

PAEA Business Meeting

October 4, 2022

PROPOSED MINUTES

Voting Members Present:

B. Brooks, A.T. Still University of Health Sciences (Central Coast); N. Gardner, Albany Medical College; M. DiBaise, Arizona School of Health Sciences; M. Irwin, Ashland University; V. Bester, Augsburg University; E. Elliott, Baylor College of Medicine; C. Hanson, Bethel University (MN); M. Scates, Bethel University (TN); S. White, Boston University School of Medicine PA Program; E. Schmidt, Butler University; C. Forest, California State University - Monterey Bay; L. Gerstner, Campbell University; M. Freeman, Carlow University; J. Lewis, Case Western Reserve University; D. Kimball-Christie, Central Michigan University; L. Kibe, Charles R. Drew University; J. Derr, Charleston Southern University; J. Truscott, Chatham University; G. Tooley, Christian Brothers University; S. VanderMeulen, Creighton University - Omaha; R. Brugna, CUNY York College; H. Taylor, Des Moines University; K. Ehrhardt, DeSales University; J. Kinzel, Drexel University; J. Barnett, Duke University Medical Center; K. D'Acunto, Duquesne University; A. Gindoff, East Carolina University; K. Dempsey, Eastern Virginia Medical School; K. Stokes, Elon University; R. Hawkes, Florida Gulf Coast University; B. Smith, Florida State University; J. Cheeseman, Franklin College; K. Cavanagh, Gannon University; K. Wright, George Washington University; J. Eames, Hardin-Simmons University; J. Johnson, High Point University; J. Papa, Idaho State University; T. Meehan, Johnson & Wales University; C. Biscardi, Kean University; S. Hull, Lincoln Memorial University-Knoxville; J. Borst, Lock Haven University; R. Chappell, Louisiana State University – New Orleans; J. Midgley, Marist College; M. Drumgold, Meharry Medical College; K. Smart, Mercy College of Ohio; J. Merson, MGH Institute of Health Professions; A. Nimblett- Clarke, Miami-Dade College; D. Provencher, Midwestern University (Downers Grove); R. Sears, Midwestern University (Glendale); A. Hull, Milligan University; E. Burns Kilduff, Misericordia University; S. Martin, Mississippi College; K. Maben, Missouri State University (formerly SWMS); C. Barry, Northeastern University; A. Essary, Northern Arizona University; J. Gunn, Northwestern University; C. Bolton, Nova Southeastern University, Jacksonville; L. Butler, Nova Southeastern University, Orlando; S. Stewart-Clark, Oregon Health & Science University; J. Covino, Pace University-Lenox Hill Hospital, NYC; L. Whitney, Penn State University; J. Bower, Pennsylvania College of Technology; S. Fisher, Pfeiffer University; D. Sayre-Stanhope, Point Loma Nazarene University; T. Ferrarotti, Quinnipiac University; R. Hadley, Radford University; C. Dobbs, Red Rocks Community College; L. Larson, Rochester Institute of Technology; C. Ruff, Rocky Vista University; J. Radke, Rosalind Franklin Univ of Medicine (formerly Finch); M. McQuillan, Rutgers University; M. Valdez, Saint Elizabeth University; G. DelRosario, Saint Louis University; R. Ditoro, Salus University (formerly Pennsylvania College of Optometry); C. Hanifin, Seton Hall University; M. Borger, Slippery Rock University; R. Schugar, South University, West Palm Beach; K. Young, St. Bonaventure University; S. Fernandes, Stanford University; T. Howell-Stampley, The University of Texas Southwestern Medical Center, Southwestern School of Health Professions; D. Pavlik, Thomas Jefferson University, Center City Campus; P. Boyle, Touro College (Manhattan); J. Moverley, Touro University California; A. Duford, Touro University Nevada; B. Reeves, Trevecca Nazarene University; B. Buyea, Tufts University; M. Heidtbrink, Union College; T. Gilford, University of Alabama at Birmingham; T. Fernandez, University of Colorado; Y. Freeman Hildreth, University of Detroit Mercy; N. Weber, University of Dubuque; C. Nutt, University of Evansville; N. Multak, University of Florida; A. Brennehan, University of Iowa; C. Hendrix, University of Maryland Baltimore Physician Assistant Program; S. Gilkey, University of Michigan - Flint; B. Ekey, University of Mount Union; S. Grammer, University of Nebraska Medical Center; B. Lauf, University of

