



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

*Spring Meeting
of the
Board of Trustees*



Sunday, April 14

7am – 7:50am

Breakfast Buffet in Hotel Lobby

8am

Hotel shuttle departs for PAHx Office

8:30am-10:45am

Board of Trustees Business Meeting

11:15am

Shuttle Departs for Atlanta Airport



Board Meeting Agenda

Sunday, April 14, 2024
Live Oak Conference Room

8:30 am	Call to Order & Welcome <ul style="list-style-type: none">Lapel Pins for New Trustees	Smith
8:40 am	Report from the CEO/Executive Director <ul style="list-style-type: none">Report Attached	Morton-Rias Tab A
9:00 am	Report of the Board President <ul style="list-style-type: none">Report Attached	Smith Tab B
9:15 am	Report of the Secretary <ul style="list-style-type: none"><i>Item for Action:</i> Approve: November 5, 2023, Board of Trustees Meeting Minutes <i>Attached</i><i>Item for Action:</i> Approve for Filing: Feb. 26, 2024 Finance Committee Meeting Minutes <i>Attached</i><i>Item for Action:</i> Approve for Filing: Feb. 27, 2024 Archival & Website Committee Meeting Minutes <i>Attached</i><i>Item for Action:</i> Approve for Filing: March 14, 2024 Communications Committee Meeting Minutes <i>Attached</i>	Kohlhepp Tab C
9:30 am	Report on Finances <ul style="list-style-type: none">Review of the 2023 Year-end, 2024 Financial update, and PAHx Financial Policy<i>Item for Action:</i> Approve the 2024 revisions to the PAHx Financial Policy <i>Attached</i>	Kohlhepp Tab D
9:45 am	Report from the Managing Director & Staff <ul style="list-style-type: none">Report Attached	Konopka-Sauer Tab E
9:55 am	Report from the Historian <ul style="list-style-type: none">Report Attached	Marriott Tab F
10:05 am	Verbal Reports from Committee Chairs <ul style="list-style-type: none">Communications CommitteeArchival & Website CommitteeNominating Committee	Varalli-Claypool, Vause, Wilson Tab G
10:30 am	Committee Assignments-Strategic Plan	Smith Tab H
10:45 am	Unfinished Business & Closing Comments	Smith Tab I
11:15 am	Ground Transportation Departs for Atlanta Airport	

Updates on NCCPA’s Core Business

The staff and leadership continue to work diligently to advance NCCPA’s core business objectives and DEI endeavors and to fulfill NCCPA’s operational, outreach, communications, and research priorities. We are pleased to share highlights of NCCPA’s core business efforts during this period.

Certification Maintenance, PANRE, PANCE, Practice Exams, & CAQs

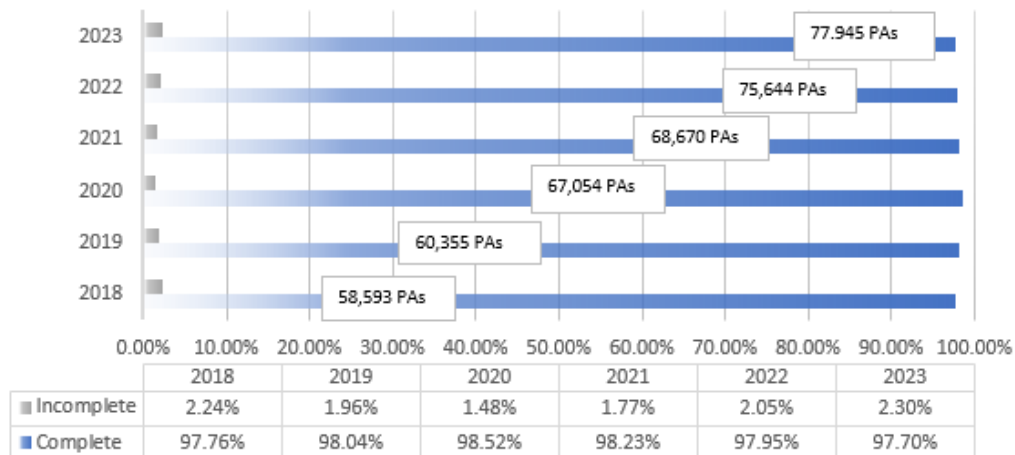
Certification Maintenance

Certification maintenance requirements for the 2023 cycle

As of December 31, approximately 97.7% (or 77,945) PAs completed their certification maintenance requirements. While the number of PAs continues to increase, except for slight annual fluctuations, the overall percentage of those who maintain NCCPA board certification continues to hover around 97- 98%. Additional data for cycles 2018 – 2023 are displayed below.

**Data in table is reflective of December 31 for each year*

% OF PAS MAINTAINING CERTIFICATION



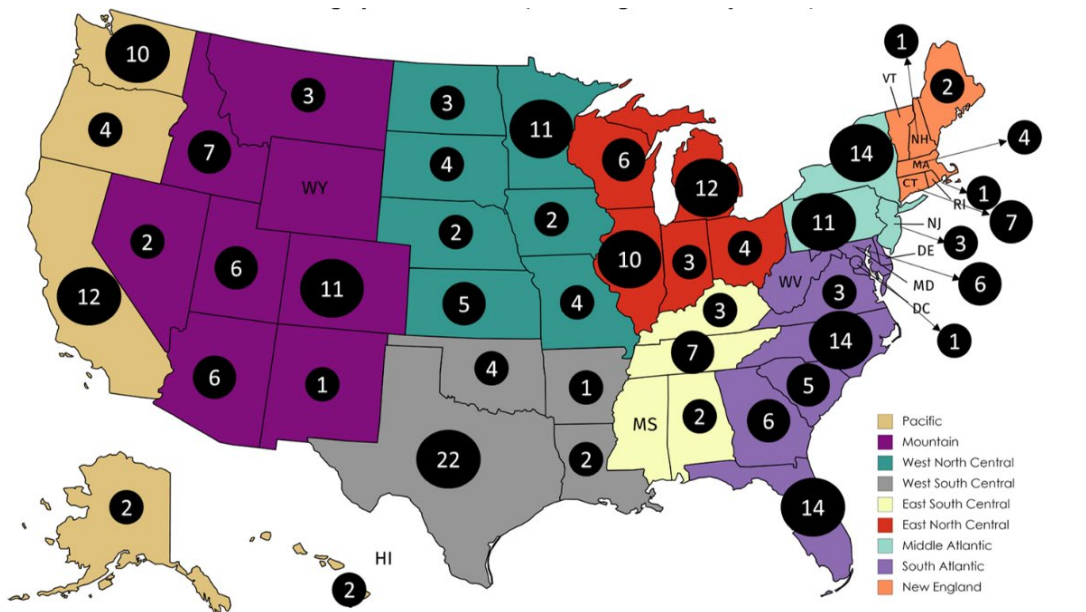
Exam Programs

Recruitment

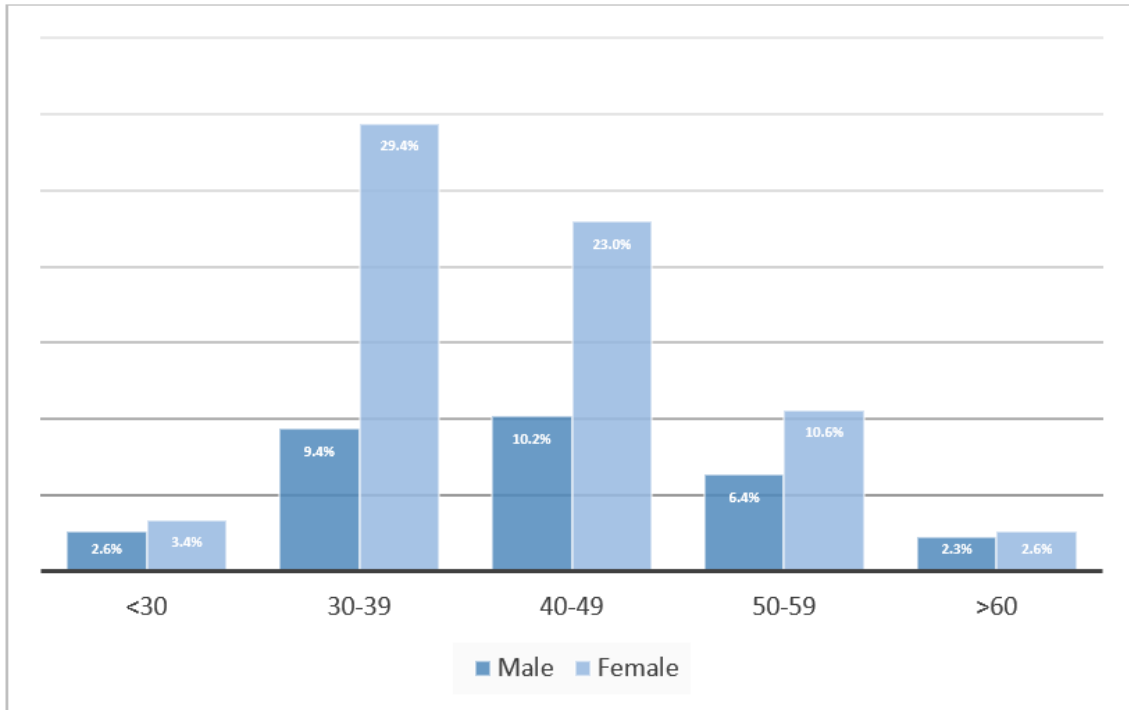
By the close of 2023, we concluded another busy year of meetings for our exam program’s team. We hosted 41 exam-related meetings, bringing 265 unique PA subject matter experts to the NCCPA offices; 2024 will be nearly as busy with 37 scheduled meetings, seven of which occurred in the first quarter. With construction completed on the NCCPA meeting space, we are pleased to now be hosting our SMEs in our new and improved conference area.

Our challenges in recruiting for meetings continue, but with two staff members working full-time in volunteer recruitment and retention and plans to build a robust volunteer management system, we expect a more efficient recruiting effort in 2024. We cannot emphasize enough how critical of a role our subject matter experts play in exam development activities. We continuously strive to enhance efforts to recruit diverse individuals in these initiatives; we are pleased with our progress and remain diligent in these efforts (see figures below).

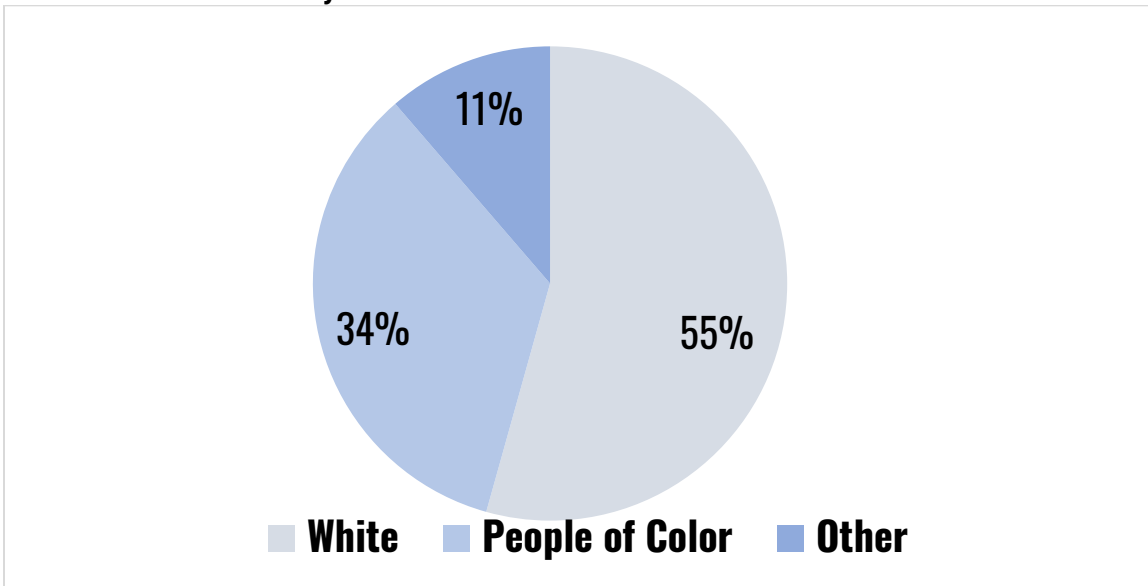
2023 SME representation by state



2023 SME Age and Gender Distribution



2023 SME Race/Ethnicity



PANCE

We ended 2023 with the highest number of annual PANCE administrations to date (13,160), a 5.6% increase compared to 2022. In quarter four, 2,165 candidates sat for PANCE—a similar number of testers compared to the same quarter in 2022. The table below illustrates the number of PANCE administrations over the last five years.

PANCE Administrations 2016-2023

Year	Q1	Q2	Q3	Q4	Total
2019	1,773	3,060	4,079	1,559	10,471
2020	1,872	3,155	3,504	1,156	10,687
2021	2,370	3,287	4,403	1,937	11,997
2022	2,587	3,438	4,272	2,163	12,460
2023	2,734	3,797	4,464	2,165	13,160

We continue focusing on transitioning to a new PANCE blueprint and performance standard, which will take effect in 2025. A communication outlining the changes was sent to PA education program directors in August. Messages highlighting the 2025 blueprint while maintaining access to the blueprint that will be used through 2024 will appear on the NCCPA website in the coming weeks. The exam development team is supporting this effort with a significant item writing assignment (420 items) targeting gap areas on the new blueprint. In a related effort, the exams team will work with our IT group over 2024 and 2025 to update and improve the reports provided to PA programs, including efforts to support the ARC-PAs’ need for better information about PANCE performance for education programs with multiple campuses.

PANRE-LA

Our recertification efforts continue to focus on supporting PANRE-LA. On December 11, 2023, the first year of our new recertification option ended. Of the 45,313 PAs enrolled in PANRE-LA, 98.5% participated in the fourth quarter, 98.2% finished all 25 items assigned in quarter four, 99.8% participated in at least one quarter during 2023, and 95.4% participated in all four quarters. The 73 PAs who did not participate in any PANRE-LA quarters in 2023 will be removed from PANRE-LA per our PANRE-LA participation policy.

The application window for the 2027 cohort closed on November 30, 2023, and 17,183 (75.4% of those eligible) chose to enroll in PANRE-LA. This group joined the initial three cohorts on January 2, 2024, as the PANRE-LA platform opened for business in the new year. We continue to work diligently to keep ahead of the demand for new PANRE-LA item content. New item banks are created annually to support testing for that year.

PANRE

Most PAs due to recertify in 2024 selected PANRE-LA as their examination choice. However, over 4,000 PAs opted to take the secure version of PANRE. As expected, only a small number of the 2024 secure PANRE cohort chose to take the test in 2023 (their 9th year). We anticipate that approximately 25% of each recertification cohort will select secure PANRE for recertification, and thus, we expect a steady volume of testers in 2024 and beyond. To support the impending increase in PANRE test takers, we are actively writing items to support these exam options.

Certificates of Added Qualifications (CAQ)

2023 was the busiest year for CAQs, with 549 new CAQs issued in nine different specialty areas, including 79 CAQs issued in our two newest specialties—Dermatology and Palliative Medicine/Hospice Care. The first OBGYN CAQ exam will be administered in the spring of 2024, and we continue to progress on creating the Occupational Medicine CAQ, which is on track to be released in 2025. 41 CAQ holders (33% of those eligible) chose to maintain their CAQ in 2023, and another 240 CAQ holders are due to maintain by the end of 2024. The exams team will communicate with this population to ensure they know the maintenance requirements. Despite the smaller volume of the CAQ testing programs, the NCCPA exams team holds the CAQ exams to the same standards and applies the same industry best practices as our higher exam programs.

Practice Exams

In 2023, the NCCPA sold 13,446 practice exams—a 27.6% increase from 2022. The PANCE practice exam continues to be the most popular offering of the practice exams, representing 89.5% of all practice exam purchases.

