ASSOCIATION OF FAMILY MEDICINE ADMINISTRATION
ANNUAL BUSINESS MEETING
Sheraton Kansas City Hotel at Crown Center
Kansas City, Missouri
April 3, 2016

CALL TO ORDER
Star Andrews, President of the Association, called the Annual Business Meeting to order at 4:16 p.m. Ms. Andrews welcomed attendees to the meeting and thanked everyone for attending.

APPROVAL OF THE MINUTES
The minutes of the 2015 Annual Business Meeting, held on Saturday, March 28, 2015, were reviewed. The motion for approval of the minutes was set forth by Cynthia Profera and seconded by Lisa Marquise. Motion carried.
Ms. Andrews thanked the Physician Advisors for their assistance and contributions to AFMA – Gregory Blake, MD, John Bucholtz, DO, William Geiger, MD, Stan Kozakowski, MD and Eric Skye, MD.

Ms. Andrews reported on AFMA’s collaborative efforts during 2015-16. Ms. Andrews reviewed each committee’s report and accomplishments and asked that all committee members stand at the mention of their name.

NOMINATIONS for BOARD OF DIRECTORS
The Nomination Committee’s proposed slate of candidates were introduced. They included Leigh Ann Gabriel (4-year term), Erika Robinson (2-year term), and Melissa Yeager (4-year term). Additionally, due to unforeseen circumstances, Ms. Andrews will not be able to fulfill her past-president year; therefore, Ms. Blackburn will remain on the AFMA board for one additional year. Ms. Andrews called for a motion to accept the slate of candidates for election to the AFMA Board of Directors. The motion was set forth by Cheryl Haynes and seconded by Gina Silvey. **Motion carried.**

SPECIAL RECOGNITION
The following departing Board members were recognized and presented with a plaque:
- Cynthia Profera served AFMA for 2 years as: RAD Workshop Committee Chair and Information Exchange – Media Chair
- Gina Silvey returned to the AFMA board for the last 8 months to fulfill a vacated position by the Treasurer

Ms. Andrews introduced the incoming President, Eileen Morroni, who presented Ms. Andrews with a plaque for her service as AFMA President.

Ms. Morroni presented her vision for the next year as AFMA’s new president.

BUSINESS MEETING ADJOURNMENT
Being no further business, Ms. Andrews asked for a motion to adjourn. Debbie Blackburn put forth the motion and it was seconded by Diana Davila. The Association of Family Medicine Administration Annual Meeting was adjourned at 4:54 p.m.

JANE ALLISON LECTURESHIP
Lisa Marquise, Residency Education Symposium (RES) Program Planning Committee Chair, introduced the keynote speaker, Mitch Holthus who presented “Winning and Losing – A Different Perspective.”

Respectfully submitted,

Cristin Estes
AFMA Executive Secretary
Nominating Committee Recommendations
for New Board Members to the
Association of Family Medicine Administration

The AFMA Nominating Committee proposes and recommends
the following to become Board Members of AFMA:

Caren Bachman (3-year term; filling vacated position from 8/2016)
Tina Krajacic (4-year term)
Jenny Wilson (2-year term; filling vacated position from 4/2017)

Caren Bachman

I cherish the memories that I have from serving on the board the first time and am deeply honored
to have been nominated to serve again. I enjoyed serving on the web, membership & marketing,
RAD mentoring committee and being the treasurer. The growth that I gained from being on the
board certainly helped me in my professional development here at Smoky Hill.

I come from a very unique program and have been at Smoky Hill for 20+ plus years. I started out
working at the front desk and loved my interaction with the patients. Then I became the
supervisor, and that certainly led me to policies, procedures and learned to continually look at the
bigger picture. We became a FQHC about ten years ago, I was lucky to be in on this process from
the beginning. Community surveys, HRSA, rural scores, federal government agency meetings, etc.
etc. This whole process was certainly daunting at times but the end result has been a tremendous
success, for our patients, community and employees. Now I am the Program Manager (had a title
change a year ago) and have been in this position for 15 + years. I LOVE IT....every day is
different. I get to have fun every day and hang out with doctors who save lives and take care of
the patient. I get to tell medical students all that we do here and talk to new people all the time. In
all seriousness – I don’t go to work. I go to play.

I left the program for 18 months and during that time I took care of my mom who had Alzheimer’s.
It is a horrible disease, yet I continued to look for the positive things that my mom and I could
contribute to each other. I was also diagnosed with breast cancer during my two years away. Not
really a fun time in my life but one that I embraced with humor, strength and determination. These
two events are instrumental in how I live my life today. Be kind, love, smile, shed tears when you
want to and be honest to yourself and others. I am very open about my life journey. I believe this
openness helps me here at the residency in the way that I interact with residents, faculty, staff,
patients and even strangers. EVERY ONE of us is going through something. I try to remember this
during the various conferences that I attend and the boards and committees that I serve on. It has
given me a new understanding and acceptance of things I might have considered odd or weird.

