

**PRIVILEGED AND CONFIDENTIAL DRAFT**  
**ATTORNEY-CLIENT COMMUNICATION**  
**AMERICAN ACADEMY OF DERMATOLOGY**  
**MAY 21, 2022**

**Present**

Mark D. Kaufmann, MD, FAAD, President  
Linda F. Stein Gold, MD, FAAD, Vice President  
Kenneth J. Tomecki, MD, FAAD, Immediate Past President  
Daniel D. Bennett, MD, FAAD, Secretary-Treasurer  
Keyvan Nouri, MD, MBA, FAAD, Assistant Secretary-Treasurer  
Terrence A. Cronin, Jr., MD, FAAD, President-elect  
Robert S. Kirsner, MD, PhD, FAAD, Vice President-elect  
Lawrence Green, MD, FAAD  
Adelaide Hebert, MD, FAAD  
Alexander Miller, MD, FAAD  
Murad Alam, MD, FAAD  
Cheryl M. Burgess, MD, FAAD  
Amy McMichael, MD, FAAD  
Andrew H. Weinstein, MD, MPH, FAAD  
April W. Armstrong, MD, MPH, FAAD  
Lindy P. Fox, MD, FAAD  
Maria K. Hordinsky, MD, FAAD  
Jennifer Lucas, MD, FAAD  
Tammie C. Ferringer, MD, FAAD  
Brad P. Glick, DO, MPH, FAAD  
Adrian O. Rodriguez, MD, FAAD  
Allison K. Arthur, MD, FAAD, Young Physician Board Observer

**Not Present**

Naomi Lawrence, MD, FAAD  
Ruth Ann Vleugels, MD, MPH, FAAD  
Cyndi Yag-Howard, MD, FAAD  
Adebola O. Ogunbiyi, MD, IFAAD, International Board Observer  
Taylor Gray, DO, Residents-Fellows Board Observer

**Staff**

Elizabeth K. Usher, MBA, Executive Director and CEO  
Robert M. Portman, JD, General Counsel - via phone  
Jeremy Lewin, JD, Legal Counsel  
Barbara Greenan, Senior Vice President, Advocacy  
Sarah Tancredi, MBA, PHR, Senior Vice President, Operations  
Rudy Anderson, CAE, Vice President, Development and Revenue  
Steven Debnar, MBA, Vice President, Finance  
Matthew Fitzgerald, DrPH, Vice President, Science and Quality  
Krista D. Kauper, JD, Vice President, Strategy, Meetings, Analytics and Alliances  
Cindy Kuhn, MSc, Vice President, Member Relations and Engagement  
Erik Horn, MBA, Senior Director, Information Technology  
Tim Moses, CMP, Senior Director, Meetings and Conventions  
Cyndi Del Boccio, Director, Governance  
Michelle Pizarro, Director, Executive Projects & Operations  
Richard M. Nelson, MS, Associate Director, Member Communications & Publishing

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**CALL TO ORDER**

Mark D. Kaufmann, MD, FAAD, President and presiding, called the meeting of the Board of Directors of the American Academy of Dermatology (AAD) to order at 8:00 a.m. (Central) on Saturday, May 21, 2022.

**QUORUM**

Daniel D. Bennett, MD, FAAD, Secretary-Treasurer declared that a quorum was present for the transaction of business.

**ORDER OF BUSINESS/INTRODUCTORY MATTERS**

Dr. Kaufmann noted that the AAD and AADA online ballot was posted and approved on Board *Effect*. Dr. Kaufmann then asked Dr. Bennett to provide the annual review of the responsibilities of the Board members.

**Board Obligations and Duties**

Dr. Bennett first discussed the importance of attendance at Board meetings and the fiduciary duties of Board members, including the duty of care, duty of loyalty and duty of obedience. He also discussed the importance of antitrust compliance, confidentiality and protection of the organization's assets, including its intellectual property. Dr. Bennett stated that only the President speaks for AAD unless others are specifically authorized to do so.