ADA accommodations

We continue to see steady growth in testing accommodation requests from prospective testers. While adding PANRE and PANRE-LA testers contributes to additional sources of testers, most of these requests are for PANCE candidates. The reason for this growth is not apparent, and we continue to explore potential reasons for the rapid expansion of requests. Our team is actively working on increasing our efficiency in gathering and reviewing documentation for each case.

Other Exam Division Activities

Working with PA Education Programs

The exam operations team continues to build strong relationships with PA programs, and we are excited to host two workshops for PA educators at the NCCPA headquarters in 2024. Our first workshop of the year took place in March with 35 PAs from 29 different education programs in attendance. All available workshop slots were reserved within 48 hours of the workshop announcement! The spring workshop featured an item writing workshop, a session led by the psychometric team to answer frequently asked questions about PANCE, and an NCCPA update from the CEO.

Research

The past year was highly productive for our research team. We make annual improvements to data collection within the PA profile and enhance this profession-wide survey with new questions. In Q4 of 2023, we released our third of four annual reports based on the data compiled in 2022. The report, which focuses on recently certified PAs, was featured in Becker's Hospital Review and FSMB's new bulletin. The last 2023 report compares PA's practice across all US states and territories and was released in quarter one of 2024.

NCCPA continues to support the use of data we collect and hold in trust. In 2023, 16 external researcher teams requested data about PAs from NCCPA and worked with our research advisory group reports; we approved 14 requests for aggregated data or data analysis. The collaborations often lead to conference proposals or manuscripts for submission to peer-reviewed journals. The research also leads to internally driven research initiatives. In 2023, our research teams presented over 20 posters or talks at 13 different conferences. Four of our manuscripts have been accepted for publication, with three more in peer review and nearly a dozen more in progress.

Working with Stakeholders

The NCCPA continues to value many strong relationships with PA partners and others.

- The CEOs **of the national PA organizations have resumed weekly meetings via Teams** to discuss issues of mutual interest. Recent topics of discussion have included updates on PA Program accreditation standards, an ARC-PA survey of PA programs regarding the current accreditation standards, as well as an upcoming survey of PA programs on OTP; grants received by AAPA to explore

workforce diversity, health equity, brain health and mental health in youth; PA regulation in Puerto Rico; modernization of PA practice laws, and upcoming PA and interprofessional conferences and meetings. The CEOs continue to value the opportunity to exchange ideas in this forum and to support each other.

- NCCPA continues to relate with its many partners including the Professional Certification Coalition (PCC), the American Board of Medical Specialties (ABMS), the Federation of Regulatory Bodies (FARB), the American College of Healthcare Executives (ACHE), the Institute of Credentialing Excellence (ICE), the Council on Licensure, Enforcement and Regulation (CLEAR) and the Association of Test Publishers (ATP) to name a few. The emphasis of these partnerships and communications continues to be on the value of PAs, updates, and innovations in NCCPA certification programs, and many other topics of mutual interest.
- NCCPA has reached out to **CGFNS International** – a global credentialing and certification body for nursing and the health professions to learn more about their recent and emerging international work.
- **The Federation of State Medical Boards (FSMB)** continues to promote NCCPA data on the profession through the linkage of NCCPA statistical reports and other publications in the FSMB newsletter. NCCPA has remained engaged in the work to explore the development of the **PA Licensure Compact**. The planning team comprised of members of the Council of Governors, AAPA, NCCPA, and the FSMB has resumed regular meetings. Greg Thomas continues as NCCPA's liaison, providing regular reports.
- As requested by the FSMB, NCCPA is developing a communication strategy to help promote the **FSMB's Provider Bridge Passport Program**. As you may recall, promoted in 2020, Provider Bridge is for verified clinicians willing to provide telehealth services or in-person care during Public Health Emergencies. The Provider Bridge passport facilitates mobilizing verified healthcare providers (physicians, PAs, and nurses) to healthcare entities and communities where they are needed most. NCCPA is also examining the potential to help facilitate the process for PAs to enroll in Provider Bridge from the PAs NCCPA portal, further streamlining the enrollment and verification process for PAs wishing to participate.
- NCCPA's CEO and the NCCPA's communications team continue to provide in-person and virtual presentations to recurrent and new stakeholder audiences.

NCCPA's Global Expansion Efforts

NCCPA continues to participate in virtual meetings with PAs for Global Health and the International PA Education Association on topics related to PA professional expansion, PA regulation, and NCCPA's certification/maintenance of certification. NCCPA's other international efforts have been limited to consultation when requested.

NCCPA's Communications Efforts

NCCPA's communication team continues its strong efforts to reach PAs and other stakeholder groups as well as secure earned media placement opportunities. These efforts have been especially important in recent years. Our primary messages are to PAs, regarding PANRE and PANRE LA, certification changes and updates as well as to provide greater transparency relative to NCCPA's function, duties, and processes. We continue to rely on electronic outreach and communications that promote the role and responsibilities of certified PAs, amplifying personal stories and PA accomplishments, as well as interesting findings and other key messages to be transmitted through a variety of electronic and social media channels. The emphasis continues to be on the value of certification; PANRE LA registration, deadlines, scoring, and other topics; NCCPA's career-long partnership with PAs; and the data-driven and humanistic promotion of the profession.

Some highlights since my last report :

- Presentations and exhibits have been at an all-time high with about 32 state, specialty, PA program presentations.
- The NCCPA newsletter was viewed by 66%, 129,206 PAs (our highest number yet). We continue to reach a broad audience of PAs with updates on key deliverables from NCCPA, the PA History Society and the nccPA Health Foundation.
- NCCPA website received 1,083,289 views on our homepage and 923,766 views on our dashboard this quarter. Spanish translation on our pages continues to increase in popularity, our home page has had the highest traffic.

Progress in DEI initiatives:

- The REPRESENT Steering Committee members met and are starting to organize nominations for attendees, speakers, and group leaders for the 2024 REPRESENT Summit.

- There were 55 “Back2School” presentation slide decks sent out to PAs or PA students doing presentations for k-12 audiences.

Key Enterprise Updates

Office Renovation

Since our last board update, I am delighted to report on the successful completion of our office renovation. In the last week of December, we obtained the certificate of occupancy, and on Monday, January 8th, as planned, we officially opened the doors for staff to begin working in the space. Our first PA Exam development meeting in our new conference rooms took place on January 29th.

Over the past year, our dedicated team has worked tirelessly to plan and execute the transformation of our workspace into a modern, functional, and aesthetically pleasing environment. The renovation included upgraded infrastructure, state-of-the-art technology installations, and a thoughtful redesign of common areas. We have prioritized sustainability by incorporating energy-efficient lighting and eco-friendly materials, aligning with our commitment to environmental responsibility. These efforts resulted in achieving a ["Fitwel" certification](#), a building certification system assessing and promoting health and well-being in the office environment by evaluating factors such as access to healthy amenities, physical activity opportunities, and indoor environmental quality.

The project was completed on schedule and within the allocated budget. Our new office not only meets but exceeds the expectations set at the project's initiation. As we begin work in this revitalized workspace, I am confident that our improved environment will support employee engagement, foster creativity, and ultimately contribute to the overall success of our organization.

The Enterprise Risk Management (“ERM”) Council finished its review of the risks identified during the risk assessment conducted by the ERM consultant. In addition, the Council identified and discussed new risks. The Council will continue to meet in 2024 to review the Risk Response Plans that address those risks. The Council will also review the new ERM Policy and Procedure once drafted. NCCPA continues to work with **IMERGE Consulting, Inc.** to develop a comprehensive, functional Retention and Disposition Schedule (RDS) and Classification Schema to improve the lifecycle management of records and

documents. In 2024, the ongoing, company-wide efforts will include the completion of the RDS, the creation of a Classification Schema, and the publication of a Records Management Program Policy and Procedure. Both initiatives are vital in NCCPA's continued progress as a business leader in risk assessment and management and data records management.

Thank you for your attention to this information. I continue to be honored to serve the NCCPA in this capacity.

I welcome your thoughts and questions during the upcoming meeting of the PA History Society, Board of Trustees.

Sincerely,



Dawn Morton-Rias, Ed. D., PA-C, ICE-CCP FACHE

President and CEO of NCCPA and nccPAHF

Executive Director, PA Hx Society

March 2024



Report of the President

2024 is officially off and running. Hard to believe that this April is already here, and we have already completed our first quarter. The staff continues to work hard. They have moved our offices and the Society's collections at the Stead Center, never missing a beat, keeping everything going without anyone noticing the effect of all the changes occurring around us. Hats off to our administrative support staff. They are very much appreciated.

Our staff and Historian have been working hard to complete and submit our small-group presentation at AAPA - there will be a preview of it shared with all of us at the meeting. Michelle continues to maintain and build our archives while keeping up with our social media, bio and oral history collection and website content updates. Connie has been keeping the store in check, shipping boxes of books and other materials all over the world, creating marketing pieces, and coordinating our reservations and travel arrangements. Lori has been helping me drive the ship and keeping me on course, all the while keeping all the trustees on task - essentially herding cats.

All the committees have met and are getting organized for an exciting year. I want to thank each committee chair and each trustee for rallying together and kicking off their committee work.

This year the expectations are no less challenging, and opportunities abound for the PAHx to continue to grow. As we continue to pursue excellence, I wanted to remind each one of us to remember our organization's vision and core values when we are doing the work we have volunteered to do and ensure that what we are doing meets the tenets of what we have shaped, and the standards we have chosen to apply.

PAHx Mission: To share the history of the development of the PA profession and illustrate how PAs continue to make a difference in our society.

PAHx Vision: The Physician Assistant History Society brings PA history to life by inspiring the next generation of PAs, patients, and policymakers.

PAHx Values:

- **Recognition and Understanding:** PAHx promotes recognition and understanding of the physician assistant profession by documenting the efforts of those who have contributed to its development, evolution, and promotion.
- **Dedication:** PAHx is dedicated to faithfully and comprehensively assembling the collective history of the profession.
- **Credibility:** PAHx is recognized by PAs and the health care community as the primary repository of the history of the physician assistant profession.
- **Engagement:** PAHx strives to involve the public, PAs, and PA programs to participate in the collection, preservation and sharing of PA history.

Our Board of Trustees meeting will be an opportunity to have time to network with each other, break bread, and do some hard work to set the agenda for the rest of the year. As we come together, I encourage each Trustee to read all the materials in advance, write your questions down, and bring your energy and skill set ready to take this organization to the next level. We have several workshops scheduled for this meeting:

- ❖ AAPA CME Session Dress Rehearsal – Tricia
- ❖ Writing Bios – A practical experience – Richard
- ❖ PAHx Regionalization – Concept and Framework for execution – Robert

During our last meeting, we discussed where to hold our April 2025 BOD Meeting; our April 2025 Board Meeting location has now been confirmed with Emily Adams and booked to be convened at the Stead Center for Sat. April 5 & Sun. April 6.

On a personal note, I would like to ask the Trustees to participate in a small project I am creating as part of our November Board Meeting. If the Board is in agreement, I would like to have a training session facilitated by an outside facilitator about the dangers of Fentanyl. This presentation will be about 90 minutes and will demonstrate how we may be able to make a difference. I am calling this the “Fentanyl Project”. This will not require anything from you, other than an open mind and a willingness to consider sharing this idea with others. I am hoping to share this idea and perhaps create a pathway for how PAs can affect a positive change and take a lead role in addressing this horrific problem.

Finally, I have asked and been granted by the Speaker of the AAPA HOD, Todd Pickard, “For privilege of the floor” to address the HOD Delegates. Additionally, I have requested the same “privilege of the floor” in the SAAAPA HOD as well (pending confirmation). The purpose of this request is to make a brief presentation about PAHx, discuss our BIO and oral history collections, and share the opportunity to purchase our book.

A special thanks to Dr. Morton-Rias and the NCCPA Board of Directors for their continued support.

Respectfully submitted,



Robert S. Smith, MS, DHSc, PA-C, DFAAPA
President, PAHx



Report of the Secretary

Board Secretary Bill Kohlhepp, DHSc, PA-C, DFAAPA, will present the draft minutes from the November 2023 Board of Trustees Meeting. In addition, Trustee Kohlhepp will present three committee meeting minutes for filing. For the Trustees review, please find the following minutes:

Attachment 1: November 5, 2023- Board of Trustees Meeting Minutes

Attachment 2: February 26, 2024 - Finance Committee Meeting Minutes

Attachment 3: February 27, 2024 - Archival & Website Committee Meeting Minutes

Attachment 4: March 14, 2024 – Communications Committee Meeting Minutes

Items for Action:

- ✓ Approve the November 5, 2023, Board of Trustees Meeting Minutes
- ✓ Accept for Filing the Feb. 26, 2024, Finance Committee Meeting Minutes
- ✓ Accept for Filing the Feb 27, 2024, Archival & Website Committee Meeting Minutes
- ✓ Accept for Filing the March 14, 2024, Communications Committee Meeting Minutes

**PA History Society
Board of Trustees Meeting Minutes
November 5, 2023**

**ATTORNEY-CLIENT PRIVILEGE
NOT FOR DISTRIBUTION**

Trustees Present: Robin Hunter-Buskey, DHSc, CPHP, CCHP, CDCES, PA-C,
Captain USPHS
William Kohlhepp, DHSc, PA-C, DFAAPA, *Secretary/Treasurer*
Deb Munsell, DHSc, PA-C, DFAAPA
Sophi Scarneman, PA-S
Robert Smith, DHSc, PA-C, DFAAPA, *President Elect*
Greg Thomas, PA-C Emeritus, MPH, DFAAPA
Steve Wilson, PA-C, *President*
Richard Vause, Jr., DHSc, MPAS, PA-C, FCPP, DFAAPA,
Capt. USPHS (retired)

Trustees Excused: Dawn Morton-Rias, EdD, PA-C, ICE-CCP, FACHE, *CEO/Executive
Director*
Bruna Varalli-Claypool, BBA, MHS, PA-C, DFAAPA

Staff & Historian Attending: Lori Konopka-Sauer, BS, *Managing Director*
Connie Mara, *Administrative Coordinator*
Tricia Marriott, PA-C, MPAS, MJ, CHC, *Historian*
Michelle Schabowski, MSIS, CA, *Senior Archivist*

Welcome

President Steve Wilson called the meeting to order on Sunday, November 5, at 9:03a.m. and welcomed everyone to the Society's annual fall meeting. President Wilson thanked the Trustees and Historian Marriott for their strong work during the workshop to identify the content revisions to the Society's Educational Learning Modules.

Report from the CEO & Executive Director

The Trustees were notified prior to the November Board Meeting that CEO/Executive Director Dawn Morton-Rias would not be available to attend the meeting because of her travel schedule. Dr. Morton-Rias was traveling to Indonesia to attend the 15th annual International Association of Medical Regulatory Authorities (IRMA) Conference. The NCCPA would be the only organization representing the PA profession in attendance. CEO/Executive Director Morton-Rias participated in a presentation and two poster presentations featuring PA data collected by the NCCPA to share with the international audience attending the IRMA Conference. Managing Director Konopka-Sauer reminded Trustees to email her questions they have from Dr. Morton-Rias' written report

which would then be compiled and sent to her. Dr. Morton-Rias would then respond back to the entire Board of Trustees with the answers via email.

Report from the President

President Wilson referred the Trustees to his written report in the Board Meeting portfolio [Tab B]. In addition, he thanked Student Trustee Sophi Scarnewman for her Board service and contributions to the Society's biography and oral history collections during the year. President Wilson also presented Ms. Scarnewman with a personalized plaque of appreciation from the Society.