If I get approved to serve on the board, I believe I will bring history to the board, honesty, humor
and a voice for our members. I love networking, mentoring and just plain talking and getting to
know others.

Thank you for this wonderful nomination.
I was born in a small rural town in central Pennsylvania. I am the second born of seven children and completely enjoy being surrounded by a large family. During the last two years of high school I also attended The Greater Altoona Career and Technology Center where I received a two year Associates/Certificate in Accounting and Distributive Education. I have also attended Strayer University where I have taken on additional accounting courses. I have been a Notary Public for the state of Virginia for almost 17 years. In 1998 the decision was made to move to Virginia, where my family continues to reside. In 2007, I became a part of the Valley Health team as an Administrative Associate on MSU/ICU and then as the Staffing Coordinator for Warren Memorial. I took on the role of Residency Coordinator in November of 2011. I have over 9 years of experience working in the medical field of which 7 years is in the medical education field. I am currently the Coordinator of the Shenandoah Valley Family Practice Residency Program in Front Royal, Virginia. I oversee the residency program's resident physicians and coordinate the day-to-day operations of the educational and administrative aspects of the program. I am currently an active AFMA member on the Mentoring Partnership Committee.

On a more personal note, I have been married for over 28 years to my husband John. We have two grown children, son Michael (27), and daughter Kalyne (25). My daughter and son-in-law have blessed the family with three beautiful grandchildren, Elijah (5), Zachary (3) and Mahala (18 months). Outside of family time, I am active in my church as the Financial Secretary. I also enjoy singing in the choir and as a soloist, and working with the Ladies Ministry. I truly love spending quiet time with family and friends.

Jenny Wilson

I grew up in rural south-central Montana and chose to attend the University of Montana in hopes of becoming the first person in our family to obtain a college degree. After achieving my goal, I was hired by the University of Montana College of Health Professions and Biomedical Sciences, becoming the Dean’s Assistant shortly thereafter. In 2010, the college became involved in the creation of the first family medicine residency in Western Montana; the second residency program in the state. Given my rural roots, I was excited to learn that the program’s mission would be to train family physicians to practice in rural and underserved Montana.

I was fortunate to be selected to become the Program Coordinator for the new Family Medicine Residency of Western Montana and started on July 1, 2012 prior to the program receiving ACGME accreditation, and a year before our first class of 10 residents matriculated. Much has happened in
the past four years, including ACGME and AOA accreditation, ACGME Osteopathic Recognition, and the graduation of our first class.

A majority of our program’s success can be attributed to the support and resources provided by other family medicine program administrators and directors; both in our University of Washington network and around the country. I have eagerly attended many of the annual Residency Program Solutions and Residency Administrative Development workshops and have given presentations at PDW and RPS.

Helping to start a program in the midst of major changes in accreditation requirements and Milestones implementation has given me a unique perspective. I also very much enjoy being able to help other administrators and find it particularly rewarding when I am able to find unique approaches to solving problems.

I would be honored to be elected as an AFMA board member and feel that this is a fantastic opportunity to help shape our profession in what is the ever-changing landscape of family medicine administration.
Association of Family Medicine Administration

AFMA President’s Report 2016-2017
Eileen Morroni, C-TAGME, President
March 2017

The Association of Family Medicine Administration was created to facilitate professional growth and development for Family Medicine coordinators and administrators. AFMA is dedicated to providing its membership the leadership tools needed to enhance administration of Family Medicine Residency Training Programs in the changing environment of health care and graduate medical education.

On behalf of the Association of Family Medicine Administration Board of Directors, I am proud to present AFMA’s 2017-2018 Annual Board Report. The achievements of each committee are a reflection of the hard work of AFMA volunteers who are committed to Family Medicine education.

The second New Coordinator Workshop will be held on Thursday, March 23, 2017. This workshop is specifically for Family Medicine Residency Coordinators and Administrators who have been in their role for two years or less. As last year, the workshop has been limited to 65 participants and all seats will be filled. The presentations will be given by the Board of Directors and will cover ACGME accreditation, family medicine specific requirements, ABFM/RTM requirements, as well as organizational skills and professional development. Two free follow up webinars will also be available to the attendees in April.

