Old Business:

1. Approval of changes to Epidemiology Dues/Fees Structure (Dr. Hamer)
   a. ACVPM Executive Board has approved 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.
   b. Epi Specialty has also assessed dues and fees, and had Executive Board approval (November 2019) for the following:
      i. Exam Fee: Current fee $50. Members pay prepaid FEDEX charges to send/return exams and arrange/pay own testing center fees. Proposal is to maintain exam fee at $50 to encourage Epi Specialty membership and to help compensate for other incurred candidate costs.
      ii. Certification fee: Current fee $150. Proposal is to decrease to $125 (match ACVPM) for 2021 Epi Diplomates.
      iii. Dues: Current dues $30. Drivers for revenue increases include inflation, the desire to have the Specialty self-sufficient in regards to funding, and increased expenses. Increased expenses result from considering the percentage of EVP and administrative assistant time devoted to supporting the Specialty, paying for a separate meeting space and A/V at the annual meeting, and paying travel expenses for the Epi President and Secretary to attend the annual meeting. Proposal is to increase dues to $50 beginning Calendar Year 2021.

2. 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.
3. **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. Epi Specialty President will not become a voting member until the amended bylaws are approved by membership.

**New Business:**

1. Updates on Committees from Chairs
   a. **Credentials Committee** (Dr. Benjamin Newcomer)
      i. Membership is:
         1. Benjamin Newcomer, chair, 2016 -
         2. Kay Burkman, 2018 -
         3. Rachael Kreisler, 2019 -
      ii. Six Diplomates approved to sit for 2020 exam plus one provisional acceptance.
      iii. We would welcome more members if there is interest but the labor involved in this committee is maybe less than some others so the bigger concern would just be to replace members as they go off after their term ends. I believe Dr. Kreisler may be willing to assume the position of Chair; Dr. Burkman has previously declined.
   b. **Examination Committee** (Dr. Sabine Mann)
      i. Membership is:
         1. Sabine Mann (2017 - 2020 - chair 2020)
         2. Cooper Brookshire (2018-2021 - chair 2021)
      ii. Expressed interested in having more individuals assist the committee to look over (i) the suggested reference list and (ii) the question bank this coming examination term, and possibly writing some new questions. Maybe we can also recruit a new member 2020 when I am leaving the committee. Our members rotate into the chair position in their 3rd year of serving, before leaving the committee. Dr. Mann planned to write the Epi Specialty leadership to see if anyone was interested to assist with reviewing questions.
      iii. Expressed need for organized process for keeping test information from year-to-year and pass to new members of committee. Dr. Hamer and Mann planned to write Dr. Berg to explore options about storing questions on password-protected part of website or other forman. Dr. Berg set up a google shared drive for this purpose.
   c. **Continuing Education Committee** (Dr. Kimberly Woodruff)
      i. Membership is:
         1. Kimberly Woodruff (Chair 2019-2020)
         2. David Smith (Chair 2020-2021)
         3. Cooper Brookshire (Chair 2021-2022)
4. Christa Hale (Christa is the past president, but was interested in staying on the committee.)
   
d. **Nominations Committee** (Dr. Katherine Feldman)
   
i. Membership is:
   
   1. Katherine Feldman (Chair)
   2. Christa Hale
   
   ii. Nobody is currently lined up to serve as chair after Dr. Feldman. We were trying to recruit a new member, but I don't think anything came of that. Help towards identifying a new member would be great.

4. **Epi Specialty Committee Member Volunteers**: I owe a follow up with those who completed self-nominations to express interest in serving on a committee for Epi Specialty.

5. **Epi Specialty Website**: Dr. Bickett-Weddle suggested that the Epi Specialty landing page be updated to be more robust, listing committee members and emails. Any suggestions? Making the website section of Epi more robust [https://acvpm.org/page/epi-specialty-members](https://acvpm.org/page/epi-specialty-members).

6. **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 pins and T-shirts to make available in the ACVPM store. Would require designing a separate Epi Specialty emblem. Specialists on the call expressed an interest in having an Epi Specialty logo.

7. **Other**:
   
a. There was a suggestion that the Epi past presidents should stay on as an at large member to assist.

8. **Next Meeting**: President and Secretary/Treasurer plan to meet quarterly. Frequency for meeting with committee chairs to be determined.