Dr. Bennett noted that the Board members' disclosures of outside interests and code of conduct were posted to Board *Effect*. He stated that the Executive Committee compared the Board's executive summary of disclosures to the agenda topics to pre-identify potential conflicts based on the Board member's disclosure forms. Dr. Bennett stated this review does not usurp the Board member's responsibility to identify any potential conflicts of interest with regards to the Board's agenda items and *state them* at the time the item is being discussed. He stated that the presenters should declare potential conflicts prior to beginning a presentation. If speaking to a recommendation or motion, Board members should declare potential conflicts prior to making any comments.

**Separate Order of Business**

Jeremy Lewin, JD, Legal Counsel, reminded the Board members that they would be following the American Institute of Parliamentarians *Standard Code of Parliamentary Procedure* (formerly *Sturgis Code of Parliamentary Procedure*), and that it is essential that the Board follow the order of business and observe corporate formalities necessary to ensure the separateness of the two organizations.

**AAD OFFICER AND DIRECTOR REPORTS**

**President's Report**

Dr. Kaufmann reported on some of the AAD/A activities, initiatives, and developments that occurred since he took office in late March, including:

- Successful advocacy efforts to defeat of a Wisconsin independent practice bill; secure Tennessee step therapy reform legislation; delay an Anthem E/M leveling program; and secure language in Food and Drug Administration (FDA) User Free Act requiring the agency to open a comment period on changes to the iPledge program and call for a Government Accountability Office report on FDA oversight of iPledge and other similar drug safety programs.
- A President's Letter to the Editor of Today.com regarding an article on the potential over-diagnosis of melanoma, resulting in revisions to the article indicating that although AAD was aware this issue being discussed in the literature, AAD does not have an official position on this matter.

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- Several meetings and events, including AAD updates at various dermatology meetings; a recent RUC meeting, the Board Retreat and Leadership Forum, and the Scientific Assembly Committee meeting, and Skin Cancer Awareness Month events, among others.
- Creation (or repurposing) of Ad Hoc Task Forces on reimagining Camp Discovery, developing medical resources for victims of Human Trafficking, and development of a position statement on Mohs surgery.

**Secretary-Treasurer's Report**

*First Quarter Financial Report Ending March 31, 2022*

Dr. Bennett referred the Board to pp. 11 - 15 of the background materials and presented the First Quarter Financial Report Ending March 31, 2022. He noted that this report was focused on first quarter 2022 financial results. He then discussed specific areas of revenues and expenses and reported that AAD/A is running just under a \$300,000 below budget for the first quarter. He also noted that retention rates were up over last year for Fellows and all other member classes and that investment returns were down (but at or above benchmarks). Dr. Bennett also reported on the significant insurance recovery for the cancelled meetings in 2020 and 2021.

The Board discussed the importance of ensuring sufficient reserves and consideration of alternative streams of revenue in light of heavy reliance on meetings and new challenges and uncertainties related to COVID and future limitations in insurance coverage for meeting cancellations.

A motion was made and duly seconded to approve the First Quarter Year-to-Date Financial Report Ending March 31, 2022 for information only.

**ACTION: Approved**

*2023 Cost of Living Incremental Adjustment*

Dr. Bennett referred the Board to page 16 of the background materials and presented the 2023 Cost of Living Incremental adjustment recommendation. He stated that in 2015, the membership approved a one-time \$50 dues increase along with an annual cost of living (COL) increase based on the Consumer Price Index-Urban (CPI-U). Dr. Bennett stated that changes in the dues amount would impact Fellow, Associate, Adjunct and Affiliate memberships. He noted that the Board of Directors has the ability to decline the cost-of-living increase.

Dr. Bennett stated that the 2021 CPI-U index increase was 7.0%. The recommendation was to increase the 2023 dues rates by a flat rate below this figure, keeping the Fellows, Associate, Adjunct and Affiliate dues below \$900.