Report from the Secretary

Secretary Bill Kohlhepp presented the draft minutes from the August 17, 2023, Board Meeting for review and approval. President Wilson asked if Trustees had any questions, edits or objections to the August minutes and hearing none, there was a consensus by the Board and the following action was taken:

ACTION:

- ✓ **Approved the August 17, 2023, Board of Trustees Meeting Minutes**

Dr. Kohlhepp also presented three committee meeting minutes to be accepted for filing by the Board. President Wilson asked if the Trustees had any questions or objections to the committee minutes, and hearing none, there was a consensus by the Board and the following action was taken:

ACTION:

- ✓ **Accepted the following minutes for filing:**
 - **October 9, 2023, Archival & Website Committee Meeting Minutes**
 - **October 9, 2023, Nominating Committee Meeting Minutes**
 - **October 16, 2023, Finance Committee Meeting Minutes**

Report on Finances

Treasurer Kohlhepp noted the financial documents included in the meeting portfolio [Tab D] which included the 2023 third quarter Statement of Financial Position and Statement of Activities and the two action items that he would be presenting to the Trustees.

Dr. Kohlhepp explained that both the Executive Committee and Finance Committee had thoroughly discussed a possible one-time \$500 donation from the Society to Ken Ferrell, considering his current health and financial struggles. He added that both committees discussed the issue of the PAHx potentially setting a precedent with this type of donation but agreed that this was a unique situation and would not happen again. [Mr. Ferrell is the last living of the original three PAs from Duke University] Treasurer Kohlhepp noted that management had confirmed with Dr. Morton-Rias that it was legal for the Society, as a 501c 3, to donate to an individual. Trustee Thomas moved to approve the one-time \$500 to Mr. Ferrell, and Trustee Munsell seconded the motion. The Trustees unanimously approved the motion.

ACTION:✓ **Approved the one-time \$500 donation to Mr. Ken Ferrell**

Treasurer Kohlhepp pointed out that the third quarter financials were available in the meeting materials and that he would be available to answer any questions. Hearing none, Dr. Kohlhepp then explained that the Finance Committee and staff had reviewed and analyzed the revenue and expenses from past budgets to work with management to develop the budget for 2024. Treasurer Kohlhepp reviewed the projected revenue items and the process that the Finance and Executive Committee undertook in establishing the 2024 budget. He also mentioned that CEO Morton-Rias had confirmed the day before (Nov. 4, 2023) that the NCCPA Board of Directors approved the Society's annual grant request of \$465,000 for 2024, which was increased from the 2023 grant of \$455,000. Dr. Kohlhepp also reviewed the expense lines and noted the rent increase for the new PAHx office space within the renovated NCCPA headquarters and the additional expense for the new lease payments at the Stead Center. He explained that the postage and technology costs - which were previously listed within the marketing expense line - are now listed separately on the 2024 budget for clarity. Trustee Kohlhepp moved to approve the 2024 Budget and Trustee Vause seconded the motion. The Trustees unanimously approved the motion.

ACTION:✓ **Approved the proposed 2024 Budget**

President Wilson inquired about the \$10,609 noted as "excess" which is listed on the proposed 2024 budget. Treasurer Kohlhepp explained that these funds become part of the Society's cash reserves and are carried over to the next year as cited on the monthly Statement of Financial Position. A brief discussion ensued regarding the name change of the profession and future re-branding efforts and the financial implications this may have if the Society changes its legal name.

Report of the Managing Director and Staff

Managing Director Konopka-Sauer mentioned that Historian Marriott will be renewing her annual agreement for 2024. Ms. Konopka-Sauer shared her enthusiasm with the Board for the fresh ideas and recommendations that Ms. Marriott has brought to the team and the Society's projects this year. The Managing Director referred to the staff activities listed in her written report [Tab E]. She explained that Ms. Mara had designed several new flyers and postcards to promote the Society's book which were distributed to both the 303 PA program university librarians and the pre-PA program university librarians. She reminded the Trustees to attempt receiving a complimentary booth at their state chapter and local conferences to assist with promoting and distributing *PAAs as Social Innovators in Healthcare* throughout the PA community. She added that the staff will send Trustees books to have at their conference booth when needed. Ms. Konopka-Sauer passed around a copy of a *Kirkus Reviews* catalog which featured one of the three advertisements this fall for the *Social Innovators* book. She explained that the marketing efforts for the book began in 2022 and has included advertisements in *JAAPA*, *JPAE*, the AAPA PA Central Member digital newsletter, three quarter-page Ads in *Kirkus Reviews* and the upcoming

sponsorship of the November 7th [2023] episode of PAEA's PA PATH Podcast. The Managing Director said the cost for these seven published advertisements totaled \$12,385.

Ms. Konopka-Sauer presented a few photographs of the construction of the Society's new space and explained the layout and design concept of the renovated NCCPA-PAHx offices. She also explained the renovations that took place this summer at the North Carolina Academy of PAs (Stead Center) offices in Durham. The Managing Director and Senior Archivist made two trips to Durham to pack up and then unpack the Society's holdings before and after the NCAPA's office renovations. Ms. Konopka-Sauer explained that the water fountain located in the garden area of the Stead Center needs to be replaced and suggested that this could be a possible future project for the Society. She added that once the fountain has been replaced, the Society would have an opportunity to sell additional engraved brick pavers in the area around the fountain to uniformed services PAs. A brief discussion also took place regarding holding a future April PAHx board meeting at the Stead Center.

Ms. Konopka-Sauer provided an update on the 2023 speaking engagements and reminded Trustees that the staff is available to assist with PowerPoint slides and handouts for future presentations. She also noted that Ms. Schabowski had created a PAHx virtual background that the Board members can download from the Trustee Only webpage. Historian Marriott shared her suggestion to charge non-Associates \$250 for a PAHx speaker as another revenue stream for the organization. Currently, access to the PAHx speaker's bureau is complimentary to Associates. Ms. Marriott explained that the revised Educational Learning Modules could be easily packaged with the speaker's bureau and promoted together to PA programs.

The Managing Director provided an update on the product sales during the recent PAEA Forum noting that five *Social Innovators* books, 21 lapel pins, and eight *Just Say for Me* booklets had been sold, along with a \$50 donation, for a total of \$345. President Wilson added that he had spoken with Rick Dehn, Editor-in-Chief of *JAAPA*, during the PAEA Education Forum regarding the Society submitting on a regular basis an article for the journal's online publication. Mr. Dehn was very receptive to receiving articles from the Trustees and staff.

Senior Archivist Schabowski provided an overview of the 2023 website statistics and shared that the staff had received positive feedback regarding the updated website via social media and during the PAEA Forum. During the meeting, Trustee Vause requested a comparison between the 2022 and 2023 Google Analytics, which is provided below:

<u>2022 (Jan 1 – Oct 27)</u>		<u>2023 (Jan 1 – Oct 25)</u>	
Sessions	58,783	Sessions	45,269
Users	44,221	Users	36,236
Page Views	104,215	Page Views	65,281

Senior Archivist Schabowski noted that this year [2023] Google Analytics was down for a month-and-a-half for maintenance and that the 2023 numbers were most likely higher than noted. In addition, she provided an update on the Society's social media; a comparison of the 2022 and 2023 followers is provided below:

<u>2022 Followers</u>		<u>2023 Followers</u>	
Facebook	3,515	Facebook	3,605
Twitter	1,027	Twitter/X	1,092
Instagram	1,199	Instagram	1,455

Ms. Schabowski explained that she had received 45 researcher requests this year and the Society received 15 archival donations.

The Managing Director gave a brief overview from Ms. Mara's written report. Ms. Konopka-Sauer noted that in addition to being the staff communication liaison with the PA programs and constituent organizations, Ms. Mara also designed a new 'PAHx Supporter' lapel pin, a 'Welcome to the PA Profession' Certificate for graduating students and that she had designed the promotional materials for the Student Photo Challenge during PA Week.

Report of the Historian

Historian Marriott shared the exciting news that the "Become a PA Historian" session which was submitted to AAPA had been accepted. This will be the first CME session that the PAHx has presented during the AAPA Conference. Historian Marriott reminded the Trustees that at the conclusion of the PAHx session, participants should be able to:

- Describe the importance of preserving their PA organization's historical materials.
- Identify milestones (dates, legislation, celebrations) and important individuals (founding PAs, leaders, award recipients) to develop a preservation or history project.
- Create a timeline for their own organization's website, which can also be shared via social media platforms.

Historian Marriott explained that the format of the Society's historian session would be a small group interactive session limited to 50 participants. She said the format will consist of approximately 15-minutes of presentation followed by small group work at tables. Ms. Marriott explained that she had participated in one of these types of small group sessions when she was being trained to be a JAAPA reviewer and found them very hands-on and interesting. Trustee Hunter-Buskey suggested that staff begin promoting the PAHx session now to generate interest from the various constituent groups so that they can plan to participate. Ms. Marriott explained that the deadline for developing the small group session for AAPA is March 1st, and that will have an impact on the work that she and the staff can have completed on the Educational Learning Modules by the April 2024 Board meeting deadline date. Trustee Hunter-Buskey suggested that the staff design modules 6 and 7 first and then work backwards on developing the other modules [1-5]. Captain Hunter-Buskey explained that the last two modules may resonate with the audience [educators] who attend the 2024 PAEA Education Forum.

Committee Reports

Archival & Website Committee Chair Trustee Rich Vause thanked the Trustees for their work this year to meet their goal to add 30 new biographies to the Society's collection. Captain Vause noted that this number surpasses the 26 BIOs that were contributed in 2022. He added that if the Board members keep this momentum going that the organization could have 40 new

biographies added to the website by the end of 2023. Trustee Vause said that five oral histories had been added this year, and that he and Student Trustee Scarneman each have oral histories scheduled later in the month [November]. Again, Chair Vause reiterated if the Trustees continue to reach out to their colleagues to record their stories, the Society could have close to 10 new interviews this year. He reminded Trustees that the BIO and Oral History reference materials are available on the "Trustee Only Webpage", including the biography questionnaire that President Wilson has shared with the Board in the past. The Trustee Only Webpage can be accessed from the top right corner of the Society's website.

Ms. Konopka-Sauer provided a brief verbal report from the *Communications Committee* in Chair Varalli-Claypool's absence. She said the fall issue of [Historical Happenings](#) would be finalized and distributed in mid-November. The Managing Director explained that when she and Ms. Varalli-Claypool spoke in advance of the meeting, they discussed the Ambassador work group recommendation to have the Communications Committee in charge of creating some type of recognition for outstanding work completed by Trustees and other volunteers. The Managing Director passed around the NCCPA 40th Anniversary small crystal paperweight as an example of an item that could easily be mailed to those the Society would like to recognize for their exemplary service to the mission of the PAHx.

Trustee Re-appointments

President Wilson explained that both Trustee Varalli-Claypool and Trustee Kohlhepp have confirmed their interest in serving their second 3-year terms beginning in 2024. Trustee Vause moved to approve both Trustee Kohlhepp and Trustee Varalli-Claypool for their second three-year terms and Trustee Munsell seconded the motion. The motion was unanimously approved.

ACTION:

- ✓ **Approved Dr. Kohlhepp for a second three-year term, effective January 1, 2024**
- ✓ **Approve Ms. Varalli-Claypool for a second three-year term, effective January 1, 2024**

Election of President-Elect

President Wilson announced that one Trustee had submitted his application for the officer role of President-Elect. Mr. Wilson asked Trustee Vause to share a few words about his interest in serving as President-Elect in 2024, followed by President in 2025. Trustee Vause shared highlights of his vast experience, leadership, and volunteerism in the PA community since 1976. Captain Vause added that he has learned a lot about the Society during his two years on the Board and has a great vision for the organization's future. The Trustees participated in a ballot vote and President Wilson announced that Trustee Vause had been unanimously approved to serve as the 2024 President-Elect.

ACTION:

- ✓ **Elected Mr. Vause as President-Elect effective January 1, 2024**

Unfinished Business

President-Elect Smith announced that the NCCPA Board of Directors had approved the PAHx Nominating Committee and Trustees' recommendation to elect Randy Danielsen, PhD, DHL(h), PA-C Emeritus, DFAAPA, to begin a three-year term as a PAHx Trustee in January 2024. In addition, the NCCPA Board of Directors approved PA student Alec Williams to serve a one-year term as a Student Trustee in 2024.

President-Elect Smith provided follow-up by the work group [Trustees Smith, Vause, Hunter-Buskey and Thomas] regarding the proposed Ambassador program. Dr. Smith explained that the work group did not have a consensus to move forward with the proposal. He said the recommendation was to table the Ambassador proposal indefinitely and that a second recommendation from the work group was to have the Communications Committee review and define the current process for recognizing outstanding Trustee and volunteer service. Trustee Hunter-Buskey recommended splitting the information from President-Elect Smith into two motions: one motion regarding tabling the Ambassador program and one motion regarding the Communications Committee to create a program to recognize outstanding volunteers. President Wilson called for a motion and the motion passed to split the motions. Trustee Vause moved to table indefinitely the Ambassador proposal and Trustee Smith seconded the motion. The motion passed. Trustee Thomas motioned to have the Communications Committee research options for recognizing volunteers and Trustee Vause seconded the motion. The motion passed.

ACTION:

- ✓ **Tabled definitely the creation of an Ambassador program**
- ✓ **Charged the Communications Committee with researching options for recognizing volunteers**

A Word from President-Elect

President-Elect Smith thanked President Wilson for his service and leadership on the Board and presented him with his PAHx Past President lapel pin.

President-Elect Smith shared a few of his ideas for moving the organization forward in 2024 during his term as President. He mentioned that the PAHx Bylaws allow for 12 Trustees and that currently there are 10 Trustees and with the addition of Randy Danielsen in 2024, the Board would then have 11 Trustees. Dr. Smith said he would like the Board to consider what he terms as Trustee 'pillars' that represent the PA community - such as PA students, clinical PAs, academic, uniformed services, and the national organizations. President-Elect Smith suggested that two Trustees representing each of these 'pillar' groups be assigned to these specific PA communities to promote the work and resources of the Society. Likewise, Dr. Smith suggested that two Trustees be assigned to a geographic area of the country (NE, NW, SE & SW) to publicize the activities of the Society. He added that the Trustees need to create a process for the PAHx to connect to SAAPA, PA students, and pre-PA students to get the new generation of PA students interested in PA history. Trustee Kohlhepp asked Dr. Smith if he is proposing that a work group be established to develop the Trustee 'pillar' groups and Trustee regional assignments. Dr. Smith said he would like to create a needs assessment to review his suggestion. President-Elect Smith acknowledged the

conversations that the Trustees have had in the past regarding incorporating technology into our resources and marketing efforts, including having the *Social Innovators* book digitized. Dr. Smith mentioned that he would like to expand the scope of services for PAHx Associates to include assistance with archiving the materials for each Associate member. President-Elect Smith said he would like to have the Trustees spend a weekend participating in a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis to develop a plan for creating growth for the PAHx and developing the next three-year Strategic Plan for 2027-2029. Trustee Hunter-Buskey inquired about adding additional committees to handle some of the ideas President Elect Smith is suggesting. She said perhaps the Nominating Committee should be tasked with the regionalization of Trustees during the call for applications each year. Student Trustee Scarnewman suggested that the Nominating Committee make a targeted pitch to mid-career PAs, in addition to the student Trustee seat. Trustee Vause explained how the Veterans Caucus grew its membership when they changed their marketing strategies. President-Elect Smith said that he looked forward to working with the Trustees next year and welcomed ideas from all the board members and staff.

Closing Comments

President Wilson reminded the Trustees to please complete their annual Participation Agreements and Disclosure Questionnaires and hand them in to Ms. Konopka-Sauer. Trustee Vause asked if it was feasible to convene a board meeting at the Stead Center in the future. The Managing Director said that she would inquire about the availability of the conference room at the Stead Center and so that the Finance Committee can budget accordingly in the future. Trustee Hunter-Buskey mentioned that she will not be able to attend the April 2024 board meeting. With no further comments, the meeting adjourned at 11:30a.m.

