

Saturday, April 13, 2024
12:00pm - 1:30pm

Lunch & Office Tours
NCCPA-PAHx Headquarters

BOARD WORKSHOP AGENDA

1:30pm - 4:15pm
Live Oak Conference Room

1:30 pm	Welcome and Workshop Overview	Smith	Tab A
1:35 pm	Preview of CME Session at AAPA	Marriott	
2:30 pm	<i>Mid-afternoon Break</i>		
2:45 pm	Trustee Regional Assignments	Smith	Att. 1
3:30 pm	Biography Writing	Vause	Att. 2-5
4:15 pm	Hotel Shuttle to Hilton Garden Inn		

Trustees are asked to please meet in the Hotel Lobby
at 5:15pm for the Shuttle to Dinner

Secretos Kitchen
6pm - 8pm



Board Workshop Discussions

The following three activities will be provided during the Saturday Board workshop, held from 1:30pm – 4:15pm, in the Live Oak Conference Room on the second floor of the newly renovated PAHx-NCCPA Headquarters.

Dress Rehearsal of PAHx’s AAPA Session

Historian Marriott will lead this session to provide the Trustees an overview of the Society’s *“Become A PA Historian: Preserving PA History”* small group interactive CME session that will be held at AAPA in May. During this activity, Trustees will have the opportunity to experience the actual session as it will take place in Houston. Board members will receive copies of the PAHx session handouts: the PA Historian Toolkit Reference Guide and slide presentation printout. Although these materials have already been uploaded to the AAPA conference site for the participants who are attending the PAHx session and cannot be edited, Historian Marriott and the staff are looking forward to the Trustees feedback during this ‘rehearsal’ to make any adjustments to the interactive small group activity prior to the actual session at AAPA.

PAHx Trustee Regions

President Smith will lead this workshop session with a recommendation to expand the Society’s reach throughout the PA community by regions, i.e., in states where the PAHx currently does not have representation. During this presentation, Dr. Smith will review the three main project objectives [purpose, goals, and Trustee responsibilities] of having Board regionalization to develop a communications network between the Board of Trustees and the PA community around the country. The rationale for creating regions within the Society is to provide a targeted means for Trustees to establish relations with PAs across the country to promote the resources, mission, and vision of the PAHx. President Smith will share the framework of his proposal and request feedback and input from the Trustees to develop an outline for implementation of the regionalization concept.

President Smith suggests that the United States be divided into five regions so that each Trustee may select one region. This will provide the opportunity for two Trustees to work together to cover all the states in their region. The Trustee teams can then divide the tasks as they choose for their region. The benefit of the regionalization plan is to encourage Trustees to reach out to their colleagues at state chapters, PA programs, and other PA organizations in specific regions and build on those relationships. It is anticipated that these focused efforts will benefit the PAHx by establishing a network of individuals that will contribute to the growth of the Society’s collections (biographies, oral histories, historical documents, etc.), establish designated Historians at each of these organizations, and garner additional awareness and use of the PAHx’s vast materials and educational resources.

Dr. Smith acknowledges that this type of project will take time to develop and recommends that this proposal be used simply as a starting point for the Board members to discuss. As **Attachment 1**, please find a spreadsheet with six tabs for the Trustees to please review before the April Workshop in preparation for these Board discussions this workshop session. The spreadsheet includes the website links to the various PA groupings (programs, state chapters, specialties, causes, etc.) that the Society promotes and provides resources to. President Smith suggests that if the Trustees agree with the regionalization proposal, that a formal plan and outline be created to be approved by the Board. Once approved for implementation, Dr. Smith suggests that Trustees start with one grouping, such as the state chapter representatives, and then eventually continue with the other groups on the spreadsheet.