A motion was made and duly seconded to approve increasing the 2023 dues rate by the flat rates as outlined on page 16 of the background materials.

The Board engaged in significant discussion about the increase, including the importance of informing members of the value of membership and the fact that member services are subsidized by the organization.

**ACTION: Approved**

**Executive Director's Report**

Ms. Elizabeth K. Usher, MBA, Executive Director & CEO, referred the Board to her written report, and she then highlighted several issues in her report, including:

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- An update on the strategic priorities under the AAD/A advocacy agenda, including developing patient centric models of care; promoting access to dermatologic care by FAADs; and positioning dermatologists as owners of dermatological data and technology.
- A reminder for the Board to attend the 2022 AADA Legislative Conference September 18-20, 2022.
- A first quarter status report on the quarterly metrics dashboard results, including member satisfaction metrics, member retention, year-over-year (YOY) revenue growth, net surplus, and employee engagement.

Krista Kauper, JD, Vice President, Strategy, Meetings, Analytics and Alliances joined the discussion to present on VMX 2022, which was launched the previous week and includes on-demand content available through the end of the year. She discussed the evolution of the program from a multi-day live-streaming virtual program to live-streaming monthly Q&A sessions and an on demand educational content available over a several month period. She answered several questions from the Board about the format and positioning of the VMX.

Ms. Kauper also discussed the Innovation Academy, including the impetus and process for reimagining the Summer Meeting to embrace new ideas and expand the audience for the meeting. Ms. Kauper noted that an ad hoc task force looked at strengths and weaknesses of the Summer Meeting and a consultant was hired to do market research to gather feedback via focus groups and surveys. This feedback was used to enhance meeting content and styling. She then discussed the new programming on first two days of the meeting, the new Derm Tank program, the Experience Hub (for interactive learning and networking), and other aspects of the Innovation Academy agenda.

**Young Physicians Board Observer Report**

Allison K. Arthur, MD, FAAD, referred the Board to her written report at pp. 29-32 of the background materials for information only and highlighted several issues from the report. Ms. Arthur noted that a recent survey showed low satisfaction among young physicians and noted that the Young Physicians Committee was exploring ways to address the issue.

A motion was made and duly seconded to approve the President's, Secretary-Treasurer's, Executive Director's, and the Young Physicians Board Observer reports for information only.

**ACTION: Approved**

**AAD HEARD FROM THE FIELD**

Dr. Kaufmann invited Board members to raise issues of concern that they were hearing out in the field which fall under the purview of the AAD Board.

*Resident and Fellows Committee Petition on ABD Applied Exam Cost*

Dr. Kaufmann reported that Cyndi J. Yag-Howard, MD, FAAD, who was unable to attend the Board meeting, wanted to update the Board on the Residents/Fellows Committee petition to the American Board of Dermatology (ABD) on the cost of the Applied Exam, along with concerns about ABD transparency.

Other Board members noted ongoing concerns about epinephrine/lidocaine shortages and the need to require COVID vaccination, masks, and evaluate testing at our in-person education meetings.

**AAD UNFINISHED BUSINESS**

**Bylaws Committee**

*AAD Bylaws: Article VII – Officers, Section 2 (a) (ii)*

Adelaide A. Hebert, MD, FAAD referred the Board to page 33 in the background materials. She stated the current composition for the Assistant Secretary-Treasurer (AST) Selection Committee is six (6) members. Dr. Hebert stated that pursuant to the current Bylaws and Administrative Regulations, the President appoints a committee consisting of the Vice President as Chair, the Secretary-Treasurer, Assistant Secretary-Treasurer and three (3) elected directors.

Dr. Hebert reported that the Committee reviewed the Board's proposed amendment to Article VII, Section 2(a)(ii) of the Bylaws to increase the number of directors serving on the selection committee to four (4) and to allow the President to appoint others as set forth in the Administrative Regulations. She noted that the Bylaws Committee found that this amendment met all of the criteria for such amendments set forth in the Administrative Regulations and therefore should be submitted to the membership for vote. She also noted that it applied the best practice of having an odd number of voting members serving on a committee and would eliminate questions raised about whether the Administrative Regulations for the AST were consistent with the Bylaws.