AFMA’s RES Program Planning Committee was responsible for soliciting proposals for presentations at PDW and RPS. This year, they submitted 26 proposals for consideration and 17 were accepted for presentation. The Committee also selected Laura McCray, MD as the speaker for the Jane S. Allison Lectureship at our Annual Business Meeting. She will present an interactive session titled “Burned Out? Tools for Promoting Wellness for Program Administrators.”

The RAD Workshop Committee organized two educational opportunities at NCFMR. Lisa Ann Roura, BS, TAGME and Mikell Chatham, BSBA, MPH hosted “Recruitment Tips and Tricks” and Tina Krajacic, AA and Melissa Yeager, MBA, TAGME hosted “Coordinator Burnout.”

The full-day RAD Workshop is scheduled for Friday, March 24, 2017. The committee developed this year’s program based on the feedback from evaluations completed by our members last year. Louie Ling, M.D., Senior VP – Hospital-Based Accreditation, ACGME, will present “Trends at the ACGME (Where Are We Going Anyway?)” Several presentations of interest to AFMA members will follow. This year a table topic networking lunch is also included in the RAD program. A Panel Discussion and Q&A Session is scheduled for Saturday, March 25, 2017 from 10:15 AM to Noon. New Coordinator Workshop attendees are also invited to attend this additional learning and networking opportunity.

The Audio and Web Conferencing Committee provided five webinars over the year that were free of charge for our members. Additionally, a Chat Forum was held this year to provide members an opportunity to participate in an informal discussion on the topic of “Interview Season.”

The Strategic Planning Committee monitored the progress of items on the existing Strategic Plan. Significant progress was made including offering the Jackie Durrett Memorial Scholarship which provided funds to one AFMA member to attend the New Coordinator Workshop and to one member to attend the Residency Administrative Development Workshop. Development of the 2017-18 Strategic Plan was discussed at the Winter Board Meeting and short and long term goals were identified.
AFMA Bylaws were reviewed and there were no changes required at this time.

In compliance with the AFMA Bylaws, the Nominating Committee chair solicited nominations from the membership to fill the open positions on the AFMA Board of Directors. The nominees will be voted on by the AFMA membership at the Annual Meeting on Sunday, March 26, 2017. An additional vacancy occurred when one board member accepted a different position at her institution and resigned from the Board. Since other board members offered to take on the responsibilities of that committee through the end of this term year, it was decided to fill that position with an alternate in March 2017.

The Membership and Marketing Committee reported an increase in membership for another consecutive year. The committee did an excellent job reaching out to AOA residency programs since those coordinators will be in need of training regarding ACGME accreditation requirements. In addition to this, the committee focused on marketing and member recognition. A T-shirt with a message specific to AFMA and residency coordinators was designed and will be available for sale at the AFMA Booth during RES. The committee also planned for a small appreciation gift to be included in member welcome and renewal letters. Another activity of the committee was to survey Program Directors to gauge their knowledge of AFMA and the benefits available to their program coordinators. This led to the development of a poster presentation that will be displayed at RES.

The Mentoring Committee focused on a training module to support our mentors. The committee developed the “AFMA Guidebook for the Successful Mentor.” The Guidebook addresses the foundation of successful mentoring partnerships, provides some structure for developing partnerships and includes specific resources for the mentor to use to enhance their effectiveness. The Guidebook was distributed to all current mentors in February and will be provided to each new mentor when assigned a mentee going forward. The Mentoring Committee also created and distributed a survey to assess the effectiveness of the program. Feedback from the survey will be provided to the upcoming Chair of the Committee.

The Information Exchange – Media Committee continues to provide AFMA members with a quarterly newsletter that shares timely information regarding AFMA, evolving areas of interest in GME, timelines, and upcoming events. The Committee will continue to encourage article submissions from the AFMA membership and has set a goal of increasing these submissions by 15%.

The Information Exchange – Website Committee has increased AFMA’s Facebook presence and posts acknowledgements, reminders of important upcoming dates and deadlines specific to residency administration, webinar dates, and information regarding other AFMA events on a regular basis. The “Member Resources” and “Shared Documents” sections of the website were reviewed and updated as necessary.

The TAGME Family Medicine Review Board Committee stayed current with and informed the AFMA board members of significant changes that occurred over the last two years. TAGME is realigning its board of directors to be more inclusive of certified administrators and coordinators to help ensure that as board terms end, trained members can serve in those positions. TAGME will vote on specialty certification in August 2017 and until that decision is finalized, AFMA’s TAGME committee will be dissolved.