BIO Writing

The Archival and Website Committee Chair, CAPT Vause, will review the Trustees responsibilities to write at least three biographies each year. During this session, Trustees will have the opportunity to write a biography of their choosing. The Trustees are asked to please bring that individual's CV or completed Biographical Sketch Form so that they can utilize this time on the agenda to complete this task. The following materials that are attached will also be available during the workshop:

- Attachment 2:** BIO Process Instructions
- Attachment 3:** BIO Sample Letter and Questions
- Attachment 4:** Biographic Sketch Form
- Attachment 5:** BIO-Photo Permission to Use Form

In 2023, the board members contributed 13 of the total 35 BIOs written last year. Chair Vause is encouraging all Trustees to write three biographies this year to add 30 BIOs as part of their board member responsibilities.

Item for Action:

No action needed; for information only.

	Trustee Assignments	Suggested State Regionalization Listing
Alabama		North East Region: CT, MA, RI, VT, NH, ME, NY, PA, PA, OH, DE, NJ, MD, DC
Alaska		South East Region: WV, VA, KY, TN, NC, SC, GA, AL, FL, PR, VI
Arizona		North Central Region: MT, WY, ND, SD, NE, MN, IA, WI, IL, IN, MI
Arkansas		South Central Region: CO, KS, MO, NM, TX, OK, KS, MO, AR, LA, MS
California		Western Region: WA, OR, ID, CA, NV, UT, AZ, AK, HI
Colorado		
Connecticut: Bill & Alec		
Delaware		
Florida: Greg		
Georgia		
Hawaii		
Idaho		
Illinois		
Indiana		
Iowa		
Kansas		
Kentucky		
Louisiana		
Maine		
Maryland: Steve		
Massachusetts		
Michigan: Randy		
Minnesota		
Mississippi: Deb		
Missouri		
Montana		
Nebraska		
Nevada: Rich		
New Hampshire		
New Jersey		
New Mexico		
New York: Dawn		
North Carolina: Robin		
North Dakota		
Ohio		
Oklahoma: Bruna		
Oregon		
Pennsylvania		
Rhode Island		
South Carolina		
South Dakota		
Tennessee		
Texas - Robert		
Utah		
Vermont		
Virginia		
Washington		
Washington, D.C.		
West Virginia		
Wisconsin		
Wyoming		

Per Trustee "state" Assignments, please contact these State Chapters, Territory & Federal Service Academy's

State Chapter, Territory & Federal Service Academy's	Website Links
Alabama	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800028928/
Alaska	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027887/
Arizona	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027888/
Arkansas	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800028931/
California	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800028933/
Colorado	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027892/
Connecticut	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027893/
Delaware	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027894/
District of Columbia Academy of PAs	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027895/
Florida	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027896/
Georgia	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027897/
Hawaii	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027898/
Idaho	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027899/
Illinois	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027900/
Indiana	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800043350/
Iowa	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027901/
Kansas	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027902/
Kentucky	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027903/
Louisiana	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027904/
Maine	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027905/
Maryland	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027906/
Massachusetts	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027907/
Michigan	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800028951/
Minnesota	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027909/
Mississippi	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027910/
Missouri	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027911/
Montana	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027912/
Naval Association of PAs	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027912/
Nebraska	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027914/
Nevada	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027915/
New Hampshire	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027916/
New Jersey	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027917/
New Mexico	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027918/
New York	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027919/
North Carolina	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027920/
North Dakota	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027921/
Ohio	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027922/
Oklahoma	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800028967/
Oregon	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027924/
Pennsylvania	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027925/
Public Health Service Academy of PAs	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027926/
Puerto Rico Academy of PAs	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/801038082/
Rhode Island	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800028971/
Society of Air Force PAs	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027885/
Society of Army PAs	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027890/
South Carolina	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027928/
South Dakota	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027929/
Tennessee	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027930/
Texas	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027931/
US Virgin Islands Academy of PAs	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/801031870/
Utah	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027932/
Vermont	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027933/
Veterans Affairs PA Association	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800043995/
Virginia	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027934/
Washington	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800027935/
West Virginia	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800028980/
Wisconsin	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800028981/
Wyoming	https://www.aapa.org/advocacy-central/constituent-organizations/state-and-federal-service-chapters/chapter/800028982/