A motion was made and duly seconded to approve the following proposed edits to the bylaws, article VII – officers be added to the 2023 election ballot and voted on by the membership.

**ARTICLE VII - Officers**

**Section 2.      Nomination, Election and Tenure**

- (a)      (ii)      A committee appointed by the President and consisting of four (4) elected directors and others as set forth in the administrative regulations of the Academy shall submit to the Board of Directors nominations for the offices of Secretary-Treasurer and Assistant Secretary-Treasurer, as appropriate according to the expiration of the terms of the respective offices

**ACTION: Approved**

*Board Recommendation to the proposed AAD Bylaws Amendment*

Dr. Hebert referred the Board to page 33 of the background materials and stated that the Administrative Regulations require the Board to include a statement in the member ballot to accompanying the proposed Bylaws amendment.

A motion was made and duly seconded to approve sending the proposed AAD bylaws amendment to the membership for vote with a recommendation to approve with the following statement:

The current composition of the Assistant Secretary-Treasurer Selection Committee is six (6) members. The President appoints the Vice President as Chair, the Secretary-Treasurer, Assistant Secretary-Treasurer and three (3) elected directors to serve on this committee.

Best practice dictates that an odd number of members serving on a committee is best. The Board of Directors approved the proposed bylaws amendment to increase the number of directors serving on this committee to four (4), bringing the total number of members serving on this committee to seven (7).

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After discussion, a friendly amendment was made to add the following sentence to the statement:

“The amendment also permits the Board to adopt Administrative Regulations to allow the President to make additional appointments to the Assistant-Secretary-Treasurer Selection Committee.”

After further discussion, motion was made and duly seconded to postpone consideration of this new statement to allow for further editing consistent with the Board’s comments. The Board will then vote on the statement by online ballot.

**ACTION: Approved**

**Council on Education**

*2023 AAD Innovation Academy Meeting Dates and Location*

Lindy P. Fox, MD, FAAD referred the Board to page 92 of the background materials for the Council on Education report. She stated that the Scientific Assembly Committee (SAC) had confirmed the dates and location for the 2023 AAD Innovation Academy Meeting (August 10-13, Tampa, FL) at its Fall Planning Meeting. At its March 2022 meeting, the Board of Directors asked that SAC reconsider the location since the Summer Meeting was just held there in 2021. She stated that given the size and scope of the Innovation Academy Meeting, second (and third) tier cities with smaller convention centers or convention hotels are preferred.

Dr. Fox stated that a total of eight (8) cities were identified, and a second Request for Proposal (RFP) was distributed. Cities included Baltimore, Denver, Indianapolis, Las Vegas, Minneapolis, Pittsburgh, St. Louis, and Salt Lake City.

Dr. Fox stated that ideally the meeting would be held in a central or east coast location because the Innovation Academy would be held in west coast locations in 2022 and 2024. She stated that based on the bid package presented by Tampa, and the fact that it has a smaller convention center and is an east coast location, the Committee agreed that it was the most appealing venue. Dr. Fox stated that approval was needed for confirmation of location and dates for the 2023 AAD Innovation Academy Meeting in order to develop budget and commence planning activities.

A motion was made and duly seconded to approve holding the 2023 AAD Innovation Academy Meeting in Tampa, FL on August 10-13, 2023.