/lks

**PA History Society
Finance Committee
ZOOM Meeting Minutes
February 26, 2024**

Committee Members Participating:

Randy Danielsen, PhD, DHL (h), PA-C Emeritus, DFAAPA
Robin Hunter-Buskey, DHSc, CPHP, CCHP, CDCES, PA-C, Captain USPHS
Bill Kohlhepp, DHSc, PA-C, DFAAPA, *Committee Chair*
Rich Vause, Jr., DHSc, MPAS, PA-C

Staff Participating: Lori Konopka-Sauer, *Managing Director*

Finance Committee Chair Bill Kohlhepp called the meeting to order at 8:00p.m. and welcomed everyone to the evening ZOOM meeting.

Chair Kohlhepp provided a brief overview of the annual finance schedule activities that the committee members have responsibility for, which include reviewing the:

- ✓ year-end and first quarter financials prior to the April Board Meeting
- ✓ annual 990 Tax Form (available late spring/early summer)
- ✓ second quarter financials prior to the August Board Meeting
- ✓ draft budget for 2025 prior to the November Meeting
- ✓ third quarter financials prior to the November Board Meeting

During the meeting, Treasurer Kohlhepp provided an overview of the 2023 year-end Statement of Financial Position and the Statement of Activities. He explained that the Society had \$340,000 in cash at the end of 2023. Chair Kohlhepp also reviewed the 2024 Budget and noted the increase in rent for the Society's new office space, the addition of a rental agreement for the Society's displays at the Stead Center, and the separation of the information technology services and postage expenses from the previously labeled "marketing" items which is now labeled "program initiatives" and represents expenses associated with the Society's products and services.

Chair Kohlhepp explained that last year the Finance Committee did not have time to review the Society's financial policy and noted that he would like to complete that task this year. During the discussion, Trustee Danielsen suggested that the committee members convene a separate meeting to review and revise, as necessary, the current policies. Trustee Hunter-Buskey also suggested the addition of a new policy stating that the committee would review the finance policy document every three years. The committee members agreed to convene on Monday, March 11, 2024, at 7:30pm (ET) to begin the review process of the policies. In advance of the call, Chair Kohlhepp will divide amongst the committee the policies to be considered.

Treasurer Kohlhepp shared that the entire Board of Trustees were annual and/or Lifetime Friends of the Society this year. He added that the staff would email the Trustees who are participating in the *annual* Circle of Friends program each January as a reminder to maintain their yearly status.

Chair Kohlhepp referenced Goal #4 from the Society's 2024-2026 Strategic Plan with the committee members and expressed his desire for the committee to be proactive in coming up with a gameplan to address its objectives as many have financial implications. Goal #4 states:

Goal #4 – The PA History Society will increase stakeholders’ utilization of resources to accomplish the organization’s Mission and Vision.

Objectives

4.1: Increase engagement by stakeholders.

1. Maintain and expand the number of PA programs and constituent organizations at the annual Associate Level.
2. Increase Trustee interactions with stakeholders.
3. Trustees are encouraged to participate in at least one of the giving programs and promote them as appropriate:
 - a. “Annual Circle of Friends”
 - b. “Lifetime Circle of Friends”
 - c. “Legacy Circle”

4.2: Continue to develop products for PAs and PA programs such as:

1. Produce a video on PA history:
 - a. Create a short video on the PA History Society and the profession’s history that is promoted to the AAPA Student Academy
2. PAHx Lapel Pins, White Coat Ceremony and Graduation Memorabilia and PAHx “Welcome to the PA Profession” Student Certificate.
3. Educational Materials/Toolkits/Learning Modules.
4. Develop items for the AAPA & PAEA conferences to be sold at the PAHx booth.
5. Provide guidance of recommended premiums (give-a-ways) to PA programs and PA organizations celebrating significant anniversaries and events.

Chair Kohlhepp began the conversation by asking that the committee take a close look at the current fee scale for the Associate and Circle of Friends programs. He expressed his concerns that the current fee scales may be acting as a barrier to ‘increase engagement by stakeholders’ as stated in Goal #4 of the PAHx Strategic Plan. He noted that we need not rely on these fees for financial support of the Society as we have significant available resources and strong financial support from the NCCPA. The committee began its conversation by first focusing on the Society’s marketing materials to promote the Associate program to PA Programs. Trustee Hunter Buskey suggested that the materials be updated and supported the idea of adjusting the fee scale. She added that most constituent organizations are spending their resources (time and money) to lobby for the PA profession’s official name change. Trustee Danielsen also recommended that the 26 DMS programs be include to the Society’s list of PA programs and constituent organizations who received regular communications from the PAHx, including the annual Associate invoices. Trustee Vause recommended that the Executive Committee be involved with any discussions regarding changes to the annual Associate program fees, in addition to managing the Society’s current surplus of financial resources.

After discussing Goal #4 for a period of time, the Finance Committee shifted its thinking, and a concern was raised about taking on this effort without first getting clarity from the Executive Committee and or the Board of Trustees about their plans for tackling the Strategic Plan. It was agreed that Chair Kohlhepp will bring this concern to the attention of the Executive Committee.

Closing Comments

With no further business, Chair Kohlhepp adjourned the meeting at 9:20p.m.

PA History Society
Archival & Website Committee
ZOOM Conference Call Minutes
February 27, 2024

Trustees/Historians Participating:

Robin Hunter-Buskey, DHSc, CPHP, CCHP, CDCES, PA-C, Capt. USPHS
Bill Kohlhepp, DHSc, PA-C, DFAAPA
Deb Munsell, DHSc, PA-C, DFAAPA
Rich Vause, DHSc, MPAS, PA-C, FCPP, DFAAPA, *Chair*
Alec Williams, PA-S

Staff Participating:

Lori Konopka-Sauer, *Managing Director*
Tricia Marriott, *Historian*
Michelle Schabowski, *Senior Archivist*

Committee Chair Rich Vause called the meeting to order on February 27, 2024, at 8:00p.m., and welcomed everyone to the meeting.

Chair Vause provided committee members with a brief review of the PAHx Trustee responsibilities regarding the number of biographies, oral histories, website exhibits and newsletter articles each Trustee is expected to contribute as a member of the Society's "working board". He added that last year he encouraged the board members to write one biography before each Board Meeting (April, August & November) to add 30 biographies to the Society's collection annually. Chair Vause encouraged all members of the Archival & Website Committee to set an example to the other Trustees by fulfilling these responsibilities. Chair Vause reviewed the Society's BIO instructions, BIO Sketch Form, and BIO & Photo Permission Form. Dr. Vause also reviewed the accomplishments from 2023, and he noted that the Trustees had contributed half of the Society's 35 new biographies and participated in seven of the eight new oral history interviews. Dr. Vause added that Senior Archivist Schabowski will provide technical support by recording and editing the interviews. Ms. Schabowski said most interviews last 30 minutes and are edited to a final oral history that is approximately 10-12 minutes. Managing Director Konopka-Sauer mentioned that the biographies and oral history interviews are not posted on the Society's website without final approval of the featured individual.

Chair Vause mentioned that he was arranging an interview with Bill Finerfrock and Trustee Munsell said she was planning to conduct an oral history with Steve Shelton. Dr. Vause recommended that if Trustees do not have someone specifically in mind that they would like to write a biography or conduct an oral history with, that they refer to the Society's list of suggested individuals posted on the "Trustee Only" webpage for them to select from. Trustee Hunter-Buskey explained that sometimes it can be difficult to connect with busy PAs, and even though you may have completed their biography, getting that individual to approve it can be a challenge. Chair Vause added that sometimes individuals do not want to have their BIO written or participate in an interview; and that is alright. Dr. Vause said that the history of younger-career PAs is also important to capture and preserve. Trustee Williams inquired about the process for writing the biography for someone who has passed away. Senior Archivist Schabowski advised that the best practice is to contact a family member, but if that is not an option then to research the individual and cite the references in the BIO.

Chair Vause mentioned creating articles and online exhibits for the Society's website. He asked the Trustees to review the [Historical Happenings](#) and [PA Historical Perspectives](#) webpages as a way to generate new ideas. He also called upon Ms. Schabowski to provide the committee members with a quick website tutorial during the ZOOM meeting.

Historian Marriott shared that the materials for the Society's CME session at AAPA in Houston have been completed and sent in to the Academy. She said the 45-minute small group interactive session will provide instruction and materials for PAs, faculty, and students to learn how to preserve their institutions or an organizations' history. Historian Marriott asked the committee members to promote the Society's session and encourage their colleagues to attend. [*Editor's Note:* The PAHx's AAPA session will be held on Tue. May 21 at 2pm, on the 3rd floor of the convention center in room 351D.]

Dr. Vause requested that the committee members consider future projects in addition to the basic tasks that all Trustees are expected to participate in (i.e., biographies, oral histories, website features, newsletters articles, etc.). Trustee Kohlhepp added that the rest of the board members need to be reminded and encouraged to complete these tasks as well. Chair Vause said that he would work with Managing Director Konopka-Sauer to send a reminder email to the Board and schedule time for the Trustees to participate in a review of the Society's BIO processes along with some time for them to begin drafting a BIO during the April Board workshop session.

Historian Marriott suggested that the Society ask each program director, state chapter and constituent organization to submit one biography from their institution/organization. She added that AAPA's Leadership and Advocacy Summit (LAS) held each September may be another event for the Society to consider for reaching out to PAs that may not receive the regular correspondence from the PAHx. Capt. Hunter-Buskey added that some PA programs ask their students to write biographies as part of their PA history lesson. She said the Society may want to consider contacting a PA program(s) to see if they would be interested in having their students write biographies for the Society. Chair Vause shared that the African American Heritage Caucus had done something similar with PA students from historically black colleges (HBC) and they presented their writings at a AAPA conference. [*Editor's Note:* Here is the PAHx website link to Les Howard's ["Profiles in Black" booklet](#) from the 1997 AAPA Conference held in Minneapolis.] Trustee Kohlhepp said that he had reached out to Jennifer Orozco to speak with AAPA CEO Lisa Gables regarding an Associate donation to the Society. Dr. Kohlhepp said Ms. Gables agreed to an annual donation and Dr. Morton-Rias mentioned AAPA's support during their regular cross-org meeting in which the CEOs from PAEA and ARC-PA also agreed to make an annual contribution to the PAHx. Dr. Kohlhepp said that the Society should consider contacting the PAEA leadership for assistance in encouraging more PA programs to become annual Associates. [*Editors Note:* The PAHx office has a complete list of the 306 program directors contact information that is used regularly to promote Society services and resources.] As the discussion continued, Trustee Hunter-Buskey also suggested that these ideas be written down for the committee members to review and prioritize during the next meeting. [*Editor's Note:* Please see the suggestion list as Attachment 1, following the meeting minutes.]

Closing Comments

With no further discussions, Chair Vause adjourned the conference call at 8:55 p.m.

Attachment 1 – Suggestions for Future A&W Projects

- ✓ Collect Biographies & Oral History Interviews from early-career PAs.
- ✓ Consider participation at the annual AAPA Leadership and Advocacy Summit to reach a new group of PA constituents.
- ✓ Select and contact a Program Director to inquire about asking their students contact PAs and write biographies for the PAHx website.
- ✓ Contact the Program Directors to inquire about asking someone on their staff to write a BIO on their founding program director, current program director, or other major PA individual from their program.
- ✓ Contact the state chapters and constituent organizations to inquire about asking someone from their membership to write a BIO.
- ✓ Review the Profiles in Black booklet for additional individuals to be added on the Society's BIO and/or Oral History "To Do" list.
- ✓ Reach out to the PAEA leadership for assistance in garnering more support of the Society's resources from the PA programs.

**PA History Society
Communications Committee
ZOOM Meeting Minutes
March 14, 2024**

Trustees Participating: Bruna Varalli-Claypool, BBA, MHS, PA-C, DFAAPA, *Chair*
Randy Danielsen, PhD, DHL (h), PA-C Emeritus, DFAAPA
Deb Munsell, DHSc, PA-C, DFAAPA
Greg P. Thomas, PA-C Emeritus, MPH, DFAAPA

Trustee Excused: Steve Wilson, PA-C, *Past-President*

Staff Participating: Lori Konopka-Sauer, *Managing Director*

Committee Chair Bruna Varalli-Claypool called the meeting to order on March 14, 2024, at 8:58a.m., and welcomed everyone to the Zoom meeting.

Chair Varalli-Claypool provided an overview of the Society’s quarterly newsletter article deadline and distribution schedule. Ms. Varalli-Claypool noted that the article deadline for the spring newsletter was April 26th with it being distributed the first week in May. She explained that in addition to the Communication Committee members and Trustees writing articles for [Historical Happenings](#), articles may be contributed from others in the PA community. Chair Varalli-Claypool noted that the articles should be approximately 500 words or less and include at least one photograph. She added that longer articles and essays are featured on the PAHx webpage titled [Historical Perspectives](#).

Managing Director Konopka-Sauer related in Trustee Wilson’s absence, that he would be contributing an article for the spring newsletter regarding the historic Alderson-Broadus PA program and the university’s recent closure. She added that the PAHx President has a reoccurring message in each newsletter, and that Senior Archivist Schabowski would submit an article for her “From the Archives” feature. Ms. Konopka-Sauer mentioned that she would include an article about the Society’s “Become a PA Historian: Preserving PA History” small group interactive CME session at AAPA. Chair Varalli-Claypool said that she would be including an article with Trustee Danielsen or Student Trustee Williams for the “In His Own Words” newsletter feature. Trustee Thomas said he would contribute an article on the ongoing efforts to develop a PA Licensure Compact and Trustee Danielsen would write an article on the growing number of DMSc programs.

Trustee Danielsen said that he had recently spoken with Mike Goodwin, a long-time PA to write his biography. Dr. Danielsen said that Mr. Goodwin went to an unaccredited one-year PA certificate program in 1969. He said it was a US Public Health Service PA program at the US Federal Medical Center in Springfield, Missouri. Trustee Danielsen said he was unable to find any information about this program and asked the committee members if they were familiar with it. Trustee Thomas suggested that he reach out to Trustee Hunter-Buskey who may be able to find some history about this program.

Closing Comments

With no further discussions, Chair Varalli-Claypool adjourned the meeting at 9:25 a.m.



Report on Finances

At the Board Meeting, Treasurer Bill Kohlhepp will provide an overview of the financial statements and answer any questions that the Trustees may have regarding the 2023 Year-end Financials and the Society's 2024 revenue through February 29, 2024. Treasurer Kohlhepp will also explain the Committee's work on updating the current PAHx Financial Policy and will ask for a motion to approve the amended policies.

Report on Year-end 2023 Financials

Detailed financial reports are included in the following attachments. **Attachment 1** is the Statement of Financial Position of the organization as of December 31, 2023. Please see below for a comparison of the 2021 and 2022 year-end cash, demonstrating the PA History Society's financial stability.

	December 2023	December 2022
Year-end Cash	\$379,961	\$344,308

Attachment 2 is the Statement of Activities document which provides a more detailed reporting of the budgeted and actual revenue and expense lines for 2023. The Financial Variance Notes are included as **Attachment 3** and provide additional information on the Statement of Activities. For a snapshot of the Society's revenue from 2023 and 2022, please see the table below.

PAHx Summary	2023	2022
Total Revenue	\$523,370	\$474,765
Total Expenses	\$457,177	\$521,222
2023 Net Revenue vs 2022 Net Loss	\$66,193	(\$46,457)

2024 Financials thru February

Treasurer Kohlhepp will provide an overview of the current revenue as of February 29, 2024, and answer any questions the Trustees may have. *[Please note: if the March 2024 financials are available prior to the April Board meeting, the first quarter materials will be distributed at the meeting.]*

Revenue thru February 29, 2024	Amount
NCCPA	\$465,000
Individual Contributions (NCCPA Portal, General & PAs)	776
PA Program Associates Fee *	
PA Organizations (state, specialty, national)	1,000
Product Donations (Books & DVDs)	3,729
Annual & Lifetime Circle of Friends	2,000
Total	472,505

* Each March, Ms. Mara emails the first of several Associate Invoices to PA programs, state chapters and other constituent organizations. Traditionally following the receipt of the PAHx Associate Invoice email, an uptick in revenue is received during the subsequent months. As of March 28, 2024, 15 PA programs have paid their Associate fee for a current total received of \$8,250.