The Fundraising Committee chose marketing merchandise while continuing to consider cost and quality of those items. Proceeds from the sale of AFMA promotional merchandise last year funded the establishment of the Jackie Durrett Memorial Scholarship Program. Last year’s T-shirt will be sold again this year with additional color options. A fleece blanket in a variety of colors with the slogan “Family Medicine – We’ve got it all Covered” will also be sold. All items will be sold for $15.00.

The AFMA Board maintains the philosophy to be fiscally responsible and remains fiscally sound, reporting a comfortable balance in our checking account, savings account and CDs. We continue to retain the services of Miller Management to assist with our financial record keeping.

It has been an honor to be a part of the AFMA Organization. We represent a diverse group of professionals who strive to understand the continuing changes in the healthcare environment. Our desire is to see each of our members excel in their positions and to provide them with the tools and knowledge they need to be successful in their roles. The strong support of our partner organizations and the collaborative spirit of our membership contribute to our continued success.
Goals and Objectives:

1. Review of AFMA Bylaws
STATUS: AFMA Bylaws were reviewed and there were no changes required at this time. Revision of the bylaws to create a more easy to interpret document was included in the 2016 Strategic Plan. Upon investigation, it was determined that the time and expense involved in this project would not provide a significant benefit to our members. We will continue to use the existing bylaws as they meet the needs of AFMA as well as accepted corporate standards.
Committee Members: This is a closed committee consisting of members of the current AFMA Board of Directors. Members this year were Debbie Blackburn-Chair, Eileen Morroni (President) and Cheryl Haynes (President Elect).

The AFMA Board
In compliance with the AFMA Bylaws, the chair solicited nominations from the membership to fill the open positions on the AFMA Board of Directors. There were four nominations to fill the two expected vacancies. An additional vacancy was announced in January which will be filled by one of our selected alternates.

The following slate of candidates will be voted on by the AFMA membership at the Annual Meeting:

- Tina Krajacic to fill a four-year term
- Caren Bachman to fill the remaining 3 years of a term vacated by Leigh Ann Gabriel
- Jenny Wilson to fill the remaining 2 years of a term vacated by Diana Davila
Goals and Objectives

1. Review of AFMA Strategic Plan
STATUS: The Strategic Planning Committee recorded the activity of stated goals on the existing Strategic Plan. The Board of Directors, with the contributions of AFMA members serving on various committees, made significant progress over the past year. The most significant were the continued success AFMA's educational offerings and the introduction of the Jackie Durrett Memorial Scholarship providing funds for members to attend either New Coordinator Workshop or the Residency Administrative Development Workshop.

During the Winter Board Meeting in January 2017, the board discussed the desired areas of focus for the organization and, at that time, goals and objectives were recommended with both short term and long term timelines. Those items were noted and thus created the 2017 plan.
Audio & Web Conferencing Committee
Lisa Marquise, Ph.D., Chair
March 2017

Committee Members: Vicki Eckert, Deborah Egger, Tamara Poole, Evangeline Washington and Colleen Stevens

Goals and Objectives

1. To provide quality educational opportunities for AFMA members to enhance their personal and professional growth.

   STATUS: The committee continues to enhance the educational opportunities offered to AFMA members. This year AFMA offered five webinars, two of which were offered to coordinators who participated in the inaugural New Coordinators Workshop (NCW) held during RES 2016. One chat forum discussion group was also presented. All presentations were well attended by AFMA members.

   NCW Educational Reinforcement Presentations:
   - “Orientation/Onboarding/Credentialing” – Cheryl Haynes, C-TAGME, Bobbi Kruse, C-TAGME & Gina Silvey, C-TAGME
   - “Recruiting/Transfers” – Diana Davila, C-TAGME & Jennie Faulkner, C-TAGME

   AFMA Webinars:
   - “Self-Care For Coordinators” presented by Nikole Cronk, PhD, Family & Community Medicine, University of Missouri-Columbia
   - “Communication in the Workplace” presented by Susan E. King, LCSW, Assistant Director, Williamsport Family Medicine Residency
   - “SOAP” presented by Michael King, MD, MPH, FAAFP, GME Program Director – Oak Hill Hospital (Note: Due to high interest, this Webinar was offered twice to accommodate our members.)

   AFMA Chat Forum:
   - “Interview Season” Discussion moderated by Debbie Blackburn, C-TAGME, Annette Sheets, C-TAGME & Lisa Marquise, PhD

   The committee continues to work on a plan to develop a one-year agenda to present to our members.