**ACTION: Approved**

**AAD NEW BUSINESS**

**Advisory Board**

*AB Resolution: AAD/A 002 (A-22)-Publish Administrative Regulations and Governance Policies Online*  
Andrew H. Weinstein, MD, MPH, FAAD referred the Board to pp. 34 - 35 of the background materials and presented the resolved of this Resolution, as follows:

**WHEREAS**, the American Academy of Dermatology/Association (AAD/A) Administrative Regulations (ARs) are established by the Board of Directors (BOD) per Article X of the AAD bylaws and Article IX of the AADA bylaws; and

**WHEREAS**, Article X of the AAD bylaws and Article IX of the AAD/A bylaws describe publishing current ARs, but do not mention publishing changes to the ARs; and

**WHEREAS**, ARs are published online at aad.org for members to view; and

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**WHEREAS**, Board Governance Policies (BGPs) are similarly published online in their current form; and

**WHEREAS**, changes to ARs and BGPs are made by a 2/3 vote of the BOD; and

**WHEREAS**, ARs and BGPs are published with dates of updates but without documenting what changes were made; and

**WHEREAS**, the executive office is responsible for maintaining historical records of ARs and BGPs; and

**WHEREAS**, AAD/A members can request for copies of ARs and BGPs through written request to AAD/A; and

**WHEREAS**, it is more efficient for the requesting member and the AAD/A staff who would respond to their request if historical ARs and BGPs were available online; therefore, be it

**RESOLVED**, the AAD/A publish from this point going forward the redlined version of ARs and BGPs online in the Members only section of aad.org.

After discussion, a motion was made and duly seconded to adopt resolution AAD/A 002 (A-22): to publish from this point going forward the redlined version of ARs and BGPs online in the Members only section of aad.org.

Discussion reflected concern that the potential draw on resources of this proposal outweighed the benefit of publishing these materials, especially since the materials already are available to members upon request.

**ACTION: Defeated**

After further discussion, a motion was made and duly seconded to tell members that past versions of AR's are available upon request by contacting the Executive Office.

**ACTION: Approved**

*AB Resolution: AAD/A 004 (A-22)-Dermatologists Treating Skin Conditions in All Skin Tones*  
Dr. Weinstein presented the following resolved:

**WHEREAS**, in recent months companies in the skincare space have made public claims about the ability of dermatologists to treat patients of color; and

**WHEREAS**, the mission of the American Academy of Dermatology is to uphold the expertise of board-certified dermatologists in treating skin conditions in all skin tones; therefore, be it

**RESOLVED**, that the AAD will formulate a strategy to correct marketing campaigns or public statements made by companies and brands that misrepresent the qualifications of board-certified dermatologists and the extensive training undertaken to ensure patient safety.

After discussion, a motion was made and duly seconded to adopt resolution AAD/A 004 (A-22) that the AAD will formulate a strategy to correct marketing campaigns or public statements made by

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companies and brands that misrepresent the qualifications of board-certified dermatologists and the extensive training undertaken to ensure patient safety.

Board members affirmed that this resolution is in line with the strategy which the AAD already has in place.

The Board also discussed sending a letter from the President to Unilever, the parent company of Vaseline, to address misstatements made by Vaseline about the ability of dermatologists to treat patients of color.

**ACTION: Approved**

**Ad Hoc Task Force (AHTF) to Review Specific Sections of the Advisory Board Organizational and Operational Guidelines (AB Guidelines)**

Robert S. Kirsner, MD, PhD, FAAD, Vice President-elect, referred the Board to pp. 36 – 47 in the background materials and provided the report on the edits that the AHTF recommended to the revisions AB Guidelines proposed by the Advisory Board Executive Committee.

He first addressed the seating of Advisory Board Reference Committee members on the Advisory Board Executive Committee. Dr. Kirsner stated that the Reference Committee is an effective way to get new members involved in the Advisory Board and is used as a training ground to foster future Advisory Board leaders. He noted that currently, two of the members who serve on the Reference Committee also serve on the Advisory Board Executive Committee. Dr. Kirsner stated if the Reference Committee chair also is a voting member of the Advisory Board Executive Committee, there was concern about the amount of influence that Reference Committee could exert on the Advisory Board Executive Committee.

Dr. Kirsner stated to limit the amount of influence of the Reference Committee on the Advisory Board Executive Committee, the Ad Hoc Task Force added lines 207-208 to the guidelines.

