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11400 Tomahawk Creek Parkway  
Leawood, KS 66211-2672

*President*  
**Cheryl Haynes, BA, C-TAGME**  
910-678-7259  
cheryl.haynes@sr-ahec.org

*President Elect*  
*Mentoring Committee Chair*  
**Bobbi Kruse, AA**  
612-343-7158  
kruse244@umn.edu

*Treasurer*  
*Fundraising Chair*  
**Melissa Yeager, MBA, C-TAGME**  
253-697-5757  
melissa.yeager@multicare.org

*Residency Education Symposium (RES)*  
*Program Planning Chair*  
**Caren Bachman, BS**  
785-825-7251  
cbachman@salinahealth.org

*Residency Administrative Development (RAD) Workshop Chair*  
**Tina Krajacic, AA**  
540-636-2028  
tkrajaci@valleyhealthlink.com

*Audio & Web Conferencing Chair*  
**Erika Robinson, BS**  
713-343-5511  
elrobinson@houstonmethodist.org

*Information Exchange – Media Chair*  
*Secretary*  
**Lisa Marquise, PhD**  
210-703-9029  
maria.marquise@christushealth.org

*Information Exchange – Webmaster*  
**Annette Sheets, C-TAGME**  
570-321-2340  
asheets@susquehannahealth.org

*Membership & Marketing Chair*  
**Jenny Wilson, C-TAGME**  
406-258-4424  
jenny.wilson@umontana.edu

*Immediate Past President/Strategic Planning/Nominating/Bylaws*  
**Eileen Morroni, C-TAGME**  
727-467-2502  
eileen.morroni@baycare.org

*Executive Secretary*  
**Cristin Estes**  
800-274-2237, ext. 6708  
cestes@aafp.org

*Physician Advisors*  
**Gregory Blake, MD, MPH**  
**John Bucholtz, DO**  
**William Geiger, MD**  
**Eric Skye, MD**

## *Association of Family Medicine Administration*

February 2018

Dear AFMA Members:

The Association of Family Medicine Administration's 2018 Annual Business Meeting will be held at 4:00 p.m. on Sunday, March 25th, at The Sheraton Crown Center Hotel, Gillham Hall, in Kansas City, Missouri. During this meeting, committee members will be recognized for their valuable contributions throughout the year, and Nominees for the Board of Directors will be presented to the membership for election.

The Nominating Committee's recommendations for the new Board members are included in Exhibit "A". A recommended By-Laws change is included in Exhibit "B". If you are unable to attend the Annual Business Meeting, please complete the enclosed proxy form and send it to Cristin Estes by March 12<sup>th</sup> as indicated on the form. You must identify the member who will be attending the meeting to vote in your absence. It is important that as many AFMA members as possible attend this meeting. Members will have the opportunity to vote on items that are critical to the operation of the AFMA organization.

Immediately following the Annual Business Meeting, our keynote speaker, Elizabeth G. Baxley, MD, will present the Jane S. Allison Lectureship - "Better Together: Enhancing the Partnership Between Residency PDs and Coordinators". There will be an hors' d'oeuvre and cocktail reception immediately following (with cash bar). We encourage you to invite your Program Director to attend with you.

The Residency Administrative Development (RAD) Workshop is scheduled for Friday, March 23<sup>rd</sup>, from 8:00 p.m. to 5:00 p.m. and Saturday, March 24<sup>th</sup>, from 10:15 a.m. to noon, providing participants with a broad understanding of the many areas of working within a family medicine residency program. Cost is \$200. Registration information for the RAD Workshop may be obtained at [www.aafp.org/pdw-rps](http://www.aafp.org/pdw-rps).

This year's New Coordinator Workshop has been reformatted based on feedback from previous evaluations. It will take place on Thursday, March 22<sup>nd</sup>, from 1:00 p.m. to 5:00 p.m. The workshop is designed specifically for Coordinators who have been in their role for 2 years or less. Participants will receive the tools and knowledge needed to understand the requirements and successfully manage a Family Medicine Residency Program. Space for this special workshop is limited to only 80 participants, so register soon.

If you have questions or need additional information, please contact Cristin Estes, Executive Secretary, at 800-274-2237, extension 6708 or via e-mail at [cestes@aafp.org](mailto:cestes@aafp.org).

On behalf of the Board of Directors, I invite and encourage you to participate in as many of these opportunities as possible. We look forward to seeing you in Kansas City!

Sincerely,

Cheryl Haynes, BA, C-TAGME  
President

**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:**

|                       |                    |
|-----------------------|--------------------|
| <b>Patty Irwin</b>    | <b>4-year term</b> |
| <b>Summer Jamison</b> | <b>1-year term</b> |
| <b>Erika Robinson</b> | <b>4-year term</b> |
| <b>Angela Womble</b>  | <b>4-year term</b> |



#### **Patti Irwin**

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I have been the Residency Coordinator at the Lynchburg Family Medicine Residency Program in Lynchburg, Virginia since September 2009. I started the first day of interviewing season, and I survived. Prior to working at the residency, I worked at Virginia Tech for over twenty years – a true Hokie at heart.

