



Association of Family Medicine Administration

February 2019

www.afmaonline.org

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Residency Education Symposium (RES) Program Planning Co-chair

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Residency Administrative Development (RAD) Workshop Co-chair

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Information Exchange – Website Chair

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Executive Secretary

Cristin Estes

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Physician Advisors

Gregory Blake, MD, MPH

John Bucholtz, DO

William Geiger, MD

Eric Skye, MD

Dear AFMA Members:

The Association of Family Medicine Administration's 2019 Annual Business Meeting will be held at 4:00 p.m. on Sunday, April 7th, 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". If you are unable to attend the Annual Business Meeting, please complete the enclosed proxy form and send it to Cristin Estes by March 22nd 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.

Following the Annual Business Meeting, our keynote speakers, Robert S. Freelove, MD and Cheryl Haynes, BA, C-TAGME, will present the Jane S. Allison Lectureship - "More We, Less Me: Collaboration is the Key to Our Wellness". There will be an hors' d'oeuvre and cocktail reception immediately following (with cash bar).

The Residency Administrative Development (RAD) Workshop is scheduled for Friday, April 5th, from 8:00 a.m. to 5:00 p.m. and Saturday, April 6th, from 8:30 a.m. to 11:30 a.m., providing participants with a broad understanding of the many areas of working within a family medicine residency program. Don't miss the new addition of speed dating tables incorporated into the Saturday morning session. This session received rave reviews from last year's New Coordinator Workshop and is now part of RAD. Cost is \$200. Registration information for the RAD Workshop may be obtained at www.aafp.org/pdw-rps.

The New Coordinator Workshop will be incorporated into the RAD Workshop this year as a "track" and coordinators are invited to attend either new coordinator sessions, seasoned coordinator sessions, or some of each. The new coordinator sessions have been updated and are designed specifically for those who have been in their role for two years or less and provide tools and knowledge needed to understand the requirements to successfully manage a Family Medicine Residency Program.

If you have questions or need additional information, please contact Cristin Estes, Executive Secretary, at 800-274-2237, extension 6356 or via e-mail at cestes@aafp.org.

We look forward to seeing you in Kansas City!

Sincerely,

Bobbi Kruse, AA, President

Melissa Blecha Yeager, MBA, C-TAGME, President-elect/Mentoring Committee, Chair
Tina Krajacic, AA, Treasurer

Patty Irwin, C-TAGME, Membership, Chair/Secretary

Summer Jamison, MEd, Information Exchange Committee – Website/Education Committee - Audio & Web Conferencing, Chair

Lisa Marquise, PhD, Information Exchange Committee – Media, Chair

Erika Robinson, BS, Fundraising Committee, Chair/Marketing Committee, Chair

Caren Bachman, BS, Education Committee – RES Program Planning & RAD Workshop, Co-Chair

Angela Womble, C-TAGME, Education Committee – RES Program Planning & RAD Workshop, Co-Chair

Cheryl Haynes, BA, C-TAGME, Past-president/Strategic Planning Committee, Chair/
Nominating Committee, Chair/Bylaws, Chair

**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:**

Jill Freda	4-year term
Summer Jamison	4-year term
Melissa Mocerì	4-year term



Jill Freda

I have been working at the Central Maine Medical Center Family Medicine Residency for 19 years, during which time I have served as the Residency and Undergraduate Education coordinator. The role has provided me with incredible opportunities, but perhaps the most rewarding has been working alongside passionate faculty physicians, residents and staff who are committed to providing the best training experience for our future family physicians. Residency life is like no other, and requires constant juggling and management, but this is also what makes it so fun and satisfying.

Over the years, I have completed super user training for New Innovations, completed annual accreditation updates in Web Ads, have supported the program as we have gone from dual accreditation (AOA & ACGME) to a single accreditation under the ACGME, and have supported countless residents, and faculty with on-boarding process, i.e. licensure, visas and various key documentation. For 17 of the 19 years I have been working closely with medical students by arranging rotations, building schedules, providing orientation and supporting students through their process of rotating with our organization.

For the past two years I have been serving as an AFMA mentor to two new coordinators, which I have found to be a fulfilling experience. Through the mentorship program I have found that my own knowledge has been broadened and the opportunity has allowed me to reflect on what I can impart to others, as well as what skills I need to continue to hone in on my own role.

In particular, I have enjoyed serving on the Audio and Web Conferencing Committee, as it has allowed me to push myself beyond the day to day routine and find new ways to help others. I hope that I will have the opportunity to present a webinar in the near future, because I know that through my ongoing participation with the committee, I have been able to glean the best approaches to successfully deliver content to a wide audience.

I am excited about the opportunity to serve on the board of directors; I am confident that I can be a great resource and that the experience will be an exceptional opportunity for professional growth.



Summer Jamison

I am Summer Jamison. 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. With that I became a Program Coordinator at UAMS. There was a position to learn about Family Medicine. While working with medical students to get them interested in Family medicine, I became interested in the "less appreciated" specialty. Soon after, I became the Residency Coordinator for the UAMS South Central Program. Here, 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. Here I was introduced to Annette Sheets. She helped me through my first site visit with tips and support. At that point I found out that I was not on my own with this job. As I continue to learn about the coordinator life, I try to get involved in different things. I was part of the Audio and Web Conferencing Committee, where I had the opportunity to present once to the membership. I also had the opportunity to present at RPS with Erika Robinson and Katie Payne. Let's not forget - I got the opportunity to sit on the AFMA Board of Directors for first year as the Website Chair.