Dr. Kirsner also stated that the edits to lines 210-214 tie to the edits on lines 92-94. He stated if the Reference Committee Chair is selected from the sitting members of the Advisory Board Executive Committee, the chair will retain his/her right to vote on the Advisory Board Executive Committee. He stated that the Chair would be one of the two positions serving on the Reference Committee from the Advisory Board Executive Committee as outlined on lines 207-208.

A motion was made and duly seconded to approve the edits to lines 92-94, lines 207-208 and lines 210-214 in the Board Governance Policy on Advisory Board Organizational & Operational Guidelines (Guidelines).

Lines 92-94

The Reference Committee Chair shall serve as ex-officio, non-voting member of the Advisory Board Executive Committee. If the Reference Committee chair was previously elected to the Advisory Board Executive Committee, he or she retains a vote during the balance of their elected term.

Lines 207-208

The number of Reference Committee members that also serve as voting members on the Advisory Board Executive Committee shall not exceed two.



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Line 210-214

The Chair of the Reference Committee shall be selected by the Advisory Board Chair from among the current or previous members of the Reference Committee and shall serve as ex-officio, non-voting member of the Advisory Board Executive Committee unless serving as a previously elected member of the Executive Committee. The Advisory Board Chair shall appoint members to fill any vacancies in the Reference Committee.

**ACTION: Approved**

Dr. Kirsner referred the Board to the next edit on line 157. He stated that this language was added to bring the Advisory Board Selection Committee in line with the other Academy selection committees. He stated that members serving on the other selection committees cannot be considered for the position for which they have been tasked to search for candidates. Dr. Kirsner stated by adding this language, members of the Advisory Board Selection Committee cannot be nominated by the Selection Committee or from the floor.

A motion was made and duly seconded to approve the edits to line 157 in the Guidelines.

Line 157

Members of the ad hoc selection committee may not be nominated.

**ACTION: Approved**

Dr. Kirsner referred the Board to the next edit that deals with the line of succession. He stated that this language was recommended by the Advisory Board Executive Committee. The Ad Hoc Task Force felt these edits were appropriate as long as the Vice Chair was vetted at the same time as the Chair which is why the edit to the footnote is important.

A motion was made and duly seconded to approve the edits to line 162-171 and the footnote on page 3 in the Guidelines.

Line 162-171

**Vacancy of Officer**

The Advisory Board Vice Chair shall fill a vacancy in the office of Advisory Board Chair that may occur between regular elections for the duration of the unexpired term. Any vacancy in the office of Advisory Board Vice Chair shall be filled for the unexpired term of such vacancy by the Advisory Board Vice Chair-Elect. A vacancy in the office of Advisory Board Chair-elect shall be filled by the Advisory Board Vice Chair-elect.. If a vacancy occurs in the office of the Advisory Board Vice Chair-Elect, such a vacancy shall be filled by a special election of the Advisory Board conducted pursuant to the ballot procedures set forth in Article III, Section 3 of this Board governance policy.

Footnote on page 3

"<sup>1</sup> The Advisory Board Chair and Vice Chair must comply with the required due diligence background check prior to the start of their term on the AAD/A Boards of Directors."

**ACTION: Approved**

Dr. Kirsner stated that the next edit was included just to codify the process in the guidelines. The President already has this power, but it seemed important to the Advisory Board Executive Committee to have it in the guidelines.

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A motion was made and duly seconded to approve the edits to line 204 – 205 in the Guidelines.

Line 204-205

The Vice President, or an Academy Presidential designee if the Vice President is unable, shall serve on the Reference Committee as ex-officio, non-voting member.

Discussion confirmed the proposed change was unnecessary as the Vice President-Elect already would automatically step in if the Vice President were unable to fulfill his or her duties.