I have been an AFMA member since day one. I completed the application to AFMA my first day of employment. I've served on the RPS Planning Committee, the Mentoring Committee and the RAD Workshop Committee. I have presented at PDW. I received my TAGME certification in 2014 and have been an AFMA Mentor for two years.

I have been married to Kris for 39 years. We have two children, Laura and Troy and four grandchildren who are the best thing that have happened to me since Lays potato chips. I also have two fur babies, Tobi my 3-year old boxer and Lili, my 2-year old golden-doodle.



#### **Summer Jamison**

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I grew up in Little Rock Arkansas. While attending UALR I studied Health Science with an emphasis in Community Health. I later received my Masters in Adult Education. I then became a Program Coordinator at UAMS. There was a position to learn about Family Medicine. While working with medical students, I became interested in the "less appreciated" specialty. Soon after, I became the Residency Coordinator for the UAMS South Central Program. I found a new passion for teaching and learning.

As a coordinator, I became a member of AFMA. After learning about what the organization was all about, I signed up for the mentor/mentee program. I was then introduced to Annette Sheets and she helped me through my first site visit with tips and support. At that point, I found that I was not on my own in this job. As I continue to learn about the coordinator life, I try to get involved in different things. I am currently on the Audio and Web Conferencing Committee and they help me to understand that I can do anything!



### **Erika Robinson**

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I have now been serving on the AFMA Board for two years, and even though I was chosen to simply complete someone else's term, I do feel as though I have made a difference during my time here. I've learned so much being a part of AFMA since 2006; however, being on the board has exposed me to so much more, and the professional growth has been unparalleled. My program director has taken notice of the changes that I've suggested within our own program as a result of this experience, many of which we have implemented, and he strongly supports my decision of a possible additional four-year term.

This year, I received the Coordinator of the Year award from the GME office at Houston Methodist Hospital (my PD also received the Program Director of the Year award). Being the recipient truly astonished me, because I work with a remarkable group of coordinators, many who are just as worthy. What I was told is that the nominating committee saw something in me that was deserving because of my professionalism, dedication to the program and ability to help others, while making them feel comfortable at the same time because of my personality. If this is true, then I would like to continue as a member of the AFMA Board because these traits (as described by others) will allow me to recruit more the same. Our leadership provides us the opportunity to identify the next band of peers who will carry the torch. This association was founded for the purpose of giving a voice to a group who needed to be heard, those whose needs weren't being met, and if I can continue to assist members who will stay the course and keep speaking loudly through words and actions, then why wouldn't I want to remain a part of that?



### **Angela Womble**

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I am a tenacious Graduate Medical Education administrator at the University of Wisconsin Baraboo Rural Training Track who firmly believes in the necessity of advocating for positive change, with a passion for promoting the individual strengths of others. My formal educational background consists of Human Resources Administration and Healthcare Administration. As a young adult, I took up residence in the cities of Orlando, Florida and Denver, Colorado until one day in 2009, I clicked my ruby red slippers and returned to my home state of Wisconsin (Go Pack Go!).

When I am not wrangling residents, I can be found binge-watching Netflix with my husband, cheering on my teenage athlete daughters, belting show tunes until people plead me to stop, writing, making people laugh, and finding a new recipe to torment my family with.

**PROPOSAL FOR CHANGE IN BYLAWS:**

|                  |   |
|------------------|---|
| Current Bylaw:   | 7.1 <u>Designations</u> . The officers of the Corporation shall be a President, President-Elect, a Treasurer, a Secretary and such other officers as the Board of Directors may elect. The President, President-Elect, Treasurer and Secretary shall be elected from among the members of the Board of Directors and shall at all times while holding such office be a member of the Board of Directors. The Board of Directors may elect such other officers as it shall deem desirable. Any two or more offices may be held by the same person, except the office of President.                       |
| Proposed Change: | 7.1 <u>Designations</u> . The officers of the Corporation shall be a President, President-Elect, a Treasurer, <i>Past-President</i> and such other officers as the Board of Directors may elect. The President, President-Elect, <i>Past-President</i> and Treasurer shall be elected from among the members of the Board of Directors and shall at all times while holding such office be a member of the Board of Directors. The Board of Directors may elect such other officers as it shall deem desirable. Any two or more offices may be held by the same person, except the office of President. |



**Proxy for Annual Meeting of Members  
of  
Association of Family Medicine Administration**

**KNOW ALL BY THOSE PRESENT**, that I am a member in good standing of Association of Family Medicine Administration, and I hereby appoint and constitute

my true and lawful attorney and proxy with full power of substitution and revocation, to attend and represent me at the annual meeting of Members of the corporation, to be held on the 25<sup>th</sup> day of March, 2018, and for and on my behalf to vote on any question, proposition or resolution, or and other matter which may come before the meeting or any adjournment thereof, upon which I would be entitled to vote, if personally present.