PAHx Financial Policy

The Finance Committee convened a dedicated meeting in March to thoroughly assess the Society's current Financial Policy which had not been updated since 2014. Chair Kohlhepp had asked each committee member to review specific policies and processes and bring their suggested revisions to the Financial Policy review meeting for consideration. During the policy review meeting the committee agreed that the current policy regarding investments could be eliminated. The Managing Director confirmed that this suggestion was acceptable with the Vice President of the NCCPA Finance Dept. The committee's recommended revisions for the Board to review and discuss during the April meeting, are provided with 'Track Changes' as **Attachment 4**. In addition, a clean version of the suggested revised Financial Policy is provided as **Attachment 5**.

Item for Action:

- ✓ Approve the 2024 revisions to the PAHx Financial Policy



Statement of Financial Position

December 31, 2023

ASSETS

Cash	\$	379,961	
Grant Receivable		-	
Account Receivable		-	
Prepaid Expenses and other		500	
		<hr/>	
Total Current Assets			380,461
Furniture, Fixtures & Equipment		-	
Computer Equipment & Software		-	
		<hr/>	
Total Property & Equipment (at Cost)		-	
Less: Accumulated Depreciation		-	
		<hr/>	
Property and Equipment (Net)			-
TOTAL ASSETS			\$ 380,461

LIABILITIES

Accounts Payable		40,360	
		<hr/>	
TOTAL LIABILITIES			40,360

NET ASSETS

Net Assets Prior year		273,908	
Revenue in Excess of Expenses (current period)		66,193	
		<hr/>	
			340,101
TOTAL LIABILITIES AND NET ASSETS			\$ 380,461



Physician Assistant History Society

Statement of Activities - December 31, 2023

	Year to Date Actual	2023 Approved Budget	Budget \$ Remaining	Notes
Revenue				
NCCPA Grant	\$ 455,000	\$ 455,000	\$ -	A
Contributions/Various Donors	15,813	8,000	7,813	B
Sponsors/PA Educational Programs	32,750	35,000	(2,250)	C
Sponsors/PA Organizations	575	1,000	(425)	D
Product Donations (Books & DVDs)	13,632	15,000	(1,368)	E
Veterans Garden Donors (Restricted)	-	1,000	(1,000)	F
Contributions/Legacy & Lifetime Friends	5,600	4,000	1,600	G
Total Revenue	\$ 523,370	\$ 519,000	\$ 4,370	
Expenses				
Salary and Benefits	\$ 310,091	\$ 297,283	\$ (12,808)	H
Travel Expenses (board meetings, conferences)	48,261	76,350	28,089	I
Legal/Audit/Tax/Professional Fees/CC	18,649	33,850	15,201	J
Rent	15,600	15,600	-	K
Product Marketing & Archives Expense	50,002	75,900	25,898	L
Insurance	3,041	3,000	(41)	M
Supplies	3,218	1,575	(1,643)	N
Miscellaneous (depr, bank fee, misc, subscriptions, training)	8,316	9,050	734	O
Released from Restricted - Veterans Garden	-	-	-	P
Total Expenses	\$ 457,177	\$ 512,608	\$ 55,431	
Net Revenue/(Loss) in Excess of Expenses	\$ 66,193	\$ 6,392	\$ (51,061)	



Physician Assistant History Society

Variance Notes for Financial Statements – December 31, 2023

Revenue

- A. **Donation** – NCCPA contributed \$455,000 to support the PA History Society’s operations.
- B. **Contributions/Various Donors** – These contributions included donations from Board members, PAs, the NCCPA PA portal, and general funds received. Donations received from these sources were over projection by \$7,813.
- C. **Sponsors/PA Educational Programs** – In 2023, 66 of the 306 accredited PA programs contributed \$32,750 to the PA History Society. This line was slightly under projection by \$2,250.
- D. **Sponsors/PA Organizations** – The Society received three donations from four PA constituent organizations (state chapters, caucuses, etc.) in 2023. This line item was significantly under projection by \$425.
- E. **Product Donations** – This line included donations received for the PAHx products: lapel pins, *PAs As Social Innovators* book, *Just Say for Me* booklet, and *Learning to Learn* book, produced by the Society. Donations for these items were slightly above our budget projection by \$1,368.
- F. **Veterans Garden Donations** –The Society did not receive any restricted funds for additional pavers and/or maintenance of the grounds at the Veterans Garden. Since the space for engraved pavers is currently filled, we were under projection in this line item. This revenue item was removed in the 2024 budget.
- G. **Legacy Circle & Lifetime Circle of Friends** – This line includes the revenue received from the Legacy Circle and Lifetime Circle of Friends programs. Contributions were not received through the Legacy Circle in 2023. The annual and Lifetime Circle of Friends programs garnered \$5,600, which was over our projection.

Expenses

- H. **Salary and Benefits** – The Society paid the salary and benefits for the full-time Managing Director, Lori Konopka-Sauer, and full-time Senior Archivist, Michelle Schabowski. This line also includes the salary for the part-time Administrative Support Coordinator, Connie Mara. This line item was over budget because NCCPA gave all employees an additional “cost of living” increase which had not been budgeted.

- I. **Travel Expenses** – This line included expenses for the April and November board meetings, attendance at the AAPA and PAEA conferences, and Historian Marriott’s visits to the PAHx office. This line was under budget due to over-budgeting for anticipated airline and hotel increases.
- J. **Legal/Audit & Tax Preparation/Professional Fees** – These expenses included the annual audit and tax return preparation, legal counsel costs, credit card processing fees, and Historian Marriott’s annual contracted fees. This line item was under budget.
- K. **Rent** – This line is on budget. The monthly rental fee for the Society’s office space and the archival room remains at \$1,300 per month.
- L. **Product Marketing & Archives** – This line included materials developed for the AAPA & PAEA conferences, website updates and maintenance, archival software and promotion of the Society’s book, *PAAs as Social Innovators in Healthcare*. This line item was under budget.
- M. **Insurance** – This line included the D&O insurance for the Trustees and insurance for the Society’s Collection stored in the Johns Creek office and for the PAHx items permanently on display at the Stead Center. This line item was \$41 over budget.
- N. **Supplies** – General office and archiving supplies were purchased throughout the year. This line item was over budget as in 2023 the NCCPA IT Dept. began billing department computers from our operating budgets instead of a separate capital budget as in previous years.
- O. **Miscellaneous** – This line item included bank fees, dues, subscriptions, training, and other expenses that are covered in other budget line items. This item was slightly under budget.
- P. **Veterans Garden** – This restricted expense item was not utilized in 2023.



PA History Society Financial Policy

Financial Policy:

The financial policies of the PA History Society (PAHx) support the Trustees commitment to prudent financial management principles aligned with the PAHx mission. The policies provide the framework within which the Society's financial guidelines and procedures are established. The policies set out the parameters within which business transactions of the Society are made. The Finance Committee shall conduct routine reviews of all policies every five years. Changes to the financial policies require action by the Board of Trustees.

Fiduciary Duties and Conflict of Interest

The terms of participation on the Society for the Preservation of the Physician Assistant History (the Society) Board of Trustees are set out in a Participation Agreement ("Agreement") which must be completed annually. As a Trustee certain fiduciary duties are owed to the Society for the Preservation of the Physician Assistant History, the "Society". The National Commission on Certification of Physician Assistants (NCCPA) believes all of its directors, officers, Committee members, and employees should deal with customers, agents, suppliers and all other persons doing business with NCCPA without any interference or preference based on personal considerations. In order that NCCPA's records may be clear in this respect, PAHx trustees shall annually complete a Disclosure Questionnaire and a Participation Agreement.

General Accounting Issues:

The accounting books and records of the PA History Society will be maintained by the Finance Department of the National Commission on Certification of PAs (NCCPA). The PAHx books and records are maintained on an accrual basis in accordance with Generally Accepted Accounting Principles (GAAP). The PAHx financial records will be maintained on a calendar year basis. An independent Certified Public Accounting firm shall conduct an annual audit of the financial records of the PAHx. The audit will be reviewed by the PAHx Finance Committee and will then be presented to the PAHx Trustees during the Summer Board meeting.

Budget:

A comprehensive budget will be prepared by management, reviewed first by the PAHx Treasurer, and then by the PAHx Finance Committee. It will subsequently be approved by the Board of Trustees prior to the start of operations for the following year.

Financial Reporting:

The NCCPA Finance Department will produce the following basic financial statements: Statement of Financial Position and Statement of Activities with Variance Notes to be presented

by the PAHx Board Treasurer to the Society Trustees during their board meetings held in April, August, and November each year.

Capital Assets

Property and equipment are recorded at cost and depreciated using the straight-line method. Furniture, fixtures, and equipment are depreciated over estimated useful lives of 5 to 8 years. Computer equipment and software are depreciated over 3 years, and leasehold improvements are depreciated over the life of the lease. PAHX will capitalize items over \$2,500; all items under \$2,500 will be expensed.

Contract Signing Authority:

The NCCPA President/CEO serving as the PAHx Executive Director has the authority to sign all contracts. Any contract over \$10,000 must have PAHx Board approval prior to signing.

Check Signing Authority:

It is the PAHx Financial policy to give check-signing authority to the following positions:

- NCCPA President/CEO & PAHx Executive Director
- NCCPA Vice President of Finance
- PAHx Board President
- PAHx Board Treasurer

Two signatures will be required for checks of \$2,500 or more.

Internal Controls:

The PAHx will follow proper oversight and monitoring of internal assets to ensure that internal controls are in place for the safekeeping of those assets.

- **Checks and/or Cash Received:** Immediately upon receipt, all cash and checks received are logged in a receipt log and checks are endorsed by non-accounting personnel. Checks and/or cash received are entered into the accounting system and reconciled by the NCCPA Finance Department.
- **Pay Pal:** Credit card donations are processed via the Society's Pay Pal account located on the PAHx website. Once processed, appropriate documents are entered into the accounting system and reconciled by the Finance Department.
- **Check Disbursements:** All check disbursements require the PAHx Managing Director's approval on all invoices and expense reports before submission to the finance department. All issued checks will follow the check signing authority section of this policy. Check stock and signed checks that have not been mailed will be secured at the end of the day.
- **Insufficient Funds:** The NCCPA accounting staff accepts responsibility to ensure that no check disbursement will be made without sufficient funds being available.
- **Bank Reconciliation:** Bank reconciliations are performed by accounting personnel who are not check signers.

Investments:

To preserve capital while maintaining long-term growth at a rate to exceed inflation.

To achieve a total return that is in the top half of managers within a representative universe during a three to five year time period. The ranking over multiple time periods is the performance criteria rather than the ranking achieved in any one specific year.

- The following types of investments are acceptable under these guidelines. The Investment Manager may choose to make investment decisions that are not subject to these guidelines; however, any decisions outside of these guidelines must be brought to the attention of the Board.
 - Common Stocks
 - Preferred Stocks
 - Convertible Securities including Debentures
 - American Depository Receipts (ADRS) of Foreign Companies
 - U.S. Government and Agency Securities (notes and bonds)
 - Commercial Paper
 - Corporate Bond
 - Alternative Funds
 - Covered calls
- The following types of assets or transactions are **expressly prohibited**:
 - Commodities (except as part of an alternative fund)
 - Futures
 - Unrestricted Letter stock
 - Warrants
 - Illiquid Securities
 - Purchasing of Securities on Margin
 - Selling Short
- Fixed income investments must be diversified, high quality and marketable.
 - Investments in any one issuer shall not exceed 5% of total fixed income Fund assets based on market value. No limitations are placed on investments in U.S. Government guaranteed obligations (including fully guaranteed Federal agencies).
 - Marketable bonds at the time of purchase must be rated "A" or better, by either Standard & Poor's or Moody's and the issues should be at least \$50 million par value (excluding obligation of the U.S. Government either direct or implied).
 - No fixed income security should have a maturity of longer than twenty years at the time of purchase.
- Cash and equivalents may include commercial paper, repurchase agreements, Treasury bills, Certificate of Deposits and money markets funds providing all such assets must represent maturities of one year or less.
 - Investment in any one issuer shall not exceed 5% total Fund assets as the time of purchase.

- ~~Commercial paper must have a rating of not less than A₁ by Standard & Poor's or B₁ by Moody's.~~

Insurance:

The PAHx is insured under the NCCPA's primary policies, providing the basic coverage needed by the Society.

- *Director & Officers Insurance* – NCCPA's D & O policy covers individual board members for liability in their duty as Trustees and officers of the organization. The policy has a \$5 million limit with a \$25,000 deductible.
- *Professional Liability (Errors & Omissions Insurance)* – NCCPA's E & O covers board members and staff against liability from errors or omissions made in the course of carrying out their work. This policy has a \$5 million limit with a \$25,000 deductible.
- *Commercial General Liability* – PAHx is named as additionally insured under NCCPA's general liability policy. This policy covers the organization against liability from third parties. There is a \$2 million limit on this policy.
- *Group Travel and Accident Insurance* - The NCCPA offers group travel accident insurance which covers accidental death or dismemberment during Society business related travel. Travelers should notify the Society's Managing Director if they are involved in an accident while traveling on behalf of the NCCPA or PAHx.
- *Umbrella Liability* – Provided in excess for items covered under General Liability for up to \$5 million.
- *Property Insurance* – NCCPA policy [includes a blanket policy of \\$250,000](#) full coverage for the Society's archives at the Findley Road location [and the . The PAHx blanket policy covers \\$250,000](#) ~~In addition, the policy covers Society archives while in transit at \$25,000 and \$50,000 for archives while out on exhibit.~~ The PAHx museum items permanently on display at The Eugene A. Stead, Jr. Center for Physician Assistants, in Durham, NC, ~~are covered up to \$56,575.~~

Tax Exempt Status:

In 2002, the PAHx was incorporated as a 501 (c) 3 tax-exempt organization [and has maintained that status.](#) [In addition, the PAHx is classified by the IRS as a 509 \(a\) \(3\) - Type I Supporting Organization of the National Commission on Certification of PAs \(NCCPA\).](#)

The following [required tax documents](#) are [prepared by an independent Certified Public Accounting firm and are then reviewed by the PAHx Finance Committee and are then presented to the PAHx Trustees during the Summer Board meeting:](#)

- Form 990– Return of Organization Exempt from Income Tax – for reporting tax-exempt income to the federal government. A signed copy of the Form 990 must also be sent to the State Department of Revenue.
- Form 1096 – Annual Summary & Transmittal of US Information Returns – for reporting 1099 contract payments made during the year.

Initially, the Society in 2008 became a supporting organization of the American Academy of Physician Assistants (AAPA) and was classified by the IRS as such. Subsequently, the Society moved to the National Commission and the 509 (a) (3) status was transferred from the AAPA.

Travel Expense Form:

A PAHx Travel Expense Form must be submitted to the PAHx staff no later than 30 days following the activity. All expenditures must be accompanied by an itemized, detailed receipt, including gratuity. The receipt should include both the detailed purchase receipt and the credit card slip, if charged to a credit card. If a detailed receipt is not included with the expense form, no more than \$20 will be reimbursed per entry. For expenses charged to your hotel bill, please include the detailed purchase receipt and the hotel bill to ensure reimbursement. Requested reimbursement for meals should not exceed \$100 per day. Personal charges (i.e. movies, magazines, sundry items) will not be reimbursed.