2. To provide education and development to the AFMA members.

   STATUS: All webinars are offered free of charge to all AFMA members.
Committee Members: Julia Baker, Dawn Barker, Mikell Chatham, Angela Counce, Amy Daubenspeck, Kelsey Gender, Trena Myers, Tina Krajacic, Patty Irwin, Lisa-Ann Roura and Kimberly Sixkiller

Goals and Objectives

1. Work to develop an educational program for presentation at NCFMR 2016.
   STATUS: The RAD committee organized two networking educational opportunities at the 2016 NCFMR.
   - Topic #1 – Recruitment Tips and Tricks with Lisa Ann Roura, BS, TAGME and Mikell Chatham, BSBA, MPH
   - Topic #2 – Coordinator Burnout with Tina Krajacic, AA and Melissa Yeager, MBA, TAGME

2. Solicit Speakers for RAD 2017
   STATUS: Based on evaluations from 2016 RAD attendees and committee brainstorming, the follow sessions were presented:
   - Trends at the ACGME (Where Are We Going, Anyway?) with Dr. Louis Ling
   - ACGME Requirements and Innovative Ways Programs Are Tracking Them with Lisa-Ann Roura BS, TAGME, Wanda Shanholtz, AA, and Melissa Yeager, MBA, TAGME
   - Becoming a Leader and Coping with Change with Susan Campanelli, RN, MA, Kimberly Sixkiller, AA, C-TAGME, and Trena Myers, MBA
   - Osteopathic Recognition and the Role of the Residency Coordinator with Michelle Hacker, MSHS, CPCS, Brandon Isaacs, DO, and Tina Krajacic, AA.
   - Coordinator Professional Development: Scholarly Activity/TAGME/Presenting at RES with Lisa Marquise, PhD, Jennie Faulkner, C-TAGME, and Cheryl Haynes, BA, C-TAGME.
   - NOT the Family Feud – How to Keep Your Residency Events Running Smoothly with Tina Krajacic, AA.

3. Facilitate RAD Conference Day
STATUS: Eileen Morroni, TAGME, AFMA president, will open RAD 2017 with a welcome to participants and announcements. There will be an interactive opening for RAD 2017 lead by members of the RAD committee.

4. Facilitate Networking Opportunities
STATUS: Attendees were provided with networking opportunities during RAD. AFMA Board Members participated in each of these events.
   - “Dutch Treat” dinners were organized for Thursday and Friday nights. Participants were offered a choice of area restaurants to dine at and network with Coordinators and Board Members.
   - Mentor/Mentee partners were encouraged to consider meeting for lunch either before the start of RAD or between RAD and the shared programming of PDW-RPS.
   - Lunch was provided for the attendees of RAD with networking and table topic discussions.
   - A networking reception was added to the end of the AFMA Annual Meeting as another opportunity for networking to take place.
Education Committee – RES Program Planning
Cheryl Haynes & Debbie Blackburn, Interim Co-chairs

March 2017

Committee Members: Nohemi Barriga, Tiffany Beckley, Diana Davila, Kora Gray, Jessica Hoyer, Jennifer Kurtz, June LeCroy, Tawanda Mattison, Michelle Olivieri, Jennifer Wilson

Goals and Objectives

1. Discuss as a group topics of interest and topics relevant to program coordinators and administrators for RPS 2017.
   STATUS: Based on evaluations from the previous year, the committee discussed topics of interest and encouraged program coordinators to submit proposals for submission.

2. To submit proposals and qualified speakers for RPS 2017.
   STATUS: 26 proposals were submitted and 14 were accepted for presentation.

3. Select a speaker for the Jane S. Allison Lectureship series
   STATUS: Laura McCray, MD has been selected to address the membership at our Annual Business Meeting. She will present and interactive session titled “Burned Out? Tools for Promoting Wellness for Program Administrators”
Committee Members: Caren Bachman, Tiffany Beckley, Denise Corriher, Andrea Davis, Kelsey Gender, Michelle Gunn, Tawanda Mattison, Melissa Moceri, Cynthia Profera, Jessica Ruiz, Wanda Shanholtz, and Julisa Williams

Goals and objectives

Membership
1. Increasing membership was an absolute priority, as well as reaching out to the AOA programs since they are becoming ACGME accredited was an essential part of that process.
   STATUS: We were provided a list of programs to contact for new membership and renewal. The list was divided among all committee members, and we each were to reach out to everyone by email twice and then follow-up with a phone call, if we were unable to interact by email or if they hadn’t joined or renewed. As Chair, I also sent email blasts to everyone on the list.

2. Member appreciation was also a priority this year.
   STATUS: Inside their welcome and/or renewal letter, a seed packet will be included, which has the AFMA logo on the back with our “Come Learn and Grow With Us” slogan underneath. Coincidentally, the name of the seed packet that was purchased is “Grow With Us,” so it goes perfectly with our theme.