I specifically authorize \_\_\_\_\_ to vote on my behalf as follows for the recommended new Board Members, a copy of which is attached hereto as Exhibit "A":

For

Against

I specifically authorize \_\_\_\_\_ to vote on my behalf as follows for the proposed Bylaws change, a copy of which is attached hereto as Exhibit "B":

For

Against

This proxy shall be void if I personally attend the said meeting.

**IN WITNESS WHEREOF**, I have executed this proxy on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
*Signature of Member*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State, Zip*

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**Please Return by March 15<sup>th</sup>, 2018 to  
Cristin Estes, AFMA Executive Secretary  
11400 Tomahawk Creek Parkway  
Leawood, KS 66211-2672  
Fax: 913-906-6084  
cestes@aafp.org**



## **ASSOCIATION OF FAMILY MEDICINE ADMINISTRATION ANNUAL BUSINESS MEETING - JANE S. ALLISON LECTURESHIP**

You are invited to join AFMA at our Annual Business Meeting where you will learn more about AFMA and experience the Jane S. Allison Lectureship.

SUNDAY, MARCH 25<sup>TH</sup> – 4:00 P.M.

FEATURING A PRESENTATION BY

**ELIZABETH G. BAXLEY, MD**

**“Better Together: Enhancing the Partnership  
Between Residency PDs and Coordinators”**

GILLHAM HALL

HORS' D'OEUVRES AND COCKTAIL RECEPTION  
IMMEDIATELY FOLLOWING WITH CASH BAR

PROGRAM DIRECTORS ARE ALSO INVITED AND  
ENCOURAGED TO ATTEND  
WE HOPE YOU BOTH WILL JOIN US!



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!



**Association of Family Medicine Administration - Annual Business Meeting**  
**March 25, 2018**

**Agenda**

- I. Welcome
- II. Approval of the minutes from the March 26, 2017 Business Meeting
- III. President's Report
- IV. Recognition of Scholarship Recipients
- V. Nominations for Board of Directors
- VI. Recognition of Retiring Board Members  
Recognition of Outgoing President  
New President's Vision
- VII. Meeting Adjourned
- VIII. Jane S. Allison Lectureship – Elizabeth G. Baxley, MD *“Better Together: Enhancing the Partnership Between Residency PDs and Coordinators”*

**ASSOCIATION OF FAMILY MEDICINE ADMINISTRATION**  
**ANNUAL BUSINESS MEETING**  
**Sheraton Kansas City Hotel at Crown Center**  
**Kansas City, Missouri**  
**March 26, 2017**

**CALL TO ORDER**

Eileen Morroni, President of the Association, called the Annual Business Meeting to order at 4:03 p.m. Ms. Morroni welcomed attendees to the meeting and thanked everyone for attending.

**APPROVAL OF THE MINUTES**

The minutes of the 2016 Annual Business Meeting, held on April 3, 2016, were reviewed. The motion for approval of the minutes was set forth by Bobbi Kruse and seconded by Lisa Marquise. **Motion carried.**

## **PRESIDENT'S REPORT**

Ms. Morroni thanked the Physician Advisors for their assistance and contributions to AFMA – Gregory Blake, MD (in attendance), John Bucholtz, DO, William Geiger, MD, Stan Kozakowski, MD and Eric Skye, MD.

Ms. Morroni reported on AFMA's collaborative efforts during 2016-17, reviewing 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 was introduced. They included Jenny Wilson (2-year term), Caren Bachman (3-year term), and Tina Krajacic (4-year term). Ms. Morroni 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 Erika Robinson. **Motion carried.**

## **SPECIAL RECOGNITION**

The following departing Board members were recognized and presented with a plaque:

- ◆ Diana Davila served AFMA for 2 years as: Website Chair
- ◆ Jennie Faulkner returned to the AFMA board for 3 years to fulfill a vacated position as: TAGME Committee Chair
- ◆ Debbie Blackburn served AFMA for 6 years as: Information Exchange Co-Chair – Surveys, Website Chair, President, Immediate Past-president, Bylaws Committee Chair, Strategic Planning Committee Chair, Nominating Committee Chair and filled a vacated position as Past-president

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

Ms. Haynes presented her vision for the next year as AFMA's new president.

## **BUSINESS MEETING ADJOURNMENT**

Being no further business, Ms. Haynes asked for a motion to adjourn. Erika Robinson put forth the motion and it was seconded by Diana Davila. The Association of Family Medicine Administration Annual Meeting was adjourned at 4:38 p.m.

## **JANE ALLISON LECTURESHIP**

Due to the absence of Debbie Blackburn, fellow Residency Education Symposium (RES) Program Planning Committee Co-chair, Ms. Cheryl Haynes introduced the keynote speaker, Laura McCray, MD, MSCE who presented "Burned Out? Tools for Promoting Wellness for Program Administrators."

Respectfully submitted,



Cristin Estes  
AFMA Executive Secretary