Auto Mileage:

The traveler will be reimbursed at the current IRS per mile rate. The calculation of this amount should be shown on the Travel Expense Form. All mileage expenditures must be accompanied by a Google map or MapQuest mapping printout which details the actual mileage for verification.

Monitoring: This Financial Policy will be reviewed every five years beginning in 2024. The next routine review by the PAHx Finance Committee will be held in March 2029.

Board Approved: 8.14.14

Revised: 4.24.16

Revised:



PA History Society Financial Policy

Financial Policy:

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Tax Exempt Status:

In 2002, the PAHx was incorporated as a 501 (c) 3 tax-exempt organization and has maintained that status. In addition, the PAHx is classified by the IRS as a 509 (a) (3) - Type I Supporting Organization of the National Commission on Certification of PAs (NCCPA).

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Auto Mileage:

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Monitoring: This Financial Policy will be reviewed every five years beginning in 2024. The next routine review by the PAHx Finance Committee will be held in March 2029.

Adopted: 8.14.14

Reviewed & Revised: 4.24.16

Reviewed & Revised: XX

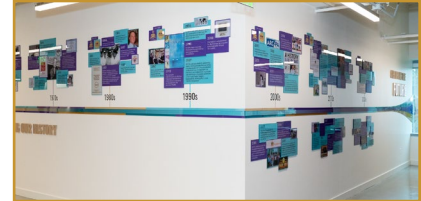


Report from the Managing Director & Staff

Lori Konopka-Sauer will provide the Trustees with an update on the various projects that the staff has been working on during the first quarter of 2024. During the April meeting, she will briefly review the items included in this report and the staff will answer questions from the Board.

NCCPA-PAHx new headquarters

The staff is looking forward to hosting the Board of Trustees at the new offices in April. During the design phase of the renovation, the staff provide the NCCPA Communications department with images for a timeline wall that is featured next to the conference center. During January and February, the staff unpacked and set up their offices, PAHx archives and designed new displays for the NCCPA conference center cabinets.



AAPA Conference in Houston

The staff and Historian Marriott worked diligently this quarter to complete the revisions to the PAHx Historian Toolkit, develop the CME presentation, and create the slides for the Society's small group interactive session at AAPA. Historian Marriott will be present this session to the Trustees during the Saturday afternoon board workshop on April 13th. The PAHx session is titled "***Become a PA Historian, Preserving PA History***", and although this CME session is free, it is limited to 50 attendees who must register in advance of participating during AAPA. Management asks that each Trustee help promote the PAHx's *first CME session at AAPA* by reaching out to their colleagues and encouraging them to participate in the workshop scheduled for **Tuesday, May 21**.

The Managing Director is pleased to announce that the PAHx is participating in AAPA's "***Become a PA: Workshop for Pre-PAs***" on **Saturday, May 18** from 8am – 3pm. This activity, which was created last year for students considering a career as a PA, will be held at the Marriott Marquis Houston Hotel in the Texas Ballroom on the fourth floor. As an event sponsor, the PAHx will have a table [booth] to showcase a variety of the Society's educational resources including the extensive historical information available on our website and our in-depth Social Innovators book about the profession. Senior Archivist Schabowski will also engage the students who stop by our booth in PA history trivia and hand out PAHx swag!

In addition to the \$1,000 Associate donation this year, AAPA has also provided the PA History Society with their annual "in-kind" support of complimentary booth space in the conference center. The **PAHx booth** will be located on the third floor of the George R. Brown Convention Center which is conveniently connected to the Marriott Marquis Houston. Keeping with tradition, the NCCPA family of booths [NCCPA, nccPA Health Foundation, and PAHx] will be featured next to each other to provide maximum promotional opportunities for all organizations. The **PAHx booth** will be open on **Saturday, May 18** from 7:30am–3:30pm,

followed by the AAPA opening reception from 5pm – 7pm; **Sunday, May 19** through **Tuesday, May 21** from 7:30am–4pm.

Speakers Bureau

The Trustees are encouraged to participate in speaking engagements throughout the year. Please keep Ms. Konopka-Sauer informed of the activities that you are participating in to promote the history and legacy of the PA profession. The staff is also available to provide Trustees with slides and talking points for their presentations. The 2024 speaking engagements during the first quarter include:

- ✓ **January 24:** Reg Carter gave an in-person presentation to the PA students at Elon University.
- ✓ **February 18:** Trustee Vause gave a virtual presentation to the National Society of Black PAs membership.

Additional external outreach included NCCPA's participation with a booth at the **PA Moms Medical Summit** in February. NCCPA's director of communications had a booth where she handed out PAHx resource flyers to the participants. Historian Marriott hosted a table at the **Connecticut Academy's state conference** in March where she distributed PAHx swag and promoted the Society's Social Innovators book, our CME session at AAPA, and our other PAHx educational resources to constituents.

PAHx Website and Social Media Updates

The PAHx website has had 11,794 'sessions' from 9,160 users for a total of 21,000 pageviews from January 1 – March 13, 2024. The Society has posted **2 new biographies** and **1 oral history**. Our total collection now includes 358 bios and 253 oral history interviews. Our senior archivist posts at least twice weekly on Facebook to our 3,583 friends. The Society has 1,120 active followers on X. The Instagram account has 1,498 followers!

Archivist Annotation

Ms. Schabowski has been busy helping the Society and its archives move into their new office space. She has aided in the selection of display content in the History Hallway and with the NCCPA Timeline display (mainly fact checking and supplying photographs). She has been helping Historian Marriott and Managing Director Konopka-Sauer in updating the Historian Toolkit and creating the curriculum and content for this year's small-group CME session at the AAPA Annual Conference. This quarter she has aided 17 researcher requests, most of which have been photograph permissions and reference material pulls.

Senior Archivist Schabowski has accepted 5 new donations to the archival collection this year, most items are accruals to existing collections. She has processed one new collection: The Leland Fairbanks Papers. Dr. Leland Fairbanks was the chief of health care education at the Phoenix, Arizona Indian Medical Center. He started a 2-year physician extender program that began in 1971. The program trained Native Americans through the Indian Health Service to become PAs. The reservations were suffering from a shortage of healthcare providers at the time, and Dr. Leland saw this as a way to improve access to medical care.

Ms. Schabowski is once again the Supporting Organizations' representative to the NCCPA IDEA Council this year. She works with the council to coordinate informative and fun

activities that will give a broader understanding, appreciation and respect for other cultures and mindsets.

Coordinator Corner

Ms. Mara has processed and posted revenue of \$2,004.78 in general and Friend of the Society donations from January 1 - March 29, 2024. Last year at this time, the Society had received just over \$535.86 in revenue for general and Friend donations.

The Society's history books were shipped out of the PAHx office in January at record numbers. Ms. Mara has processed 144 product requests for a total revenue of \$4,336.22.

The 2024-2025 Associate fee invoices were sent on March 11th this year. As of March 29, 2024, Ms. Mara has processed Associate fees from 15 PA programs totaling \$8,250 in contributions. In addition, she processed three constituent donations from the Connecticut Academy, AAPA and ARC-PA which totals \$2,250.00.

Ms. Mara distributed the winter issue of [*Historical Happenings*](#) in February to 511 recipients. Individuals are still requesting to be added to our newsletter through the Society's general contactus@pahx.org email. She also continues to update the database with changes in PA Program Directors. New in 2024, contacts for several new Doctorate PA programs have been added to the Society's master distribution email list.

No item for action; for information only



PA Historian Summary Report
October 2023-March 2024
Society for the Preservation of Physician Assistant History, Inc.
Tricia Marriott, PA-C, MPAS, MJ Health Law, CHC, DFAAPA

Tasks Completed:

- Worked with PA Hx Staff to revise & update the PA Hx Historian Toolkit for the AAPA 2024 Small Interactive CME Session “Become a PA Historian: Preserving PA History” scheduled for May 21, 2024 in Houston. The revised toolkit was submitted to AAPA as collateral instructional resources for the CME session by the deadline of March 1, 2024.
- Worked with PA Hx Staff to create the presentation slide deck and handout for the AAPA 2024 Small Interactive CME Session “Become a PA Historian: Preserving PA History” scheduled for May 21, 2024 in Houston. The presentation was submitted to AAPA before the deadline of March 1, 2024. The team will workshop the presentation at the Board of Trustees meeting in April to further refine the session.
- Worked with PA Hx Staff to create marketing flyer for the AAPA 2024 Small Interactive CME Session “Become a PA Historian: Preserving PA History” scheduled for May 21, 2024 in Houston. The flyer was sent to PA program directors and to constituent organizations by email.
- Exhibited at ConnAPA Annual Charter Oak Conference March 26, 2024 to promote the *PAAs as Social Innovators in Healthcare* book and the PAHx Society in general. Four copies of the book sold. Learned that the book is a required text for the Quinnipiac programs 1st year PA students, which is already on the Required Text list for University of Saint Joseph.



Tricia Marriott PA Historian, 3.26.2024
ConnAPA Charter Oak Conference, Groton, CT.





PA Historian Summary Report
October 2023-March 2024
Society for the Preservation of Physician Assistant History, Inc.
Tricia Marriott, PA-C, MPAS, MJ Health Law, CHC, DFAAPA

- Trustee/Secretary-Treasurer Bill Kohlhepp was also in attendance at the ConnAPA Charter Oak Conference where the NLM banners were on display in the conference main hallway, outside the lecture hall, for the entire conference. See photo below.



Tricia Marriott PA Historian, Sarah Adams, ConnAPA President, Bill Kohlhepp, Trustee/Secretary-Treasurer 3.26.2024
 ConnAPA Charter Oak Conference, Groton, CT.

- As a matter of history being made, the PA History Society’s Student Trustee, Alec Williams, was named ConnAPA’s PA Student of the Year during the ConnAPA membership business luncheon held on March 25, 2024.



Nick Patino, ConnAPA Board Member and Award Recipient Quinnipiac University PA Student Alec Williams,
 PA Hx Student Trustee 3.25.2024 Groton, CT





PA Historian Summary Report

October 2023-March 2024

Society for the Preservation of Physician Assistant History, Inc.

Tricia Marriott, PA-C, MPAS, MJ Health Law, CHC, DFAAPA

In Development/In Progress:

- A request came in from a German author, by way of the AAPA Media Relations team, to contribute a book chapter about the history, presence and future of PA in the United States for a book entitled *Physician Assistants in Germany*, to be published in English and German. The request is below:

Dear Madam or Sir,

Please do excuse me that I write to you without you knowing me before. I am a professor for physician assistance in Germany and together with Professor Herrmann, and two distinguished physician assistants, Mrs. Hunfeld and Mrs. Bialojan, we are the editors of the first book in Germany regarding the profession of physician assistants in Germany. I enclose the official short info of the medical publishing company to this mail.

In this book we would love to have a short chapter about the history, presence and future of the profession of physician associates in the United States of America. This chapter will be of high value for the readers. The volume of this chapter is planned with three book pages, i.e. about 5.500 characters including spaces. On contrast to the publishers short info, the deadline for submission should be April 30th, 2024, or later if necessary.

Dear Madam or Sir, may I ask you if someone of your Academy would be so kind to write this chapter about the profession of physician associates in the United States of America? We would appreciate your effort very much. Your chapter would be an honor and a much valued contribution to this book. The chapter can be published in English in this book, if you wish to. There is the possibility, too, to translate this chapter in German. We will proceed as you prefer it.

Thank you very much for considering this request. Please do not hesitate to contact me if I can answer any more questions or if there is anything I can do for you.

Kindest regards

Prof. Dr. Thomas Fleischmann, M.D.

Prof. Dr. Thomas Fleischmann

EBCEM, FESEM, FRCM, MHBA

Professor für Physician Assistance, Schwerpunkt Notfallmedizin

Studiengangsleiter Masterstudium Klinische Notfallmedizin PA

SRH Hochschule für Gesundheit GmbH

University of Applied Health Sciences

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Präsidentin: Prof. Dr. habil. Claudia Luck-Sikorski





PA Historian Summary Report
October 2023-March 2024
Society for the Preservation of Physician Assistant History, Inc.
Tricia Marriott, PA-C, MPAS, MJ Health Law, CHC, DFAAPA

Vorsitzende des Hochschulrates: Prof. Dr. Gabriele Beibst
Träger: SRH Hochschule für Gesundheit GmbH
Geschäftsführerin: Dr. Diana Rösler
Amtsgericht Jena HRB 500803

- The PAHx Society has agreed to contribute a book chapter, noting the very short timeline.
- On HOLD: Updating PA History Modules

Meetings:

- November 30, 2023: Staff Meeting Zoom (1)
- December 5, 2023: Meeting w/S. Radix AAPA re: "State recognition" Zoom (1.25)
- December 7, 2023: Staff Meeting Zoom (1.5)
- December 13, 2023: Staff Meeting Zoom (1)
- January 4, 2024: Staff Meeting Zoom (1)
- January 17, 2024: New Board Orientation (1)
- January 18, 2024: Staff Meeting Zoom (1.25)
- February 6, 2024: Staff Meeting Zoom (1.25)
- February 15, 2024: Staff Meeting Zoom (1.25)
- February 22, 2024: Staff Meeting Zoom (1)
- February 27, 2024: Staff Meeting Zoom (1)
- February 27, 2024: Website & Archive Committee Meeting Zoom (1)
- February 29, 2024: Staff Meeting Zoom (1)
- March 7, 2024: Staff Meeting Zoom (1)
- March 14, 2024: Staff Meeting Zoom (1)
- March 21, 2024: Staff Meeting Zoom (1)
- March 24-27, 2024: ConnAPA Charter Oak Conference: Exhibit Hall 3/26/24 (6)
- March 28, 2024: Staff Meeting Zoom (0.5)

Respectfully Submitted

Tricia Marriott
Historian
March 28, 2024





Verbal Reports from Committee Chairs

Committee Chairs Varalli-Claypool and Vause will provide Trustees with project updates from their first quarter meetings. As a “working board”, Trustees are required to participate in a variety of tasks and promote the mission and vision of the PAHx through growing the Society’s collections by writing biographies, website features, and newsletter articles. Trustees are asked to participate in recording oral history interviews and obtaining new museum items and documents of historical significance for the archives. In addition, Chair Wilson will provide the Trustees with an update on the activities of the Nominating Committee.

Communications Committee - Chair Varalli-Claypool

- Spring issue of *Historical Happenings*
 - ✓ Articles due April 26 (**Attachment 1**)
 - ✓ Index of completed articles (**Attachment 2**)
- Write a book review on Amazon (**Attachments 3**)

Archival & Website Committee - Chair Vause

In addition to biographies, Trustees are also asked to contribute:

- Website features
 - ✓ Features for *PA Historical Perspectives*
 - ✓ Record Oral Histories (**Attachment 4**)
- Grow the Archives
 - ✓ Request PA relevant donations to the Society

Nominating Committee - Chair Wilson

- Current Committee work prior to the annual ‘call for applications’

Item for Action:

No action needed; for information only.

PA History Society *Historical Happenings* Newsletter

SCHEDULE, PROCESSES & DEADLINES

FREQUENCY: 4 online issues a year

PURPOSE: Updates on the PA History Society activities and projects; reminders about many resources on website.

ARTICLE LENGTH: 500 words or less. If the article topic takes more than 500 words, the article may be divided between two subsequent issues. Include at least 1 image.

ARTICLE AUTHORS:

- The PAHx History President has an ongoing column.
- Staff formats articles for each newsletter.
- All BOT members are welcome to contribute articles or suggest topics.
- Reoccurring Columns include: In Her/His Own Words, From the Archives, PAHx Products, Pop Quiz, PAssages, Associates/Friends

CIRCULATION: Sent by email to 150,000 certified PAs as part of the NCCPA's monthly e-newsletter with teaser copy and link to *Historical Happenings*; emailed to 300 PA Program Directors and 110 AAPA Const. Orgs/Caucuses; posted on PAHx website and promoted on social media.