Nevada, Reno; D. Brown, University of New England; J. McHugo, University of North Dakota; L. Dobbs, University of North Texas HS Center Ft Worth; S. Ijams, University of Oklahoma, Tulsa; J. Hare, University of Pittsburgh; P. Marriott, University of Saint Joseph; L. Myrick, University of South Carolina SOM; W. Nilson, University of South Dakota; T. Wills, University of South Florida; M. DAquila, University of Southern California (LA); T. Diesel, University of St. Francis; F. Ambriz, University of Texas Rio Grande Valley; E. Barnes, University of the Cumberland, Northern Kentucky Campus; T. Scott, University of Washington; L. Iverson-Leirmo, University of Wisconsin – La Crosse; V. Snyder, University of Wisconsin - Madison; J. Zaweski, Valparaiso University; A. Baker, West Chester University; E. Bunting, West Coast University - Los Angeles; S. Brammer, West Liberty University; J. Momen, West Virginia University; D. Weil, Wingate University; J. Van Rhee, Yale University Physician Assistant Online Program; A. Garino, Yale University Physician Associate Program

Voting Members Not Present:

AdventHealth University, Alderson-Broaddus University, Arcadia University, Army Medical Center of Excellence, Augusta University, Baldwin Wallace University, Barry University, Bay Path University, Brenau University, Bryant University, California Baptist University, Canisius College, Carroll University, Chamberlain University, Chapman University, Clarkson University, College of Mount Saint Vincent, College of Saint Mary, College of St. Scholastica, Colorado Mesa University, Concordia University, Concordia University-Ann Arbor, Daemen College, Delaware Valley University, Dominican University, Dominican University of California, D'youville College, Eastern Michigan University, Emory & Henry College, Emory University, Fairleigh Dickinson University, Faulkner University, Florida International University Herbert Wertheim College of Medicine, Franciscan Missionaries of Our Lady University, Franklin Pierce University, Franklin Pierce-Goodyear, AZ, Frostburg State University, Gannon University-Ruskin, Gardner-Webb University, George Fox University, Grand Valley State University, Harding University, Hofstra University, Indiana State University, Indiana University School of Health & Human Sciences Master of Physician Assistant Studies Program (IUPUI), Ithaca College, James Madison University, Kansas State University, Keck Graduate Institute, Kettering College, King's College, Lake Erie College, Lawrence Technological University, Le Moyne College, Lincoln Memorial University, Lipscomb University, Loma Linda University, Long Island University, Louisiana State University Health Sciences Center Shreveport, Marietta College, Marquette University, Marshall B. Ketchum University, Marshall University, Mary Baldwin University (Murphy Deming College of Health Sciences), Marywood University, Mayo Clinic School of Health Sciences, MCPHS University (Boston), MCPHS University (Manchester/Worcester), Medical University of South Carolina, Mercer University, Mercy College, Mercyhurst University, Methodist University, Michigan State University, Middle Tennessee State University Physician Assistant Studies Program, Mississippi State University - Meridian, Monmouth University, Morehouse School of Medicine, Mount St. Joseph University, New York Institute of Technology, North Central College, North Greenville University, Northeastern State University, Northwestern College, Nova Southeastern University, Fort Lauderdale, Nova Southeastern University, Fort Myers, Ohio Dominican University, Ohio University, Oklahoma City University, Oklahoma State University, Pace University - Pleasantville, Pacific University, Philadelphia College of Osteopathic Medicine, Presbyterian College, Randolph-Macon College, Rocky Mountain College, Rocky Mountain University of Health Professions, Rush University, Sacred Heart University, Saint Catherine University, Saint Francis University, Saint Joseph's University (Univ. of the Sciences), Samford University, Samuel Merritt University, San Juan Bautista School of Medicine, Seton Hill University, Shenandoah University, South College – Knoxville, South College - Nashville, South University in Savannah, South University, Richmond, South University, Tampa, Southern California University of Health Sciences, Southern Illinois University, Springfield College, St. Ambrose University, St. John's University (formerly SVCMC), Stephens College, Stony Brook University, Sullivan University, SUNY Downstate Medical Center, SUNY Upstate