Marketing
1. The committee thought that it would be nice to market AFMA by having a shirt that was just for the coordinators and still keep the branding consistent throughout.
   STATUS: We brought this to the fundraising committee, and they came up with a very nice shirt which will be sold at the conference this year for $15. It has the AFMA logo near the top left-hand shoulder area and underneath is our slogan, “Behind every GOOD resident is a GREAT coordinator!” Additionally, the committee wanted fundraising to look into offering larger sizes beyond just the XXL that’s currently offered. They were able to meet us halfway, and as a result the AFMA shirt will be sold in XXXL.

2. Increase exposure of AFMA on Facebook.
   STATUS: As part of our marketing plan, we each agreed to promote the organization’s Facebook page, either by word of mouth, adding it to our signature block or any other creative measure that would draw attention to AFMA.
Membership/Marketing

1. The committee thought that it would be a great idea to gauge the program directors’ knowledge of AFMA.
STATUS: We created a survey and sent it via their listserv. The results proved to be VERY insightful and enlightening. As a result, at the fall board meeting, it was suggested by a few members that it would be a good idea to turn this survey into a poster presentation at the conference. Special thanks to fellow board member, Lisa Marquise, PhD, for her work on creating the poster for our committee using the data we collected, Andrea Davis for coming up with the concept for our committee to take on this project, and my Program Director, Dr. Donald Briscoe, for posting my emails on the AFMRD discussion list each time that I needed to promote the survey.

2. Because of the uncertainty we faced regarding this year’s appreciation gift and how to pursue the initiation of it, the committee wanted to request that a budget be established for the Marketing and Membership Committee going forward.
STATUS: It has now been approved, and next year’s committee will have a budget of $1250.

Total Active Members as of – March 2017: 435; March 2016: 389; March 2015: 364; March 2014: 318; March 2013: 325
Mentoring Committee
Cheryl Haynes, Chair

March 2017

Committee Members: Denise Corriher, Angela Counce, Amy Daubenspeck, Diana Davila, Jessica Hoyer, Patty Irwin, Tina Krajacic, Cindy Profera, Erika Robinson, Wanda Shanholtz, and Annette Sheets

This has been a very active/involved committee made up of members who understand and value mentoring partnerships as a source of professional development.

Goals and Objectives:

1. Increase participation in the Mentoring Partnership Program
   STATUS: The Mentoring Committee has used both the AFMA quarterly newsletter and our Facebook page to both promote the program and to support our mentors and mentees. Every newsletter has had an article from the committee and we have frequently provided quotes to the Webmaster to post periodically throughout the year. In April of 2016, there were 52 members actively serving as mentors and 55 members being mentored. As of February 2017, we have 49 members serving as mentors, and 62 members being mentored. The spring 2017 newsletter included a call for members to volunteer to be mentors.

2. Create some training module(s) for our mentors to make them more effective in their roles and to build confidence in their ability to be good mentors.
   STATUS: Developing training has been a focus of the committee. Several meetings and email discussions resulted in the development of the “AFMA Guidebook for the Successful Mentor” which was presented and approved by the Board of Directors at the Winter Board Meeting. The Guidebook addresses the foundation of successful mentoring partnerships, provides some structure for developing partnerships and includes specific resources for the mentor to use to enhance their effectiveness. The guidebook was distributed to all current mentors in February and will be provided to each new mentor when assigned a mentee going forward. It is the hope of this committee that the Guidebook will be expanded and enhanced by future mentoring committee members. We submitted a suggestion for the next step in mentor training to the 2017-2018 Mentoring committee chair to design a webinar forum for current mentors to share successes and resources used in their mentoring partnerships.

3. Survey the program participants to evaluate effectiveness and solicit suggestions for improvement.
STATUS: The committee enlisted the assistance of Lisa Marquise, PhD, for assistance in designing a survey. Dr. Marquise is an AFMA Board member with specific expertise in educational surveys. After an initial discussion about the purpose of the survey, Dr. Marquise provided the committee with a copy of “Evaluating a Mentoring Program Guide” published by the National Center of Women & Information Technology. This is a wonderful resource that the committee reviewed in preparation for designing the survey. From this, the committee drafted a survey, submitted it to the Board for approval and then distributed the survey to all active participants in March 2017. Feedback from the survey was reviewed by the Board and provided to the next committee chair.