2024 SCHEDULE & DEADLINES:

Issue	Deadline: Contributors send articles to Lori	Distribution Week of:
Winter	February 9	February 19
Spring	April 26	May 6
Summer	July 26	August 5
Fall	October 18	October 28

<i>Historical Happenings Newsletter Articles Index</i>			
Season & Year	Volume & Issue	Article Title	Contributor(s)
Winter 2024	Volume 18, Issue 1	A Heritage of Innovation: Frontier Nursing Service	Carter, R
		PAs in Switzerland: The Development of PAs Continues!	Hurwiz, N
		Paths Converge	Kohlhepp, B
Fall 2023	Volume 17, Issue 4	50th Anniversary of the First Certifying Examination of Primary Care PAs	Carter, R
		Thriving on Adrenaline in Dual Careers: Katja Koroleva, PA-C	Wilson, S
Summer 2023	Volume 17, Issue 3	Doug Baker: Five Decades as a Global PA	Pedersen, D
		The Origin of the PA Oath	Schabowski, M
Spring 2023	Volume 17, Issue 2	Historic Changes to Medical Coding	Marriott, T
		50th Anniversary of the First National Conference	Carter, R
		PAHx's First Board Meeting	Carter, R
		A Brief History of the Swiss PA Profession	Hurwitz, N
Winter 2023	Volume 17, Issue 1	Memories of Joyce Nichols	Penninger, J
		The Greatness of Garland	Mara, C
Fall 2022	Volume 16, Issue 4	Represent! Summit	Penninger, J
		Health Summit in Puerto Rico	Smith, R
		PAs Combat AIDS Epidemic: 1980s-1990s	Carter, R
		1972: Federal Funding Shapes Future Demographics of PA Profession	Carter, R
Summer 2022	Volume 16, Issue 3	From Classmates to AAPA Presidents	Penninger, J
		US Navy's First PA Graduates	Carter, R
Spring, 2022	Volume 16, Issue 2	Deciding on a Logo	Carter, R
		Carol James, a Long-term PA Colleague of Dr. Ben Carson	Penninger, J
		Serendipity: The Reader's Digest Article	Carter, R

Winter 2022	Volume 16, Issue 1	The Development and Expansion of Dental Therapists in the US: Parallels to Physician Assistant History, Part 2	Ballweg, R
		Then Versus Now: A Comparison of PA Salaries	Penninger, J & Swan, M
		Steadisms Told Here	Carter, R
Fall 2021	Volume 15, Issue 4	"...the sky's not even the limit" - Hayley Arceneaux, PA-C	Konopka-Sauer, L
		The History of the Merck & Co.	Heard, H
		The Development and Expansion of Dental Therapists in the US: Parallels to Physician Assistant History, Part 1	Ballweg, R
		Dress Code for PA Students	Carter, R
		First Annual Report on Physician Assistant Educational Programs	Carter, R
		The Development of the Netherlands PA Profession	Carter, R
Summer 2021	Volume 15, Issue 3	Preparing Medically Trained Veterans for Civilian Healthcare Jobs, 1970s	Carter, R
		The "Other" Foundres Involved in PA History	Ballweg, R
		Never too Old to be a PA	Carter, R
		PA Textbook Retitled After Author/PAHx Historian	Konopka-Sauer, L
Spring 2021	Volume 15, Issue 2	Home Grown in Puerto Rico	Smith, R
		COVID-19, PA Students Making a Difference in Community	Taylor, M
		Flexner's 1910 Report	Heard, H
		From Jungle Medicine to Okie Medicine	Shirley, S
		Dr. Richard Smith: "You 'Gotta Have A Hobby!"	Ballweg, R
		PAs: A Realistic Way to Attack the Doctor Shortage	Carter, R
		A Conversation with Michael Powe	Smith, R
		The Passing of a PA Advocate: Thomas E. Piemme, MD	Konopka-Sauer, L
		PA History in the Wild	Schabowski, M
Winter 2021	Volume 15, Issue 1	Remembering Dr. Hu Myers	Carter R, Comb G & Stanhope W

		The History of Bates' Guide to Physical Examination	Heard, H
		The Creation of the Society's Chipper Wallet Comic Book.	Carter, R
Fall 2020	Volume 14, Issue 4	International Federation of Physician Assistant/Physician Associate and Clinical Officer/Clinical Associate/Comparable Students' Association (IFPACS)	Showstark, M, Hix, L & Kereto, L
		Loretta Ford, EdD, RN, PNP	Sadler Jr, A & Matsumoto, E
		From Roger Whittaker's Scrapbook	Carter, R
		From the Archives: Stead Photograph Album & Duke Conference Manuscripts	Schabowski, M
Summer 2020	Volume 14, Issue 3	"23-45" - What is This?	Toney, C
		We've Seen This All Before: The 1918 "Spanish" Influenza	Heard, H
		Student Reflections: Covid-19 Pandemic	Lund, M
		Responsibilities as a Provider During an Epidemic or Pandemic	Nagel, T
		From the Archives: The Value of Losing a Nickel	Schabowski, M
		Dr. Stead's Wife, Evelyn, Was an Innovator Also	Carter, R
Spring 2020	Volume 14, Issue 2	Little Known Facts about Dr. Eugene A. Stead, Jr.	Carter, R
		Then and Now – Pandemics	Fitzgerald, M
		Physician Assistants Serving During COVID-19	Taylor, M
		What's in a Name? A Historical Look at the Term "Physician Assistant"	Schabowski, M
		Humanitarian in Every Sense of the Word: Krishna Gurung	Pedersen, K
Winter 2020	Volume 14, Issue 1	AAPA Women's Interest Caucus and the Equal Rights Amendment	Fitzgerald, M
		From the Archives: Alderson Broaddus Board Game	Schabowski, M
		FLASHBACK 1972 – 48 YEARS AGO	Fitzgerald, M
Fall 2019	Volume 13, Issue 4	History of PAs in the Indian Health Service, in the beginning...	Olmedo, B
		Indian Health Service PAs Today	McCreary, T
		From the Archives: Stories from PAs	Schabowski, M

		Flashback: 1969 – 50 YEARS AGO	Fitzgerald, M
Summer 2019	Volume 13, Issue 3	Three Women Physicians Who Pioneered PA Education	Carter, R
		From the Archives: Treasures from the Booth - Prentiss Harrison Certificate, Military Patches & Military Dining Out Grog Shoe	Schabowski, M
Spring 2019	Volume 13, Issue 2	The Future of Healthcare: Challenges and Choices October 1984, American Academy of Physician Assistants	Willis, JB
		A Day in Atlanta – The Importance of History	Smith, R
		From Creation to Implementation: National Medical Challenge Bowl	Pydah, S
		Contributions by PAs of Color to the PA Profession in the First Decade of the 21st Century (2000-2009)	Davis, J
		From the Archives: Stephen Joyner Scrapbook from the '70s	Schabowski, M
Winter 2019	Volume 13, Issue 1	The 1980 GMENAC Report and Its Effect on the PA Profession	Willis, JB
		Email Communications are Important Historical Documents: Dr. Eugene Stead's Visit to the AAPA National Office	Fitzgerald, M
		From the Archives: PAHx Celebrates 17th Anniversary - first newsletter, website, projects	Schabowski, M
Fall 2018	Volume 12, Issue 4	The AAPA Minority Affairs Committee: Decade of the '90s	Davis, J
		The Past is Prelude – Opioid Crisis	Corboy, C
		Recognizing the 50th Anniversary of the American Academy of Physician Assistants	Kole, L & Fitzgerald, M
		The First PAs in The Republic of Ireland	Ballweg, R
Summer 2018	Volume 12, Issue 3	R. E. S. P. E. C. T.: That Is What It Means to Me (Aretha Franklin)	Davis, J
		From the Archives: PA Video Interviews	Schabowski, M
		Pioneering Nurse Educator, Thelma Ingles, RN, MA	Carter, R

Spring 2018	Volume 12, Issue 2	The AAPA Minority Affairs Committee: Beginning for Sustainability – The 1970s	Davis, J
		Past is Prelude: Impaired Practitioners	Amburgey, C
		A Global Healthcare Innovation	Schabowski, M
		U.S. PAs as Leaders and Collaborators in International PA Programs Ruth Ballweg, MPA, PA-C	Ballweg, R
		From the Archives - donation of photographs from Army Medical Field Service PA School at Brooke Army Medical Center	Schabowski, M
		Letter to the Editor: The Physician Assistant in Alaska	Piemme, T
Winter 2018	Volume 12, Issue 1	The AAPA Minority Affairs Committee: A Beginning for Sustainability	Davis, J
		PAs, All That and a Bag of Chips – PA History in the 90s	Schabowski, M
		PAs on the Alaska Pipeline	Ballweg, R
Fall 2017	Volume 11, Issue 4	50th Anniversary Celebration at White House	Carter, R & Ferrell, K
		Celebrating PA Week at Fort Benning, GA	Turay, S
		At 30, JAAPA is Thriving	Kole, L
		Offering Aid in the Aftermath of a Disaster of Historic Proportions: A Personal Account	Ramos, M
		Echoes from History: The Treasure Troves of Archives	Schabowski, M
		What’s Totally Rad? PA History in the 80s!	Schabowski, M
Summer 2017	Volume 11, Issue 3	Then and Now: The Story of an “Informally Trained” PA - Perry M. Westberry, PA-C	Fitzgerald, M
		Duke University graduates its first class of three PAs, Victor H. Germino, Kenneth E. Ferrell and Richard J. Scheele. What else was happening in 1967?	Fitzgerald, M
		Then and Now: A Look at PA Demographics	Fitzgerald, M
		The ‘70s - A Groovy Decade for PAs! Can You Dig?	Schabowski, M

		Then and Now: From “Working Dependently Under Supervision” (1967) To “Optimal Team Practice” (2017)	Fitzgerald, M
Spring 2017	Volume 11, Issue 2	National Public Radio Interview Features “50th Anniversary of PAs”	Fitzgerald, M
		Veteran Memorial Garden Dedication	Carter, R
Winter 2017	Volume 11, Issue 1	PA History Society Celebrates 15 Years: 2002- 2017	Carter, R
		In Appreciation – Fred Sadler	Fitzgerald, M
Fall 2016	Volume 10, Issue 4	Witness to History -- Celebrating the PA Profession’s Silver/25th Anniversary	Fitzgerald, M
		JAAPA and JPAE Celebrate 50th Anniversary	Ballweg, R
		Blast from the Past -- 1992 Headlines in AAPA Newsletter	Fitzgerald, M
Summer 2016	Volume 10, Issue 3	The PA World Meets the Organ Transplant World at a White House Summit on Organ Donation – June 13, 2016	Sadler Jr, A
		Witness to History: Guns and Violence – The PA Profession’s Policies	Fitzgerald, M
		Chipper Wallet, PA-C returns to Gasoline Alley Comic Strip	Carter, R
		From the Archives: Look: The Magazine that Launched a 1,000 PAs	Schabowski, M
Spring 2016	Volume 10, Issue 2	Witness to History – Alcohol and Tobacco Policies	Fitzgerald, M
		From Our Archives: Marine Physician Assistants	Carter, R
Winter 2016	Volume 10, Issue 1	An Appreciation of Thomas E. Piemme	Sadler Jr, A
		The First International PA Conference in India	Ballweg, R
		From our Archives: First AAPA Exhibit	Carter, R
		Honoring Those Who Served: LCDR William H Feyh, PA-C, MSN, USN	Carter, R & Harbert, K
Fall 2015	Volume 9, Issue 3	NATIONAL PA WEEK – ORIGINS AND HISTORY	Fitzgerald, M

		Living Legacies: Alvin P. Davis, Liberian PA	Carter, R
Summer 2015	Volume 9, Issue 2	Founders Welcomed by NCCPA for 40th Anniversary Project	Fitzgerald, M
		Witness to History: Role of the AAPA House of Delegates in PA History – Part 2	Fitzgerald, M
		Spotlight on State and Constituent Chapter History: Beginnings in New Jersey	Ramos, M
Spring 2015	Volume 9, Issue 1	Witness to History: Role of the AAPA House of Delegates in PA History	Fitzgerald, M
Winter 2014	Volume 8, Issue 4	Educational Toolkit Evaluated by Focus Group at PAEA	Carter, R
		PAHx Receives Original AAPA Gavel	Carter, R
		Dr. Frank Riddick, Jr., Dies at Age 85	Piemme, T
		Sadler Honored at PAEA Awards Luncheon	Konopka-Sauer, L
Fall 2014	Volume 8, Issue 3	NCCPA: Forty Years and Counting	Piemme, T
Summer 2014	Volume 8, Issue 2	National Board of Medical Examiners Celebrates its 100th Anniversary Meeting in Washington, DC	Piemme, T
		Voice from the Past: The “Other” AAPA	Carter, R
Spring 2014	Volume 8, Issue 1	DUMC Archives PAHx Digital Repository	Carter, R
		New Website Exhibits Recall Pioneering Support from the Past - William Anlyan, MD	Bliss, A
		J. Rhodes Haverty, MD (1927-2014) Former President of the NCCPA	Piemme, T
Winter 2013	Volume 7, Issue 3	Witness to History: Two Encounters with John F. Kennedy	Braun, J & Carter, R
Summer 2013	Volume 7, Issue 2	A Visit with Lawrence “Mac” Detmer	Piemme, T & Sadler, Jr, A
		Interview with Edmund D. Pellegrino, MD	Sadler Jr, A & Gianola, G
		First Student Medical Challenge Bowl	Carter, R
Spring 2013	Volume 7, Issue 1	The First Annual Conference Forty Years Ago	Piemme T, Sadler, Jr A & Carter, R
		Physician Assistants in Cardiovascular Surgery	Polacek, R & Piemme, T

		Care from the Heart Memoirs of Thelma Ingles, RN	Carter, R & Piemme, T
Winter 2012	Volume 6, Issue 2	Taking Care of Priorities - Dr. Stead Remembered	Carter, R
		NCCPA Certifies 100,000th PA	Piemme, T
Fall 2012	Volume 6, Issue 1	Durham to Atlanta Transition Completed - PAHx Archives	Piemme, T
Winter 2007	Volume 5, Issue 3	Times, They are a Changin' - The male to female gender shift in our profession	Zajac, L
Winter 2006	Volume 5, Issue 3	Making our Own History (PAHx)	Carter, R
Fall 2006	Volume 5, Issue 2	In the Beginning {Editorial}	Wharton, W
Summer 2006	Volume 5, Issue 1	What is in the Boxes? - PAEA Archives	Carter, R
Spring 2006	Volume 4, Issue 4	SPPAHx Participates in Stead Center Dedication Ceremony	Scott, P
Fall 2005	Volume 4, Issue 2	Evolution of PA Day/Week Buttons reflect Maturation of the profession	Scott, P
		PA History Feature to return to "Perspective on PA Education"	Scott, P
		Let me tell y'all a story about a Doc and his ... {Johnson and Treadwell}	Scott, P
Summer 2005	Volume 4, Issue 1	Remembering Dr. Stead	Carter, R
Spring 2005	Volume 3, Issue 2	SPPAHx and History Center to Move - to Stead Center	Carter, R
Summer 2004	Volume 3, Issue 1	Website Features 4 New Exhibits	Carter, R
		What is in your PA Program's Attic? - Dr Hu's Artifacts at AB	Scott, P
		NCAPA Center to Honor Dr. Stead and Possibly House SPPAHx	Carter, R
Summer 2003	Volume 2, Issue 1	Grants help Digitize and Present PA Professional History	Carter, R
Summer 2002	Volume 1, Issue 1	LSTA Digitalization Grant Funded	Carter, R

Amazon Book Review Process

Steps to add a book review on Amazon.com:

1. Go to www.amazon.com and sign into your Amazon account.
2. Type “Physician Assistants as Social Innovators in Healthcare” into search bar at the top of the website and click on the orange magnifying glass icon on the right side of the search bar.
3. Under “Results” click on the listing for the book.
4. On the webpage featuring the book, scroll down the page until you see the “Customer Reviews” box on the lefthand side (See photo to right).
5. In the section underneath the star ratings that reads “Review this Product”, click on the white button that says, “Write a Customer Review”.
6. On the “Create Review” webpage, in the “Overall rating” section, click on the number of stars you would rate the book. (1 star being the worst and 5 stars being the best).
7. In the “Add a headline” section, give your review a snappy title.
8. In the “Add a written review” section, write your review of the book.
9. When you are finished, click on the yellow “Submit” button beneath the box you wrote your review in.



