Epidemiology Specialty Leadership Meeting Minutes  
Wednesday, October 30, 2019  
10am Central/11am Eastern

Attendees: Drs. Sarah Hamer (Epi Specialty President) and Tom Doker (Secretary/Treasurer)

Old Business:

1. Approval of August Annual Meeting Minutes (Dr. Doker): Approved, will post. INFO

New Business:

1. Discussion of Dues/Fees Structure (Drs. Hamer and Doker):
   a. ACVPM: Plans to raise annual dues (currently $150) and certification fees (currently $75) to $250 and $125, respectively, with future incremental raises to be announced. Rationale is that fees were not raised in the past, while organization expenses have increased (i.e. appreciation). There is also a deficit due to hiring of new administrative assistant. Note that ACVPM certification fees are set to half the amount of annual dues. Exam fee is $550 with discussion to change. INFO
   b. Current Epi Specialty Fees:
      i. Exam Fees: $50 covers the application and examination fees. Unlike ACVPM, the Epi exam takers arrange their own proctor and pay out of pocket for that. INFO
      ii. Certification Fee: $150 certification fee payable upon successful completion of the exam. INFO
      iii. Dues: $30 annual dues thereafter to maintain active epidemiology specialty status. INFO
   c. Epi Specialty Dues/Fees Evaluation:
      i. Estimated Revenue: Average two new applicants annually equal $300 for both exam and certification fees. Dues for 75 members totals to $2,250 with an overall total of $2,650. So far in FY20, Epi Specialty has earned donations related to survey support for $500 and $750 invoiced for a total of $1,250. INFO
      ii. Estimated Expenses: Need to consider percentage of EVP and administrative assistant time required to support the Epi Specialty. Currently, the Specialty holds its own separate annual meeting in conjunction with the College. ACVPM pays separate meeting room and A/V expenses to support the Epi meeting. ACVPM pays travel expenses for Epi President and Secretary to attend annual meeting. Candidates who are not military are required to pay a testing center fee ($30 to $40). Applicants pay prepaid FEDEX charges to return exams ($12). ACVPM pays printing and mailing expenses for new Specialty members. INFO
iii. **Dues/Fees Proposal:** Maintain exam fees at $50. Recommend decreasing certification fees from $150 to $125 to match College certification fees. Recommend increasing annual dues to $50. Plan is to re-evaluate dues/fees annually to keep the Specialty financially self-sufficient to help keep ACVPM financially sound. Will present proposals at next EB meeting. OPEN (Drs. Hamer and Doker)

iv. **Epi Specialty Financial Reporting:** It is possible now to determine when members pay Epi dues, exam fees, and certification fees allowing for separate tracking. Both the EVP and administrative assistant can assist (both invited to Epi Specialty meetings). Dr. Doker has backend access to the website as ACVPM Secretary/Treasurer and can also follow Epi-related revenues/expenses. When annual meeting planning occurs, can obtain expenses and for developing a FY21 Epi budget. INFO

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2. **Epi Specialty President EB Voting Rights:** Bylaws were currently being reviewed, so timing was ideal for such a request. EB approved request at 29 October meeting. Will ensure included in upcoming bylaws revision. OPEN (Dr. Hamer)

3. **Epi Specialty Committee Member Volunteers:** Plan to follow up with those who completed self-nominations to express interest in serving on a committee for Epi Specialty. OPEN (Dr. Hamer)

4. **Epi Specialty Value:** Discussion of how can we add value for Epi Specialty members. One idea is to co-sponsor some talks with ACVPM that appeal to epi specialty. Another is to co-sponsor CE ensuring at least one epidemiology-focused webinar annually. Discussed developing separate Epi coins, pins, and T-shirts to make available in the ACVPM store. Would require designing a separate Epi Specialty emblem. INFO

5. **Next Quarterly Meeting:** President and Secretary/Treasurer will plan to meet after 1 January, date/time TBD. INFO. Will plan an Epi Specialty Committee Leadership meeting for early December (Dr. Hamer will reach out to all four committee chairs plus Dr. Torring for this meeting).

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Adjourned 12pm Eastern