Medical Center, Temple University Lewis Katz School of Medicine, Texas Tech University Health Sciences Center, The CUNY School of Medicine (formerly CCNY Sophie Davis School of Biomedical Education), Thiel College, Thomas Jefferson University, East Falls Campus, Touro College (Long Island), Touro College (Middletown), Touro College Illinois, Towson University CCBC – Essex, Trine University, University of Arkansas, University of Bridgeport, University of California-Davis, University of Charleston, University of Dayton, University of Findlay, University of Kentucky, University Of La Verne, University of Lynchburg, University of Mary Hardin-Baylor, University of Maryland Eastern Shore, University of Missouri – Kansas City, University of New Mexico, University of North Carolina – Chapel Hill, University of Oklahoma, Oklahoma City, University of Saint Francis (Fort Wayne), University of South Alabama, University of Tampa, University of Tennessee Health Science Center (Memphis), University of Texas – HS Center at San Antonio, University of Texas – Medical Branch at Galveston, University of the Cumberlands, University of the Pacific, University of Toledo, University of Utah, Utah Valley University, Wagner College, Wake Forest University (Bowman Gray), Wayne State University, Weill Cornell Medicine Graduate School of Medical Sciences, West Coast University, Western Michigan University, Western University of Health Sciences, Westfield State University, Wichita State University, Xavier University of Louisiana, Yeshiva University

Board Members Present: Kara Caruthers, president; Linda Sekhon, president elect; Michel Statler, immediate past president; Jacqueline Barnett, treasurer; Janie McDaniel, secretary; Carl Garrubba, director at large; Shalon Buchs, director at large; Nicole Burwell, director at large; Shaun Grammer, director at large; Robert Hadley; Cassidy McCandless, student member at large.

Senior Staff Present: Sara Fletcher, chief executive officer; Zachary Britt, chief operating officer; Amanda Gunter, chief digital officer; Karen Hills, chief, educational development; Olivia Ziegler, chief assessment officer; Lynn Heitzman, senior director, operations; Kendall Mealy, senior director, leadership & organizational development; Donna Murray, senior director, admissions; Tyler Smith, senior director, government relations; Robert Furter, senior director, assessment.

1. Approval of the Agenda

The agenda was approved.

President Caruthers announced that a quorum was present of 97 voting member programs.

2. Announcement of Board of Directors Election Results

President Caruthers congratulated Nicole Burwell on her election as president elect and reported that since there was no simple majority among the three candidates in the election for director at large, a runoff election would be held. *(In the runoff election, Jennifer Eames and Elizabeth Elliott were elected to the Board.)*

3. Approval of the Minutes. There were no corrections to the minutes of the 2021 Business Meeting. **A motion to approve the minutes was seconded and carried.**

4. President/CEO Annual Membership Report. President Caruthers indicated that she had no additions to the written report. ***There was no objection to the report being accepted as written.***

5. Financial Report — Treasurer’s FY22 4th Quarter Report

There were no objections to the report being accepted as written.

6. Liaison Reports

A) SAAAPA | A. Wildermuth

There were no objections to the report being accepted as written.

7. External Organization Reports

A) AAPA | J. Orozco, President

B) ARC-PA | A. Brenneman, Chair

C) PA Foundation | J. Delaney, President

D) NCCPA | K. Footracer, Chair

E) nccPA Health Foundation | T. Allen, Chair

F) Physician Assistant History Society | S. Wilson, President

President Caruthers thanked all the external organizations for providing their written and verbal reports.
There were no objections to the reports being accepted as written or presented.

8. Continuing Business

A) Journal of Physician Assistant Education Report | T. Honda, Editor in Chief

President Caruthers thanked Dr. Honda for providing a report on *JPAE*.
There were no objections to the report being accepted as presented.