Review this product

Share your thoughts with other customers

Write a customer review

Create Review



Physician Assistants as Social Innovators in Healthcare

Overall rating



Add a headline

What's most important to know?

Add a photo or video

Shoppers find images and videos more helpful than text alone.



Add a written review

What did you like or dislike? What did you use this product for?

Submit

Online samples:

Note: If a review had an accompanying title, the title will be **bolded**.

[Clinical Medicine for Physician Assistants by James Van Rhee](#)

C. Mylar: **Concise text.** Wonderful, concise text. Good info for practicing PAs as well. I have been in practice for 16 years and this provides a good update and new information in an easy to read format.

Church: **Great reference and review** Great for a quick review to summarize knowledge on area of interest. Well organized and easy to follow.

[Physician Assistants: An Illustrated History](#) (Kindle)

Woody Barry: **Four Stars** well written

Michael McGrath: **Review by early U.S. Navy PA graduate 1974** A terrific summary of the milestones of this incredible profession.
Looking forward to further decades of reporting.
Thank you authors.

Ectoplasmic13: **An important book for the profession** Highly informative; interesting for those curious about the background of the profession. Recommended!

C.M. Toney: **"Making a Difference, Changing the World"** I have just finished reading the new book: The Physician Assistant: An Illustrated History, R. Ballweg; R.D. Carter; et.al.
The book is a concise read, presenting a comprehensive story of the history and evolution of the Physician Assistant (PA) profession. As the nation embarks on its new health care journey, I encourage every P.A., graduate and student alike, to read this book and learn about from whence we came. Only with this understanding, will the P.A. profession be able to decide, in collaboration with our partners, how best to move forward to assure that we continue to provide the best care for our patients. The Physician Assistant: An Illustrated History- It is a compelling book. It is our story.

John Mickey: **Essential reading.** This is an essential volume for everyone concerned with the future of health care in America.
Our nation now is poised to act on its commitment to healthcare as a universal human right, but our archaic system of delivery is woefully inadequate to the task. If we have any chance in meeting the medical needs of all Americans, it must be through the most efficient use of all our resources.

Physician Assistants will play a central role at this critical time. Reading about the birth of this profession written by a dedicated group of visionaries is more than inspiring. It is crucial to the understanding of how we will solve the greatest challenge American Medicine has ever faced: caring for every one of us.

EM: **Must read for PAs and NPs** I just read "The Physician Assistant: An Illustrated History" and thoroughly enjoyed it. I learned a great deal about how PAs came to be and the early history of NPs as well. The format is outstanding and gives the reader easy access to the material. All NPs would benefit from reading this outstanding volume.



Physician Assistant History Society
Honoring our History; Ensuring our Future

Conducting Video Taped Oral Histories

Purpose:

To provide stakeholders (PA Students, PA Program Faculty, PAs and the general public) with a variety of interesting stories about PAs to capture the history of the PA profession. These oral histories will be posted to the PAHx website (www.pahx.org).

Ongoing Project:

Conducting audio and video Oral Histories is an ongoing project of the Trustees in addition to writing biographies. Whenever available, Oral Histories will be conducted at AAPA & PAEA, during board workshops and by the Trustees individually.

Who Should Be Interviewed:

PAs and individuals who have made a significant impact on the PA profession; PA students, pioneering PAs, 2nd & 3rd generation PAs, family members of PAs, PAHx Past & Current Board members, Past AAPA & PAEA President.

Sample Interview Questions:

1. What has been the most satisfying aspect of your PA career?
2. Tell us about a particularly memorable patient that made you glad that you chose to be a PA.
3. What was the biggest challenge you faced or obstacle that you overcame as a PA.
4. Do you have a favorite mentor that you would like to acknowledge and why?
5. They got into this profession because....
6. They were influenced because....
7. They were willing to sacrifice (PA specific info) because....
8. Their influence was....
9. What is the most interesting experience you have encountered as a PA?

Topics for Consideration:

1. Have two PAs together in an effort to provide a perspective from a recent PA and a seasoned PA on a similar topic
2. PAs who have chosen to work in underserved communities: a correctional facility, rural area or the inter-city
3. How PAs have adjusted to address cultural differences and the diversity in the profession and with patients
4. Explain experiences working to develop state legislation



2024-2026 Strategic Plan

As the Board of Trustees begin working on the new Strategic Plan this year, President Smith will review the board committees that have taken the lead on completing the Strategic Plan goals and objectives in the past. Although all the Trustees have a responsibility for contributing to the completion of the goals and objectives, it has been beneficial for each board committee to have oversight for specific goals and objectives to successfully accomplish the three-year plan.

As **Attachment 1**, please find the 2024-2026 Strategic Plan. Below please find the board committee assignments that have been used in the past:

Goal #1 – The PA History Society will collect, assess, and preserve relevant historical information about the PA profession.

- *Archival & Website Committee*

Goal #2 – The PA History Society will disseminate historical information about the profession.

- *Communications Committee – Objective 2.1:1-6*
- *Archival & Website Committee – Objectives 2.1:3 and 2.1:7*

Goal #3 – The PA History Society will promote the PAHx and its resources.

- *Communications Committee - Objectives 3.1, 3.2 and 3.3:1*
- *Archival & Website Committee – Objective 3.3:2*

Goal #4 – The PA History Society will increase stakeholders' utilization of resources to accomplish the organization's Mission and Vision.

- *Finance Committee – Objective 4.1*
- *Archival & Website Committee – Objective 4.2:1*
- *Communications Committee – Objective 4.2: 2-5*

During this time on the agenda, the Trustees will have an opportunity to discuss the board committee assignments noted above and revise them as necessary.

Item for Action:

- ✓ Approve the PAHx Board Committee Assignments tied to the 2024-2026 Strategic Plan.



Strategic Plan 2024 – 2026

Goal #1 – The PA History Society will collect, assess, and preserve relevant historical information about the PA profession.

Objectives

1.1: Continue to expand the Society's relevant historical holdings.

1. Increase Biographies featured on website at least 30 new biographies per year:
 - a. Review and modify the current process for choosing individuals for biographies to assure distribution by geography, PA program, leadership roles, and innovation.
 - b. Trustees and Historian to work with chosen individuals to complete and edit biographies and obtain from those individuals' relevant personal items such as photos, newspaper clippings and correspondence.
2. Increase Oral Histories featured on the website by at least 15 new oral histories each year:
 - a. Continue conducting oral histories at national and local meetings, events, conferences (minimum two at AAPA Annual Conference and two at PAEA Educational Forum).
 - b. Continue to revise guidelines and train and engage board members and Historian in ways to conduct oral histories using the latest available technology.
3. Continually increase Photograph and Video collections:
 - a. Inventory existing collection to identify events for which PAHx Society does not yet have photos of, such as key events in early years of PA profession.
 - b. Engage the leaders of four cross-organizations to create a strategy that will result in effective, regular sharing and archiving of photographs and videos of leaders, events, conferences, board meetings, award ceremonies, etc.
 - i. Request an invitation to a meeting of the cross-organization leaders to discuss strategy development.
 - ii. Plan a special Historian Boot Camp focused on the leaders of the cross-orgs and invite them to attend.
4. Increase the PAHx role in helping AAPA constituent organizations capture their history, give them ongoing guidance, and request materials from them on a quarterly basis for our archives:

- a. Encourage constituent organizations to create their own timelines and then link them into the PAHx timeline for the profession. Parallel the people / leaders of those organizations and their transitions into the national level: streamline this information to the website.
5. Continue to increase Museum & Library Materials and effectively disseminate information about new Materials:
 - a. Develop a schedule for posting messages on appropriate communication channels (social media, NCCPA NewsBlast, PAHx website & newsletter) requesting personal papers, museum materials and other items of historical interest.
6. Revise guidelines for determining what items should be digitized and made available online.

Goal #2 – The PA History Society will disseminate historical information about the profession.

Objectives

2.1: Increase services, products, and the dissemination of information.

1. Increase PAHx's participation and exposure of products and services by participating in new conferences and/or distributing the PAHx brochure, book postcards & flyers.
2. Continue to exhibit at PAEA Forum & AAPA Annual Conference.
3. Exhibit and/or give a short historical presentation at AAPA pre-PA student event.
4. Confirm NLM Banner set for PAHx to be on loan.
5. Disseminate the Society's short video (Goal 4.2a) on the PA History Society:
 - a. Promote to the AAPA Student Academy.
 - b. Share it each year with the new PAHx Student Trustee to educate them on the mission/vision.
6. Trustees to develop targeted marketing strategy for AAPA constituent organizations.
7. Create a 'digital' exhibit on the history of the PA profession that can be emailed to PAHx Associates to be used for student orientation, graduation, anniversary events, white coat ceremonies, university libraries, etc.

Goal #3 – The PA History Society will promote the PAHx and its resources.

Objectives

3.1: Expand, support, and enhance historical projects relevant to the PA profession.

1. Promote how faculty, researchers, the PA community, etc. can utilize the PAHx archives and the types of support that the PAHx can offer. (Examples of support: PA students writing a thesis, PA faculty and researchers, etc.).

2. Update and rebrand the PA Historian Boot Camp:
 - a. Develop a one-hour and/or 4-hour CME session.

3.2: Participate in presentations on PA History.

1. Develop and submit 1-2 poster session presentations for PA audiences at AAPA and PAEA conferences.
2. Continue to provide Trustees with presentations for their use at state chapter conferences, speaking engagements, etc. (presentations to students to include why history matters, how it applies to the recent graduates, how to get involved, etc.)

3.3: Maintain and enhance Toolkits and Learning Modules for Program Associates.

1. Update the Educational Learning Modules.
2. Review and update annually the PAHx exhibits (online, headquarters & Stead Center, and presentations.)

Goal #4 – The PA History Society will increase stakeholders' utilization of resources to accomplish the organization's Mission and Vision.

Objectives

4.1: Increase engagement by stakeholders.

1. Maintain and expand the number of PA programs and constituent organizations at the annual Associate Level.
2. Increase Trustee interactions with stakeholders.
3. Trustees are encouraged to participate in at least one of the giving programs and promote them as appropriate:
 - a. "Annual Circle of Friends"
 - b. "Lifetime Circle of Friends"
 - c. "Legacy Circle"

4.2: Continue to develop products for PAs and PA programs such as:

1. Produce a video on PA history:
 - a. Create a short video on the PA History Society and the profession's history that is promoted to the AAPA Student Academy
2. PAHx Lapel Pins, White Coat Ceremony and Graduation Memorabilia and PAHx "Welcome to the PA Profession" Student Certificate.
3. Educational Materials/Toolkits/Learning Modules.
4. Develop items for the AAPA & PAEA conferences to be sold at the PAHx booth.
5. Provide guidance of recommended premiums (give-a-ways) to PA programs and PA organizations celebrating significant anniversaries and events.



Unfinished Business and Closing Comments

During this time on the agenda, President Smith will welcome comments and questions from the Trustees regarding any unfinished business and/or discussions from during the Board weekend.

For your planning purposes during the next year, please see **Attachment 1** for a list of the remaining **2024 PAHx Board Meetings** and **AAPA & PAEA Conference** dates.

As **Attachment 2** and **Attachment 3** please find the **Instructions and a PAHx Expense Report** for submitting any April Board Meeting expenses following your weekend travels to the meeting. If you have any questions, please do not hesitate to contact Ms. Mara or Ms. Konopka-Sauer for assistance.

Please provide Ms. Mara (conniem@nccpa.net) with any updates that you have regarding your contact information. The most recent **Board Roster** is included for your review as **Attachment 4**.

Before you depart the meeting on Sunday morning, you will be asked to complete a brief **Board Weekend Questionnaire** which will be available to you during the meeting.

Ground transportation from the PAHx office to Atlanta's Hartsfield-Jackson International Airport will be provided following the Board Meeting at 11:15am.

Item for Action:

No item for action; for information only



2024 Board Meetings and PA Conferences

2024 AAPA Conference

May 18 – 22, 2024

Houston, TX

2023 Summer PAHx Board Meeting

Thu., August 15, 2024

7pm – 9pm (ET), Video Conference Call

2024 PAEA Education Forum

October 6 – 10, 2024

Washington, DC

2024 Fall PAHx Board Meeting

November 2 & 3, 2024

Loews Midtown Hotel

Atlanta, GA

Save the Date & Location for our 2025 April Board Meeting

Date: April 5-6, 2025

Location: The Stead Center in Durham, NC

Instructions for Submitting Expenses for Reimbursement

Travel Expense Form:

1. The expense report should be submitted no later than 30 days following the meeting or activity.
2. All expenditures must be accompanied by a detailed itemized receipt. For expenses without a detailed receipt, you will only be reimbursed \$20. The receipt should include both the detailed purchase receipt and the credit card slip, if charged to a credit card.
3. For expenses charged to your hotel bill, please include the detailed purchase receipt and the hotel bill to ensure reimbursement.
4. For mileage reimbursement, please include a Map Quest or Google map with directions with your expense report.
5. **Please see attached samples of approved expense report documentation.**

Meals:

6. PAHx will reimburse Board members' meals that are not otherwise provided by PAHx. The actual cost for 3 meals a day (Breakfast, Lunch & Dinner) including tip, will be reimbursed provided the total per day cost does not exceed \$100.00.
7. The receipt should include both the detailed purchase receipt and the credit card slip, if charged to a credit card. For expenses charged to your hotel bill, please include the detailed purchase receipt and the hotel bill to ensure reimbursement.
8. For receipts that include meals for more than 1 person, the names of all diners must be listed and included with the detailed receipt and credit card slip.

Miscellaneous:

9. Personal charges (i.e. movies, magazines, sundry items) will not be reimbursed.
10. Details should be provided for any changes listed in the "other" line.
11. Please be sure to sign your expense form prior to submittal to PAHx.
12. Photocopies or scanned copies of receipts and expense forms are acceptable.
13. If the expense form is complete when submitted (all receipts attached, all charges within acceptable range, form signed, etc.), the reimbursement check should be mailed within two weeks of PAHx's receipt of the form.



PAHx 2024 Expense Report

12000 Findley Road, Suite 100 • Johns Creek, Georgia 30097

Name:		Meeting/Event:	
Mailing Address:		Date Submitted:	

Itinerary <i>Complete a column for each day of travel</i>	DATE								
	CITY								
Complete the shaded areas.	Budget Account Code:								Total Paid
Airfare	Amount Paid								
Auto rental + Gas	Amount Paid								
Hotel & Lodging	Amount Paid								
Bus, Taxi, Etc.	Amount Paid								
Mileage Calculated @ \$0.670 per mile	Miles Traveled → Calculated Amount								
Telephone & Fax	Amount Paid								
Laundry	Amount Paid								
Breakfast	Amount Paid								
Lunch & Snack	Amount Paid								
Dinner	Amount Paid								
Conference	Amount Paid								
Postage	Amount Paid								
Parking & Tolls	Amount Paid								
Tips, Incidentals, Other*	Amount Paid								

REMARKS (*Including detail on other category):

Total Reimbursement:

Traveler's Signature & Date: _____ Manager/Treasurer Approval & Date: _____



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