This was a large, enthusiastic committee. Per their example, the Mentoring Partnership Program will continue to foster the professional development of all who participate in the program.
Committee Members: Carole Barrinuevo, Trena Myers, Michelle Harris, Ally Hemphill, Tina Krajacic, Wanda Shanholtz, Kimberly Sixkiller, Pamela Sullivan, LaShari Valentin

Goals and Objectives

1. To provide the AFMA members with a quarterly publication sharing timely information regarding the AFMA organization, evolving areas of interest in GME, time lines, upcoming events, and other important topics.
   STATUS: This committee continues to provide timely information to the AFMA members. During the 2016-2017 year, the newsletter was developed and distributed four times. There were wonderful submissions from the AFMA Physician Advisors, AFMA President, and the Media Committee members.

2. The strategic plan for this committee is to increase future article submissions from the AFMA membership by 15% with the hope of involving the membership more in the organization.
   STATUS: The plan it to increase personal contact between the board and the membership to encourage article submissions.

Thank you to the 2016-2017 committee members for a wonderful publication year!
Committee Members: Cheryl Haynes

Goals and Objectives:

1. AFMA website.
   STATUS: The website is fully functional with current information. A tab has been added in the "Member Resources" section of the website for AFMA Webinars that have been presented. Currently seven of the webinars have been posted.

2. Increase Facebook presence.
   STATUS: Facebook presence has increased from 237 "likes" to 269 "likes." Monthly acknowledgments of birthdays have been added as regular posts, as well as holiday well wishes. Webinars and other AFMA events are posted on a regular basis, as well as inspirational and informational messages from the different AFMA committees.

   STATUS: The Practical Guide is up to date for 2016 and is located in the “Member Resources” section of the AFMA website. No updates were needed this year, however major updates are needed for next year’s version due to ACGME changes in common program requirements that are expected to go into effect on July 1, 2017. The manual was reviewed to ensure all information regarding the dually accredited programs is still correct. We will continue to review this section as changes are expected in the near future.

RECOMMENDATIONS: AFMA will continue enhancement of the website to include survey links, and access to an audience response system. Blu Zeus has been consulted and believes using Survey Monkey would be the best option for surveys, however specifics have not been discussed regarding price or how to add Survey Monkey to the website. Blu Zeur is researching the question of the audience response system, and will forward information as soon as they can.

AFMA will continue to review and update the “Shared Documents” section to ensure the documents are still relevant, and will continue to use Facebook to post upcoming, and newsworthy events.
Training Administrators of Graduate Medical Education (TAGME)
Jennie Faulkner, C-TAGME, AFMA Chair
Kora Gray, C-TAGME

March 2017

Goals and Objectives:

1. Create and determine certification for coordinators and administrators in Family Medicine.
   STATUS: In 2016, 16 coordinators / administrators were TAGME certified in Family Medicine. 5 coordinators received their Maintenance of Certification.

2. Increase awareness and interest in TAGME Family Medicine Certification among AFMA members.
   STATUS: Information regarding TAGME is posted on the AFMA website. TAGME newsletters were sent to all TAGME-certified Family Medicine administrators and coordinators. In spring 2016 a presentation was made at the Texas Academy of Family Physicians’ Coordinators Conference. TAGME was presented at AFMA’s 2017 RAD Workshop in Kansas City.

Other:
TAGME has undergone significant changes over the last two years and is moving toward more structure in its review boards. TAGME is realigning its board of directors to be more inclusive of certified administrators and coordinators and to help ensure that as board terms end, trained members can serve in those positions. Many institutions now tie promotions to TAGME certification. TAGME will vote on specialty certification in August 2017 and until that decision is finalized, AFMA’s TAGME committee will be dissolved.

AFMA members named below hold appointments within TAGME.
- Jennie Faulkner, C-TAGME, TAGME Administrative Officer, Executive Committee Member, serves on numerous TAGME Committees.
- Kora Gray, C-TAGME, TAGME Medicine Certification Review Board Secretary and Chair – elect, Implementation Taskforce Member, serves on numerous TAGME Committees.
- Diana Davila, C-TAGME, TAGME Specialty Taskforce Member, serves on numerous TAGME Committees.
Committee Members: Kora Gray, Ashley Doelger, Cindy Profera, Michelle Olivieri, Diane Borgwardt, June LeCroy, Kathleen Freeman, Lucy Lara, Pamela MacMillan, Trena Myers, and Becky Owens

Goals and Objectives:

1. Continually monitor expenditures and eliminate/decrease costs when possible without negatively impacting quality of AFMA offerings.

   STATUS: Ideas are solicited and discussed for ways to provide suitable promotional items for sale. The Committee considers cost and quality as they suggest fundraising ideas.