9. New Business/Other Items Motions Received by the Deadline

President Caruthers noted that three motions had been placed on the consent agenda and asked whether members wished to pull any motion from the consent agenda. Dr. Gardner requested that Motion BOD-1 be pulled from the consent agenda. *OThe consent agenda with motions BOD-2 and BOD-3 was approved with no discussion.*

2022-BOD 2. New Name for the Association | Bylaws Amendment Article I

Background/Rationale: In the spring of 2022, PAEA unveiled its new strategic plan, which set forth ten core values that will drive the organization’s decisions and determine our

strategic priorities. PAEA is committed to demonstrating these core values throughout the organization, beginning with being inclusive of all members.

The Association is committed to supporting and guiding all member programs through the name change process as state legislatures and accreditors codify the new title of “physician associate” during the transition. Each program views the new title through a unique lens, weighing its own set of priorities and considerations, which means change will not occur at a uniform pace.

The Association desires to take a proactive approach to represent all PA member programs in the coming years, regardless of the degree conferred. Therefore, we put forth a motion to the membership to change the name of the organization from the Physician Assistant Education Association to the PA Education Association. Doing so allows us to uphold our core values and represent all member programs, regardless of the title of “physician assistant” or “physician associate.”

Motion: Be it resolved that the following amendment be made to Article I of the Bylaws and move to authorize the Association to make the appropriate revisions throughout to remaining Bylaws consistent with this amendment.

ARTICLE I

Name and Offices

As set forth in the Articles of Incorporation filed with the District of Columbia, the name of the corporation is the **Physician Assistant PA** Education Association (hereinafter “PAEA,” “Corporation,” or “Association”). The Corporation shall maintain a registered office and retain a registered agent, in the District of Columbia. The Corporation may have such other offices either within or without the District of Columbia as the Board of Directors of the Corporation (the “Board”) may determine or as the business of the Corporation may require.

This motion was approved as part of the consent agenda with a two-thirds majority as required for a Bylaws amendment.

2022-BOD 3. Authorization to Amend the Association’s Articles of Incorporation

Background/Rationale: To enact an official change to the name of the Association, the articles of incorporation must be amended, and the proper documentation filed with the District of Columbia. Pursuant to the [Code of the District of Columbia, §29-408.03\(a\)\(2\)](#), a proposed amendment to the articles of incorporation shall be submitted to voting members for their approval.

Motion: Be it resolved that the PAEA membership authorizes an amendment to the Association's Articles of Incorporation consistent with the amendment to Bylaws Article I to adopt the new name of PA Education Association.

This motion was approved as part of the consent agenda with the required simple majority.

2022-BOD 1. Membership Dues Authorization Policy

Background/Rationale: For the past fifteen years, PAEA has relied on a process that establishes a fixed maximum percentage for any dues increase that may occur. This method has allowed both the Association and member programs the opportunity to appropriately anticipate these increases for budgeting purposes.

It is important for the financial underpinnings of the Association to include a reliable revenue stream unrelated to external variation and that allows for funding of member services. In recent years, the Association has been sensitive to existing economic pressures on PA programs and carefully considers the impact on programs. The Board of Directors has not exercised the existing authority for a 4% dues increase annually, averaging 2.38% for the last fifteen-year period, and has held dues steady at \$4,275 for the last three years during the pandemic.

Motion: Be it resolved that the PAEA Board of Directors, with input from the Treasurer and the Finance Steering Committee, may raise dues annually by an amount not to exceed 4 percent.

Dr. Gardner moved to amend this motion. Speaking to his proposed amendment, Dr. Gardner commented that programs must account for dues in advance as part of their financial planning. The motion to amend was seconded.

Amended Motion: Be it resolved that the PAEA Board of Directors, with input from the Treasurer and the Finance Steering Committee, may raise dues annually by an amount not to exceed 4 percent. Programs will be given a minimum of 12 months' notice before the higher rate will be in effect.

There was no discussion, and the motion to amend was approved. The motion to adopt the amended motion was made and seconded. There was no discussion, and the motion was approved.

Other Items: President Caruthers took a personal point of privilege to recognize the Board of Directors for their critical guidance on the strategic work of the Association and for special recognition of Immediate Past President Michel Statler and Director at Large Carl Garrubba, who are rotating off the Board of Directors in 2022.

10. Passing of the Gavel/Adjournment. President Caruthers passed the ceremonial gavel to President Elect Linda Sekhon, and the meeting was adjourned at 4:56 p.m. ET.