**ACTION: Defeated**

Dr. Kirsner stated that the next edits addressed Advisory Board meetings at the Annual Meeting and Innovation Academy. He stated that the Ad Hoc Task Force agreed that both the Advisory Board General Meeting and the Reference Committee meeting should be handled in the same fashion; either in person or, if a quorum cannot be secured for an in-person meeting, totally virtual, either prior to or after the AAD Annual Meeting and/or Innovation Academy.

A motion was made and duly seconded to approve the edits to line 232-235 and 255-258 in the Guidelines.

Line 232-235

The Advisory Board General Business Meeting process during the AAD/A Annual and Innovation Academy meetings shall be identical EXCEPT that the Advisory Board Executive Committee can elect to hold the entire meeting virtually, either prior to or immediately following the AAD Annual or Innovation Academy meetings.

Line 255-258

The Reference Committee Hearing process during the AAD Annual and Innovation Academy meetings shall be identical EXCEPT that the Advisory Board Executive Committee can elect to hold the entire meeting virtually, either prior to or immediately following the AAD Annual or Innovation Academy meetings.

After discussion, a friendly amendment was made and accepted to delete the following language from both sections: “either prior to or immediately following the AAD Annual or Innovation Academy meetings.”

**ACTION: Approved as amended**

Dr. Kirsner stated that the Ad Hoc Task Force felt that banning a constituent society from the Advisory Board for a year was a harsh penalty and not conducive to encouraging participation. He stated that the Ad Hoc Task Force felt that if the representative was not participating, that person should be replaced and not penalize the constituent society.

A motion was made and duly seconded to approve

Line 284-291

**Participation**

AAD/A staff will verify attendance after every meeting. A nonparticipating representative of a constituent society of the Advisory Board, which is defined as a representative with unexcused absences for two consecutive General Business meetings of the Advisory Board (in conjunction with the AAD Annual and Innovation Academy Meetings), shall be removed from the Advisory Board and the constituent society should appoint a new representative..

**ACTION: Approved**

A motion was made and duly seconded to approve the rest of the Ad Hoc Task Force to Review Specific Sections of the Advisory Board Organizational and Operational Guidelines report for information only.

**ACTION: Approved**

Dr. Kaufmann stated that the AHTF had completed its charge. A motion was made and duly seconded to sunset the AHTF.

**ACTION: Approved**

**Ad Hoc Task Force (AHTF) on Election Oversight  
Nomination and Election Procedures Administrative Regulation**

*Nominee and Candidate Nomination Period Communication*

Kenneth J. Tomecki, MD, FAAD, Immediate Past President, referred the Board to pp. 48 – 63 of the Board materials. He stated that the potential nominee and candidate communication language on lines 336 – 338 was moved to lines 50 – 54; along with the edits to allow nominees to ask individual friends, colleagues or organizations to write them letters of recommendation. Placing this language earlier in the administrative regulation (AR) informs the nominee of the election communication that they are permitted to engage in during the nomination period. Lines 336 – 338 can be deleted after it is moved up in the AR.

A motion was made and duly seconded to approve to move lines 336 – 338 earlier in the AR with the edits as presented on lines 50 – 54 and delete lines 336 – 338.

Lines 50 – 54

During the nomination period, potential nominees and candidates may not engage in any such election-related communications, other than direct one-on-one, personal communications with friends and colleagues. to request letters of recommendation in support of their nomination from individual friends, colleagues or organizations.

Lines 336 – 338

**ACTION: Approved by required 2/3 vote**

*Candidate Questionnaire Suggested Edit to AR*

Dr. Tomecki stated that the edit to add a period after the word “webpage” and delete the rest of the sentence limits the redundant language on lines 323. The AR states that the optional letter (13 b) and videos (13 i & j) are posted on the Academy election webpage.

A motion was made and duly seconded to approve adding a period after the word “webpage” and delete the rest of the sentence.

Lines 322 – 323

Slated candidates may include links in their communications to the Academy election webpage.