For 2016 RAD/RPS sale, we offered a new T-shirt with the logo “Family Medicine Est 1969”. The interest in these shirts far surpassed our expectations and we sold out of the shirts during the conference. After PDW/RPS, we received an overwhelming amount of interest for reorder. We solicited additional orders and placed an order for more shirts than we originally sold during the conference. We also sold out of all left over items from previous years, so there was no carry over. The proceeds of sales in 2016 established the Jackie Durrett Scholarship fund. Each year going forward, the proceeds of our fundraising efforts will fund two scholarship awards, one for the New Coordinator Workshop, the other for the Residency Administrative Development Workshop.

For 2017, we will offer the same T-shirt Design in a couple of different colors. In addition, we will be offering an AFMA logo’d shirt as requested by our members. And finally, we will be offering a fleece blanket in a variety of colors with the slogan “Family Medicine - We’ve got it all covered”. All items will be sold for $15.00.
Goals and Objectives:

1. Continually monitor expenditures and eliminate/decrease costs when possible without negatively impacting quality of AFMA offerings

   STATUS: AFMA Board maintains the philosophy that we should be fiscally responsible. This year we were able to reduce expenses which will allow us to offer more educational opportunities to our members. We came in $17,000 under budget for the 2016/2017 year.

2. Present a proposed 2017-2018 budget to the Board at winter board meeting

   STATUS: The draft budget was reviewed and discussed by the board of directors at the winter board meeting. Recommendations were made and the final budget was approved in March 2017. Each committee had the opportunity to submit their desired budget for their current committee. Many of the changes in the budget this year will go to increasing appreciation and services to our members. Examples: Seeds & Investment in Curriculum Development Software

3. Provide quarterly reports to the board of directors allowing us to remain fiscally responsible.

   STATUS: We continue to use the services of Miller Management, Inc. to assist with our financial record keeping. The budget is discussed at each monthly conference call with the board members. The budget report is reviewed in detail at the fall, winter and spring meetings with all board members.

4. Develop and maintain financial strategic plan

   STATUS: A financial plan is in place indicating renewal dates of our CDs. The organization maintains a comfortable cash balance in reserves and in the checking account. We are currently earning interest on our savings account and CDs.

5. Maintenance of accounting records

   STATUS: This year, we developed an electronic system for all of our accounting records on Google Drive. This allowed us to move to a paperless accounting system. We set up a generic treasurer’s email so that historical information can be passed from one treasurer to the next. Submission of accounting records is completed electronically to Miller Management. This system allows for searchability and quick retrieval of records should questions arise.
### Year-End Financial Summary

**January 31, 2016**

<table>
<thead>
<tr>
<th>Membership</th>
<th>$69,991.47</th>
<th>$77,401.90</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merchandise Sales</td>
<td>$3,562.17</td>
<td>$5,005.52</td>
</tr>
<tr>
<td>Audio &amp; Web Conferencing</td>
<td>$422.05</td>
<td>-</td>
</tr>
<tr>
<td>Information Exchange Income</td>
<td>$30.00</td>
<td>$29.29</td>
</tr>
<tr>
<td>RAD Workshop</td>
<td>$28,800.00</td>
<td>$29,800.00</td>
</tr>
<tr>
<td>Interest Income</td>
<td>$66.66</td>
<td>$65.75</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>$102,872.35</td>
<td>$118,902.46</td>
</tr>
</tbody>
</table>

**January 31, 2017**

<table>
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### Income Summary

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### Expense Summary

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>RAD Workshop</td>
<td>$5,564.58</td>
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<tr>
<td>Spring Board Meeting</td>
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<td>Annual Business Meeting</td>
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<td>Fall Board Meeting</td>
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<td>Winter Board Meeting</td>
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<td>TAGME</td>
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<tr>
<td>General Membership</td>
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<td>General &amp; Administrative</td>
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<td>$35,534.81</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>$72,500.30</td>
<td>$71,938.18</td>
</tr>
</tbody>
</table>
As an AFMA member, your involvement is vital to our organization. Take advantage of this opportunity to learn the “business” of AFMA, become involved through various committees, and make your voice heard. See you there!

SUNDAY, MARCH 26TH – 4:00 P.M.

FEATURING A PRESENTATION BY

LAURA MCCRAY, MD, MSCE
“BURNED OUT? TOOLS FOR PROMOTING WELLNESS FOR PROGRAM ADMINISTRATORS”

WE HAVE RESERVED A SEAT FOR YOU IN EXHIBIT HALL B

HORS’ D’OEUVRES AND COCKTAIL RECEPTION IMMEDIATELY FOLLOWING - CASH BAR -

As an AFMA member, your involvement is vital to our organization. Take advantage of this opportunity to learn the “business” of AFMA, become involved through various committees, and make your voice heard. See you there!