Here is the website link to the alphabetical listing by states for the
306 PA Programs:

<https://www.arc-pa.org/accreditation/accredited-programs/>

Trustee Assignment	Special Interest Group	Website Link
	Academy of Doctoral PAs	https://www.padoc.org/
	Academy of PAs in Legal Medicine	https://aapalm.org/
	Alternative and Complementary Health Practices	hpa2001@hotmail.com
	Coast Guard Association of PAs	sergio.f.defreitas@uscg.mil
	Disaster Medicine Association of PAs	fcarus@wakehealth.edu
	Lifestyle Medicine PAs	https://lifestylemedicine.org/
	National Society of PAs in Cannabis Medicine	info@nspacm.org
	PA Moms	https://www.pamoms.com/
	PAs for Climate Action	pasforclimateaction@gmail.com
	PAs for Health Equity	https://www.facebook.com/pasfortheequity
	PAs for Oral Health	https://www.facebook.com/PhysicianAssistantsforOralHealth
	PAs for Tomorrow	https://www.pasfortomorrow.org/
	PAs HIV Network	stela@gwu.edu
	PAs in Administration, Management and Supervision	tpickard@mdanderson.org
	PAs in Healthcare Industry	https://pahi.mypanetwork.com/
	PAs in Pain Medicine	ckotten1@gmail.com
	PAs in Radiology	cdavis802@hotmail.com
	PAs in Research	https://christenkutz.wixsite.com/pasinresearch
	PAs in Wilderness Medicine	davidbraun93@gmail.com
	Society for Early Career PAs	secpaleaders@gmail.com
	Society for PAs in Forensic Medicine	ipveducators@gmail.com
	Society of PAs in Genetics and Genomics	PAGeneSIG@gmail.com
	Society of PAs in Observation Medicine	wesley.hicken@gmail.com
	Society of PAs in Retail Healthcare	sherrickpac@gmail.com
	Society of Point of Care Ultrasound	https://spocus.org/
	Society of Veteran Disability Examiner PAs	sovdepa2023@gmail.com
	Twelve Step Recovery Group	bjspaethic@aol.com

Trustee Assignment	Specialty Organization	Website Link
	American Academy of Nephrology PAs	http://www.aanpa.org/
	American Association of Surgical PAs	https://www.aaspa.com/
	American Society of Endocrine PAs	https://www.endocrine-pa.com/
	Association of Neurology PAs	https://www.neurology-pa.org/
	Association of Neurosurgical PAs	https://anspa.mypanetwork.com/
	Association of PAs in Allergy Asthma and Immunology	https://aapaaai.org/
	Association of PAs in Cardiology	https://www.cardiologypa.org/
	Association of PAs in Cardiothoracic and Vascular Surgery	https://www.apacvs.org/
	Association of PAs in Obstetrics and Gynecology	https://apaog.wildapricot.org/
	Association of PAs in Occupational Medicine	https://www.apaom.org/
	Association of PAs in Oncology	https://www.apao.cc/
	Association of PAs in Psychiatry	https://psychpa.mypanetwork.com/
	Association of Plastic Surgery PAs	https://apspa.mypanetwork.com/
	Gastroenterology PAs	GIPAcms18@gmail
	Geriatric Medicine PAs	omara.lynne@gmail.com
	PAs in Critical Care	PAsinCriticalCare@gmail.com
	PAs in Hospice and Palliative Medicine	https://www.pahpm.org/
	PAs in Orthopaedic Surgery	https://paos.org/?
	Society for PAs in Pediatrics	https://thespap.wildapricot.org/
	Society of Dermatology PAs	https://www.dermipa.org/
	Society of Emergency Medicine PAs	http://www.sempa.org/
	Society of Ophthalmology PAs	Jfila310@gmail.com
	Society of PAs in Addiction Medicine	bjspaethic@aol.com
	Society of PAs in Family Medicine	https://spafm.mypanetwork.com/
	Society of PAs in Otorhinolaryngology / Head & Neck Surgery	https://www.entpa.org/page-1842456
	Society of PAs in Rheumatology	https://spar.mypanetwork.com/#:~:text=About%20SPAR,advancement%20of%20the%20PA%20profession
	Urological Association of PAs	https://uapanet.org/home

