

**AIM Business Meeting
National Immunization Conference, March 17, 2008
Draft Minutes**

Participants: Laurel Wood (Chair-AK), Yolanda Masunu-Faleafaga (Am. Samoa), Kathy Frederickson (AZ), Karen Fowler (AR), Howard Backer and Denise Rogers (CA), Joni Reynolds (CO), Vince Sacco (CT), Claudia Allis (DE), Chuck Alexander (FL), Michelle Conner (GA), Annette Aguon (Guam), Lisa Mendez ((HI), Rebecca Coyle (ID), Maribel Chavez-Torres (Chicago), Karen McMahon (IL), Don Callaghan (IO), Amanda Mizell (IN), Sue Bowden (KS), Shawn Box (ME), Greg Reed (MD), Bob Swanson (MI), Kris Ehresmann (MN), Regina Irwin (MS), Jeannie Ruth (MO), Elizabeth LeLacheur (MT), Barbara Ludwig (NE), Doug Banghart (NV), Colleen Haggerty (NH), Gayle Kenny (NM), David Lynch (NY), Jane Zucker (NYC), Beth Rowe-West (NC), Molly Sander (ND), Amy Bashforth (OH), Dorothy Cox-Franklin (OK), Heather Stafford (PA), Jim Lutz (Philly), Allysceaious Spears (TN), Jack Simms and Mark Ritter (TX), Brenda Lemke (San Antonio), Janel Jorgenson (UT), Sue Barry (VT), Janna Bardi (WA), Jeff Neccuzi (WVa), Dan Hopfensperger (WI), Amy Groom (IHS), Claire Hannan, Katelyn Wells and Helen Fox Fields (AIM).

Welcome and Introductions

Kris Ehresmann opened the meeting and began with introductions. Laurel Wood mentioned that in the spirit of AIM as a family, she was passing around a get well card for Utah program manager Linda Abel, who is seriously ill. Former Arkansas program manager Charles Beets, who passed away in February, was fondly remembered.

AIM Elections

Greg Reed facilitated the Officer and Executive Committee elections. Each of the candidates running for office introduced themselves and made brief remarks.

Jack Sims (TX) Chair-Elect
Barbara Ludwig (NE) and Amanda Mizell (IN) Secretary-Treasurer

Candidates for Executive Committee:

Howard Backer (CA)	Jeff Neccuzi (WVa)
Janna Bardi (WA)	Joni Reynolds (CO)
Sue Barry (VT)	Allysceaious Spears (TN)
Rebecca Coyle (ID)	Heather Stafford (PA)
Lorraine Duncan (OR)	
Tim Heath (SD)	
Dan Hopfensperger (WI)	
Jiacheng Huang (ME) (statement read in absentia by mentor Beth Rowe-West)	
David Lynch (NY)	

Completed ballots were collected by Greg Reed and Jim Lutz. It was noted that an absentee ballot had been received from Maine. All other AIM members were eligible to cast one ballot each; representatives of absent AIM members could vote if written proxy was received. Greg and Jim excused themselves to count the ballots.

The following individuals were elected as Officers and members of the Executive Committee:

Laurel Wood (Chair)
Jack Sims (Chair-Elect)
Barbara Ludwig (Secretary/Treasurer)
David Lynch
Janna Bardi
Lorraine Duncan and Dan Hopfensperger

AIM Draft Policy on Acceptance of Funds

AIM Finance Committee Chair David Lynch discussed a draft AIM policy that deals with the acceptance of funds from external partners. The policy is a result of a discussion by AIM members at the last business meeting, further discussion by Finance Committee members, and review of policies from similar organizations.

David summarized the principles then opened it up for discussion. He acknowledged that one of the most divisive issues will be the issue of accepting funds from pharmaceutical companies. Program managers' views on this issue vary greatly and he did not expect to resolve that issue during the brief time allotted for this discussion.

Comments: Beth Rowe-West's suggestion that *any* funding from a pharmaceutical company be brought to a vote before the general membership (not just funding in the amount of \$5000 as suggested in the draft policy) and more explicit language about restricted funds be added to the policy.

There was discussion about the wording of the "conflict of interest section" and a suggestion that the sentence be re-worked and that the phrase "at the expense of AIM's mission and its members" be stricken.

A final suggestion was that a conflict of interest form be provided to members serving on the AIM Executive Committee.

David closed by saying that the policy was a work in progress and urging that comments and language be sent to him directly for incorporation into the policy.

VACMAN/VTrcks and the McKesson Users Group

Dan Hopfensperger updated the group on VTrcks and the formation of an AIM Vtrcks group. CDC is currently reviewing the system blueprints developed by Northrup Grumman

Dan noted concern that we have not been at the table thus far, and said that we will be talking with Janet Kelly and Lance Rodewald at CDC to determine a mechanism for AIM input. AIM members are encouraged to join the VTrcks group to provide input into the system.

The following AIM members are signed up for the VACMAN/VTrcks Users Group: Dan Hopfensperger (WI), Bob Swanson (MI), and Houston Hurlock (CO). Additional members are welcomed.

AIM is creating a McKesson Users Group/VMBIP Advisory Board in order to provide AIM input into VMBIP and centralized distribution issues. This group, which will be comprised of 10 AIM members, will serve as the policy and discussion group on all VMBIP matters and provide feedback to McKesson and CDC. The group will monitor the quality of centralized distribution and McKesson's performance. The group will initially meet weekly to review the goals and performance of VMBIP and quarterly with McKesson and CDC representatives to discuss the quality and performance of centralized distribution.

The following AIM members are signed up for this group: Amanda Mizell (IN), Greg Reed (MD), Jan Hicks-Thompson (WA), Dennis King (NYC), Beth Rowe-West (NC), Monica Trigg (GA), Molly Sander (ND), Jack Sims (TX).

Recognition of the Natalie Smith Award Nominees

The following individuals nominated for the 2008 Natalie Smith Award were recognized, by Beth Rowe-West, a member of the Nominations and Award Committee, received certificates for their nominations, and had their citations read:

Janna Bardi (WA), Maribel Chavez-Torres (Chicago), Vincent Sacco (CT), Kathy Frederickson (AZ), Dan Hopfensperger (WI), Kris Ehresmann (MN), David Lynch (NY), and Risha Jones (Houston) not in attendance.

Kris Ehresmann acknowledged the members of the AIM Executive Committee who are rotating off the committee and commended them for their service. Each received a plaque from AIM. Those individuals were: David Lynch, Jesse Greene, (not in attendance), Howard Backer, and Jack Sims.

Changing of the Tiara

Kris delivered her final address as the Chair of AIM. She thanked her staff for their hard work in her absence, saying that she would not have been able to do all that she did for AIM without their support and assistance. She mentioned some of the key challenges AIM dealt with over the past year, including the transition of additional programs to centralized distribution, the Hib recall, and the use of 317 funds for Hepatitis B activities. She noted that AIM is moving forward with growth and independence, looking to change the program managers meeting as a way to raise funds for AIM and developing a funds acceptance policy. She acknowledged the hard work of the AIM staff.

Then she asked Laurel Wood, the incoming Chair to join her at the podium in order to pass the tiara. Kris passed a new, grander tiara on to Laurel and a pair of black socks on to Jack Sims. Jack may need the socks for Laurel as Laurel provided similar socks for Kris at the program managers meeting.

Laurel made a few closing remarks. She is thankful to all who have brought AIM to where it is today, and looks forward to challenges ahead. She thanked Kris and presented Kris with Alaskan salmon. The meeting was adjourned at 1:55.