Melissa Mocerri

I have been a member of AFMA since 2013 when I began my career in graduate medical education as a family medicine residency coordinator. I love my job and my residents. I have a great PD and Chairman that support my participation and professional growth. In fact, it was my PD that told me I needed to be part of AFMA when I started at Mercy! I am very proud of my membership with AFMA and the work I have had the opportunity to be a part of. I understand the great importance of the organization for our profession.

As a member of AFMA, I have served on the Marketing Committee for two years, I have been part of the Mentoring Partnership Program for four years, I have staffed the AFMA booth at PDW and RPS and I created the new marketing theme "Behind every good resident is a great coordinator", and the photo is currently used on the website.

I would love to have the chance to serve and learn!



**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 7th day of April, 2019, 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

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

IN WITNESS WHEREOF, I have executed this proxy on the _____ day of _____, 2019.

Signature of Member

Print Name

Address

City, State, Zip

**Please Return by March 22nd, 2019 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, APRIL 7TH – 4:00 P.M.

**ROBERT S. FREELOVE, MD &
CHERYL HAYNES, BA, C-TAGME**

**“More We, Less Me:
Collaboration is the Key to Our Wellness”**

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.





**Association of Family Medicine Administration - Annual Business Meeting
April 7, 2019**

Agenda

- I. Welcome
- II. Approval of the minutes from the March 25, 2018 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 – Robert S. Freelove, MD & Cheryl Haynes, BA, C-TAGME
"More We, Less Me: Collaboration is the Key to Our Wellness"

**ASSOCIATION OF FAMILY MEDICINE ADMINISTRATION
ANNUAL BUSINESS MEETING
Sheraton Kansas City Hotel at Crown Center
Kansas City, Missouri
March 25, 2018**

CALL TO ORDER

Cheryl Haynes, President of the Association, called the Annual Business Meeting to order at 4:01 p.m. Ms. Haynes welcomed attendees to the meeting and thanked everyone for attending.

APPROVAL OF THE MINUTES

The minutes of the 2017 Annual Business Meeting, held on March 26, 2017, were reviewed. The motion for approval of the minutes was set forth by Melissa Yeager and seconded by Tina Krajacic. **Motion carried.**

PRESIDENT'S REPORT

Ms. Haynes thanked the Physician Advisors for their assistance and contributions to AFMA – Gregory Blake, MD, John Bucholtz, DO, William Geiger, MD, Eric Skye, MD and Stan Kozakowski, MD, who has since resigned his position at the AAFP and is no longer a Physician Advisor.

Ms. Haynes reported on AFMA's collaborative efforts during 2017-18, reviewing each committee's report and accomplishments and asked that all committee members stand to be thanked and recognized.

BYLAWS CHANGE

The following change was submitted for approval:

7.1 Revision to state that the officers of the corporation should include Past-President instead of the Secretary.

Ms. Haynes called for a motion to accept the proposed change. The motion was set forth by Annette Sheets and seconded by Melissa Yeager. **Motion carried.**

NOMINATIONS for BOARD OF DIRECTORS

The Nomination Committee's proposed slate of candidates was introduced. They included Patty Irwin (4-year term), Erika Robinson (4-year term), Angela Womble (4-year term) and Summer Jamison (1-year term). Ms. Haynes called for a motion to accept the slate of candidates for election to the AFMA Board of Directors. The motion was set forth by Lisa Marquise and seconded by Caren Bachman. **Motion carried.**

SPECIAL RECOGNITION

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

- ◆ Jenny Wilson (absent) served AFMA for 1 year as: Membership & Marketing Chair
- ◆ Eileen Morroni (absent) served AFMA for 5 years as: RAD Workshop Committee Chair, RES Program Planning Committee Chair, President-elect, Mentoring Committee Chair, President, Immediate Past-president, Strategic Planning Committee Chair, Nominating Committee Chair and Bylaws Committee Chair
- ◆ Annette Sheets served AFMA for 4 years as: Website Chair, Audio and Web Conferencing Chair and Media Chair

Ms. Haynes introduced the incoming President, Bobbi Kruse, who presented her vision for the future. Ms. Haynes was then presented with a plaque for her excellent service as president of the association for the past year.

BUSINESS MEETING ADJOURNMENT

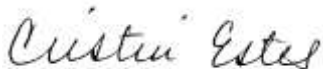
Being no further business, Ms. Kruse asked for a motion to adjourn. Tina Krajacic put forth the motion and it was seconded by Erika Robinson at 4:38 p.m.

JANE ALLISON LECTURESHIP

Ms. Cheryl Haynes introduced the keynote speaker, Elizabeth G. Baxley, MD, who presented "Better Together: Enhancing the Partnership Between Residency PDs and Coordinators."

An hors d'oeuvres and cocktail reception immediately followed the keynote lecture.

Respectfully submitted,



Cristin Estes
AFMA Executive Secretary