Trustee Assignment	Caucuses	Website Link
	African Heritage PA Caucus	https://ahcaapa.mypanetwork.com/
	Association of Postgraduate PA Program	https://appap.mypanetwork.com/
	Fellowship of Christian PAs	https://cmda.org/specialty-sections/fellowship-of-christian-physician-assistants/
	Jewish Association of PAs	https://japa.mypanetwork.com/
	LGBT PA Caucus	https://lbgtpa.org/
	PAs for Global Health	https://www.pasforglobalhealth.com/
	PAs for Latino Health	https://palh.mypanetwork.com/
	PAs for Rural Health	https://www.facebook.com/RHC.Americanacadamyphysicianassistant
	PAs for Women Empowerment	https://www.pasforwe.org/
	PAs in Asian Health	dimmedang@gmail.com
	PAs in Obesity Medicine	https://pasinobesitymedicine.mypanetwork.com/
	PAs in Virtual Medicine and Telemedicine	https://www.pavmt.org/home
	Veterans Caucus Inc.	https://www.veteranscaucus.org/



Physician Assistant History Society®
Honoring our History; Ensuring our Future

Process for Creating Biographies

Step One:

Contact the individual with our interest in their contribution to PA history. Request that they email you their CV or complete the BIO Sketch Form. Trustees/Historians may choose to draft the biography, or to request assistance from the PAHx staff to draft the BIO.

- ✓ Send a Biographical Sketch Form (if a CV or resume is not available)
- ✓ Send a Biographical & Photographic Permission to Use Form for their signature

Please request at least two photographs (a historical one and a recent headshot photo). If the individual would like to submit additional photographs to accompany their biography, the Society will use them if appropriate and space is available.

Step Two:

Using the template provided below as a suggestion, prepare a written biographical summary. Staff can assist with this process by providing editing or writing if you would prefer to do a rough draft. Feel free to use bios already on the web site as a guide. The recommended BIO length is 750-1,000 words. Please visit the PAHx BIO webpage to review the recommended format: <https://pahx.org/bio/>

Template for Written Biographies

First - Introduction: In the opening paragraph, describe one or more of the contributions that the subject made to the physician assistant profession. This paragraph should provide a summation of the individual's career highlights.

Second – Early Years: This paragraph should contain details of subject's early years--where they were born and raised, where they attended school, PA education, what drew them to the PA program.

Third - Early Profession: Use this paragraph to describe their PA education and early career. Provide details of their early accomplishments, and early involvement in the PA profession.

Fourth - Main Body: The remaining body of the biography should contain career accomplishments, awards, and organizations in which they served. This section can also be used for their contributions to the profession and their community.

Last - Current Status: The last paragraph should contain their current position and focus. You may also add personal details, such as hobbies, family, interests, etc.

Acknowledgements: Prepare acknowledgements for the biographical sketch, photos, and date completed.

Step Three:

Once the biography is completed and proofed, staff will send the BIO to the individual for final approval and then upload the bio along with the photographs to the website.

SAMPLE Letter

Dear Ron,

A few years ago, I accepted the position as a Trustee on the Board for the PA History Society. This organization is charged with recording the history of the PA profession as it was and as it moves forward. I would like to record your contributions to the profession. I hope you will agree to participate in this endeavor.

I have attached some documents for your consideration to complete/sign. I hope that we can have at least a phone conversation about this information. I will use the information that you provide to begin developing your biography. Once I have a draft BIO for you to review, I will forward it to you for review and approval prior to being posted on the PAHx website. You can view our Biography webpage here: <https://pahx.org/bio/> If you would like to look at previous bios I have contributed, just search on "steve wilson".