**ACTION: Approved by required 2/3 vote**

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*Use of titles in communications and signature blocks*

Dr. Tomecki referred the Board to lines 329 – 331 in the AR. He stated AHTF discussed the personal communications sent by individual members during the 2022 AAD Election and the various titles included. He stated that it recommended the following edits to lines 329 – 331 to further clarify that individual members may use their practice, business or academic (current or former) titles in the body of personal individual communications or in signature blocks. Dr. Tomecki stated the AHTF unanimously agreed that current society officer titles may not be used in individual personal communications or signature blocks.

A motion was made and duly seconded to approve the following edits to lines 329 – 331.

Lines 329 – 331

After the official slate of candidates is announced, individual members may use practice, business, or academic titles but not current society officer titles in the body of communications or in communications signature blocks in support or opposition to the candidate(s).

A friendly amendment was made and accepted to re-insert “or former.”

**ACTION: Approved, as amended, by required 2/3 vote**

**Election Communications Policy**

*Submission of “Ask the Candidate” Question(s)*

Dr. Tomecki referred the Board to lines 20 – 21 in the policy. He stated that during the 2022 AAD Election members submitted questions via the “Ask the Candidate” webpage. Before sending them to the candidates, all questions are sent to the Ad Hoc Task Force Rapid Response Team (AHTF RRT) for approval. Dr. Tomecki stated that the AHTF RRT commented that there were multiple questions submitted with a preamble or editorial language and it suggested the edits on lines 20 – 21 to further clarify the format in which members are to submit their question(s).

A motion was made and duly seconded to approve the Election Communications policy edits as presented on

Lines 20 – 21

All question(s) submitted should consist of a single sentence and should not be multiple part.

**ACTION: Approved**

**Officer Candidate Town Hall Meeting**

Dr. Tomecki stated that the Board should consider if the officer candidate town hall adds value to the Academy’s election. He stated that the Academy has only held two live officer candidate town hall events, in 2019 and in 2022. Both events were held in the exhibit hall poster session area over the lunch hour when no educational sessions were taking place. He stated that the AHTF expressed its concern with continuing to hold the officer candidate town hall if it doesn't bring value to the election. Dr. Tomecki stated that the AHTF felt that the 2022 officer candidate town hall was disappointing and an exercise in futility.

Dr. Tomecki stated that if the Board feels the officer candidate town hall adds value, a motion can be made to approve re-thinking the execution of the event so it will be a valuable experience for both the candidates and membership.

The Board discussed potential changes to timing and/or location (e.g., during plenary session or before or after Advisory Board meeting) to encourage attendance.

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A motion was made and duly seconded to refer the issue to the future AHTF on Election Oversight to re-think the execution of the event so it will be a valuable experience for both the candidates and membership.

**ACTION: Approved**

Dr. Kaufmann stated that the current AHTF on Election Oversight had completed its mission. He noted that a new AHTF would be constituted with Dr. Tomecki as chair.

A motion was made and duly seconded to sunset the AHTF.

**ACTION: Approved**

**Council on Science and Research**

*Mohs Surgery Appropriate Use Criteria (AUC) Manuscript*

Amy J. McMichael, MD, FAAD referred the Board to pp. 65 – 89 of the background materials for the Council on Science and Research report.

After discussion, a motion was made and duly seconded to approve Mohs Surgery Appropriate Use Criteria (AUC) Manuscript as presented.

**ACTION: Approved**

**AAD CONSENT**

**Executive Committee**

Dr. Bennett presented the Executive Committee May 10, 2022 summation report for information only.

A motion was made and duly seconded to approve the Executive Committee May 10, 2022 summation report as presented for information only.

**ACTION: Approved.**

**ADJOURNMENT**

There being no further business, Dr. Kaufmann adjourned the Academy Board of Directors Meeting at 3:12 p.m. (Central).

Respectfully Submitted,  
Daniel D. Bennett, MD, FAAD  
Secretary-Treasurer

**[Note: An executive session was held during the lunch hour. A summation report for that session maintained in the confidential files of the Executive Office.]**