's Health	MDTech Health Reform (Czapp/Verna report) Practice Management PCMH (Khanna?) Regional Updates (by county?) FQHCs Residency Program Updates (RPU)
Spring	2012 Evans	Infectious Disease	“
Summer	2012 Zebley	Long Term Care	“
Fall	2012 Edmonds Barnes	Dermatology	“
Winter	2013. Stinnette	Nutrition	“
Spring	2013 Colgan	Healthcare Disparities	“
Summer	2013 Pham	TBD	“
Fall	2013 Zebley	CV Health	“
Winter	2014 Czapp	Healthcare Reform	“
Spring	2014 Evans	Transplant Medicine	“
Summer	2014 Gatti	Updates in Geriatrics <u>OR</u> Translational Medicine: Merging Research into Clinical Practice	“

Other

- MAFP members will be updated about the draft production schedule (editions/themes) and asked to submit ideas in a “you pick the theme” promotion in a future edition of the E-Bulletin.

- Mrs. Barr distributed AAFP's document *Chapters Offering CME in Journal* (on file) which discusses possible additional requirements for accredited providers of journal CME. Currently informational. She will keep leadership updated on any developments. No need for procedural change at this time.
- Mrs. Barr indicated that she will recommend to the finance committee an anticipated expenditure of \$4000 (to cover postage) for the next fiscal year.
- Dr. Colgan indicated his desire, at some point in the future (through the course of the production schedule above), to step down from the position of MAFP Editor in Chief. He offered the opportunity for any interested member of the Editorial Board to come forward and to contact him.

Next Meeting: subsequent meetings will occur as needed via telephone conference call. The next in-person meeting will be scheduled for the Spring or Summer of 2014.

ERB