I look forward to working with you on this project.

Sincerely,

Steve Wilson, PA-C

BIOGRAPHY QUESTIONNAIRE

Below are questions to help complete your biography for the PA History Society. They are not intended to duplicate the information found in the "Biographical Sketch Form". While the emphasis will be on your contributions to the history of the profession, it is also important to gather information about your life in general and the experiences and decisions that culminated in becoming a PA and/or a champion of the profession. You do not have to answer all the questions.

Once you have completed these questions, please forward them to me along with the pictures, biographical sketch form, and the permission to use form. Once I have this information, I will begin to complete your biography. I may want to speak to you during this process by phone to answer any questions you may have and to help me clarify and/or expand on your answers. Once I complete the biography, I will forward it to you for final editing and approval before submitting it to our archivist to be posted on the website.

Thanks!

Steve

1. Tell me about your family growing up and your family now.
2. What was it like where you grew up in terms of the local community and the world in general?
3. What were your interests growing up?
4. What were the life events that led you to become a PA or a champion for the profession?
5. What is the most difficult thing you have done in your life? The toughest decision?
6. Aside from the joys of family and friends, of what are you most proud?
6. If you could have dinner with 3 other people, who would be invited?
7. Who would you recognize as your role model(s)?
8. Of your contributions to the PA profession, what were the ones most special to you?
9. During your term as President of AAPA, what do you consider to be your most significant accomplishment? Please note, this may be different than the answer to the question above.
10. What are you doing these days?

PAHx Society Biographical Sketch Form

PROFESSIONAL SERVICES <i>(List in chronological order by year key professional-related services provided to organizations, foundations, government, or private agencies, concluding with your most recent service).</i>		
ENTITY AND LOCATION	YEAR(s)	SERVICE RENDERED
HONORS <i>(List in chronological order by year key professional-related honors that you have received from organizations, foundations, government, or private agencies, concluding with your most recent honor).</i>		
ENTITY AND LOCATION	YEAR(s)	Honor, Award or Recognition

NOTE: The Biographical Sketch may not exceed four pages.

- A. Please submit 2 photographs: (1) current headshot and (1) displaying historical significance** (i.e. your PA Program graduation, you working in a clinical or educational setting, etc.)
- B. Please list on the blank page any key or selected peer-reviewed publications authored or coauthored by you related to the PA Profession or other Health Care Issues of importance (in chronological order, concluding with most recent).** Do not include publications submitted or in preparation.
- C. Please use the blank page to list and briefly describe activities, issues, or events that you were involved in that helped develop or shape the PA profession, directly or indirectly.**



BIOGRAPHICAL & PHOTOGRAPHIC PERMISSION TO USE FORM

I, _____, hereby give permission to the Society, a nonprofit organization incorporated in North Carolina, to reproduce, use and distribute photographs; biographical information; and other materials that I have personally donated to the Society and that are contained in my biographical file, for printed or electronic publications - provided that the source is acknowledged. The Society has my permission to use these materials to create, update and maintain a biographical sketch posted on their PA History Society's website and server.

In addition to materials that I have personally donated for this purpose, I understand that my file may contain material collected by the Society from outside sources. Use and access to these materials will be left to the discretion of the Society as stated below.

I understand that any use of material contained in my biographical file that is determined to be "fair use" under Section 107 or that satisfies the conditions specified in Section 108 of the U.S. Copyright Law (17 USC, as revised by P.L. 94-553) does not require my permission and can be used by the Society accordingly.

I understand that republication, systematic reproduction, posting in electronic form on servers, or other uses of this material, except as exempted by the above statements, requires written permission or license from the Society or from the recognized creator or copyright owner of said materials.

The Society has my permission now and in perpetuity to act as my agent with third parties who may wish to use these materials for academic, research or promotional purposes.

(Signature of Granter)

(Date)

(Signature of PA History Society Representative)

(Date)